

# **Code of Ethics for HR**

## **1. Competence**

Maintain competence in carrying out professional responsibilities and provide services in an honest and diligent manner.

Ensure that activities engaged in are within the limits of one's knowledge, experience and skill.

When providing services outside one's level of competence, or the profession, the necessary assistance must be sought so as not to compromise professional responsibility.

## **2. Legal Requirements**

Adhere to any statutory acts, regulation or by-laws which relate to the field of human resources management, as well as all civil and criminal laws, regulations and statutes that apply in one's jurisdiction. Not knowingly or otherwise engage in or condone any activity or attempt to circumvent the clear intention of the law.

## **3. Dignity in the Workplace**

Support, promote and apply the principles of human rights, equity, dignity and respect in the workplace, within the profession and in society as a whole.

## **4. Balancing Interests**

Strive to balance organizational and employee needs and interests in the practice of the profession.

## **5. Confidentiality**

Hold in strict confidence all confidential information acquired in the course of the performance of one's duties, and not divulge confidential information unless required by law and/or where serious harm is imminent.

## **6. Conflict of Interest**

Either avoid or disclose a potential conflict of interest that might influence or might be perceived to influence personal actions or judgments.

## **7. Professional Growth and Support of Other Professionals**

Maintain personal and professional growth in human resources management by engaging in activities that enhance the credibility and value of the profession.