



INSTITUTE FOR
HUMAN RESOURCE
PROFESSIONALS

IHRP Code of Professional Conduct

Overview

The Institute for Human Resource Professional's Code of Professional Conduct (Code) has been adopted to uphold and maintain the highest standards of professional conduct and behaviours for all individuals it has recognised and certified. Implicit in the conferment of this professional certification is a requirement for certified members to comply with the mandates of all applicable laws and regulations, as well as take responsibility to act in an ethical and professionally responsible manner. Adherence to those standards as set out in this Code is expected from all certified members, and also serves to ensure public confidence in the integrity of our members. The Institute for Human Resource Professionals (IHRP) reserves the right to revoke certification conferred to individuals found to have seriously violated this Code, or have exhibited professional misconduct.

Those who are certified commit to upholding the following core principles:

1. Integrity

Demonstrating strong moral principles and maintaining the highest standards of ethical conduct in discharging HR duties and establishing a reputation as a trusted HR professional.

2. Objectivity

Adopting a fair and equitable approach towards HR and business matters, and in doing so, inspiring trust and credibility as a competent HR professional.

3. Professional Competence

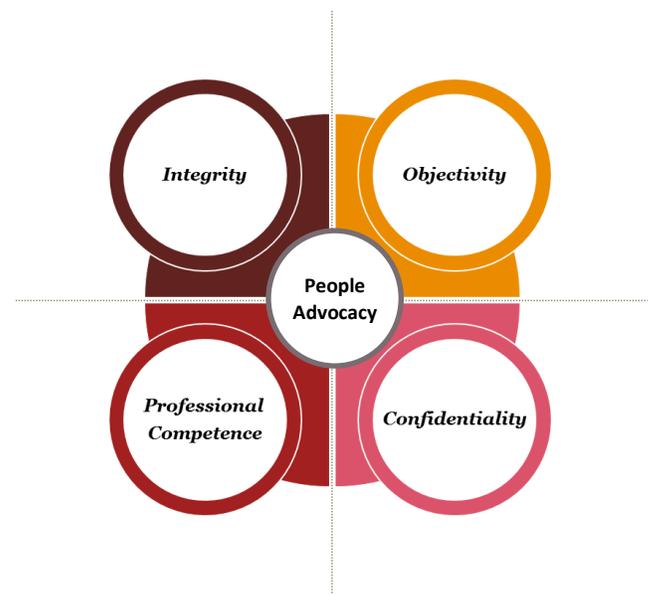
Being accountable for own actions, taking personal ownership for developing and maintaining professional competencies, and keeping abreast of the latest trends and developments in HR and adjacent disciplines so as to build credibility as a HR professional.

4. Confidentiality

Adhering to high ethical standards when managing classified and sensitive information and/or private personnel data.

5. People Advocacy

Committing to place People at the heart of HR work, to exercise empathy and compassion when dealing with people, and to develop their potential while in pursuit of organisational goals.



1.1 Integrity

1.1.1 Core Principle

Demonstrating strong moral principles and maintaining the highest standards of ethical conduct in discharging HR duties and establishing a reputation as a trusted HR professional.

1.1.2 Guidelines

- Exhibit personal leadership for maintaining the highest standards of ethical conduct in every professional interaction and judgement.
- Establish, maintain and develop relationships based on confidence, trust, and respect.
- Support decisions made by the organisation that are ethical and legal regardless of personal interests.
- Seek the opinions of experts when unsure of the ethical propriety of a situation.
- Challenge pending actions when necessary to ensure that decisions are ethical and implemented in an ethical manner.

1.2 Objectivity

1.2.1 Core Principle

Adopting a fair and equitable approach towards HR and business matters, and in doing so, inspiring trust and credibility as a competent HR professional.

1.2.2 Guidelines

- Maintain independence in all stakeholder interactions and ensure that professional judgment is not compromised by undue influence from others.
- Identify situations that may give rise to conflicts of interest and be proactive in their disclosure when they arise.
- Embrace diversity and inclusion, by fostering an inclusive work environment free of discrimination, and being open to different customs, practices, and personal beliefs of others.
- Develop, administer and advocate employment and business policies, procedures and practices that foster fair, consistent and equitable treatment for all.

1.3 Professional Competence

1.3.1 Core Principle

Being accountable for own actions, taking personal ownership for developing and maintaining professional competencies, and keeping abreast of the latest trends and developments in HR and adjacent disciplines so as to build credibility as a HR professional.

1.3.2 Guidelines

- Adhere to the highest standards of professional behavior.
- Uphold the reputation of the HR profession by discharging HR duties in an efficient and effective manner.

- Commit to continuing professional development, and applying of knowledge to human resource management, human resource development, and general business issues.
- Keep abreast of the latest trends and developments in HR and adjacent disciplines to stay knowledgeable.
- Be aware of the operating macro and micro environment, external and internal factors, adapting appropriately to the current situation and circumstances.

1.4 Confidentiality

1.4.1 Core Principle

Adhering to high ethical standards when managing classified and sensitive information and/or private personnel data.

1.4.2 Guidelines

- Safeguard all confidential, commercially sensitive and personal data acquired, preventing such information from being used unlawfully for personal gains.
- Acquire and disclose information through ethical and responsible means, while ensuring that information is accurate, reliable and complete.
- Restrict the scope of disclosure so that information is only shared on a limited and need-to-know basis.
- Document any breach of confidentiality and the rationale for disclosure without consent.
- Exercise discretion and professional judgment when handling sensitive information or dealing with contentious or sensitive issues.

1.5 People Advocacy

1.5.1 Core Principle

Committing to place People at the heart of HR work, to exercise empathy and compassion when dealing with people, and to develop their potential whilst in pursuit of organisational goals.

1.5.2 Guidelines

- Strive to deliver results for the organisation by helping individuals manage their careers and develop their knowledge, skills and experience.
- Recognise and nurture people and assist them in reaching their fullest potential.
- Deliver high quality HR-services and functions that prioritises the people's needs.
- Promote a people-centred culture and build strong relationships rooted in an understanding of people's needs and a passion to help develop them.
- Exercise empathy and compassion when dealing with people.