

Human Resources Professionals' Code of Ethics – Principles

Principle 1 – Competence

HR practitioners must maintain competence in carrying out professional responsibilities and provide services in an honest and diligent manner. They must ensure that activities engaged in are within the limits of their 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.

Principle 2 – Legal Requirements

HR practitioners must adhere to any statutory acts, regulations or by-laws that relate to the field of human resources management, as well as all civil and criminal laws, regulations and statutes that apply in their jurisdiction. They must not knowingly or otherwise engage in or condone any activity or attempt to circumvent the clear intention of the law.

Principle 3 – Dignity in the Workplace

HR practitioners support, promote and apply the principle of human rights, equity, dignity and respect in the workplace, within the profession and in society as a whole.

Principle 4 – Balancing Interests

HR practitioners must strive to balance organizational and employee needs and interests in the practice of their profession.

Principle 5 – Confidentiality

HR practitioners must hold in strict confidence all confidential information acquired in the course of the performance of their duties and not divulge confidential information unless required by law and/or where serious harm is imminent.

As part of their practice as human resources management professionals, members will have access to, and be responsible for, much personal information. Human resources professionals have specific duties with respect to such information, including (1) the handling and management of files and records related to the management of the human resources function; (2) the kind of information that is shared by employees of an organization in confidence; and (3) the respect of all laws pertaining to the protection of personal information. Human resources professionals must treat the handling of confidential, personal, or privileged information with the utmost importance as it is core to the credibility of the profession.

Principle 6 – Conflict of Interest

HR practitioners must either avoid or disclose a potential conflict of interest that might influence, or might be perceived to influence, personal actions or judgments.

Principle 7 – Professional Growth and Support of Other Professionals

HR practitioners must maintain personal and professional growth in human resources management by engaging activities that enhance the credibility and value of the profession.