

RESPONSIBILITY TO AND RELATIONSHIP WITH IHRM

IHRM members, whether they be actively or inactively participating in the Institute's activities or be partners of the Institute in any event, should:

- (a) Seek to enhance their professional standards and competencies through continuous professional development;
- (b) Protect the privacy and confidentiality of the data of other members that they have obtained as a result of IHRM membership or through participation in IHRM activities and should not use the data for any unauthorised purposes;
- (c) Observe this Code in such a way that their personal reputation, that of the IHRM and that of the profession shall be enhanced;
- (d) Ensure that membership of the IHRM, its Executive Council and various committees/taskforces shall not be abused to secure special privilege or personal advantage;
- (e) Refrain from claiming representation or acting on behalf of the IHRM in public activities unless properly authorised.

Members of the IHRM Executive Council should also observe relevant provisions under "Interests of the Members of the Executive Council" contained in the Memorandum and Articles of Association of IHRM.

Disciplinary Mechanism

With reference to relevant provisions contained in the Memorandum and Articles of Association of the IHRM, the Executive Council is empowered to appoint a disciplinary committee upon receiving a complaint that a member:

- (a) Has been convicted of any commercial crime;
- (b) Has been negligent in the conduct of his profession;
- (c) Has been guilty of any misconduct in his profession;
- (d) Has wilfully refused or neglected to comply with any rules, these Articles, any by-law made for the Institute, or any direction lawfully given by the Executive Council;
- (e) Has committed any act which has brought or is likely to bring the name of the Institute into disrepute.

Upon presentation of a report by the Disciplinary Committee, the Executive Council may at its discretion take appropriate action with regard to such member including ordering the name of the member to be removed.

Social Responsibility to Enhance Ethical Standard

Where corruption, fraud or malpractice of any kind is suspected within their own organisation or among fellow professionals, IHRM members are advised to seek advice from or report to the appropriate authority such as the ICAC.

List of References for HR

In addition to this Code, IHRM members are advised to refer to other relevant legislation currently in force in the HKSAR and to keep themselves abreast of subsequent developments. Legislation relevant to HR professionals includes:

- (a) Employment Ordinance
- (b) Employees' Compensation Ordinance
- (c) Disability Discrimination Ordinance
- (d) Family Status Discrimination Ordinance
- (e) Sex Discrimination Ordinance
- (f) Immigration Ordinance
- (g) Labour Relations Ordinance
- (h) Occupational Safety and Health Ordinance
- (i) Occupational Retirement Schemes Ordinance
- (j) Mandatory Provident Fund Schemes Ordinance
- (k) Personal Data (Privacy) Ordinance
- (l) Prevention of Bribery Ordinance

香港人力資源管理學會

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A Code of Conduct and Ethics for Human Resource Professionals

THIS CODE IS PRODUCED
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PROGRAMME



香港人力資源管理學會
Hong Kong
Institute of Human Resource Management

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The Hong Kong Institute of Human Resource Management (IHRM) was established in February 1977 and has become one of the most important human resource (HR) professional bodies in the HKSAR.

MISSION OF THE IHRM

The mission of the Institute is to maintain, develop and enhance professional standards in HR management, covering quality, ethics, and practices; and to increase the influence of HR professionals for the benefit of individuals and organisations in the HKSAR.

OBJECTIVES OF THE CODE

The conduct of the IHRM members and the HR profession as a whole is regarded as a fundamental attribute to the fulfilment of the mission of the Institute. This Code is established by the Institute and aims at achieving five main purposes:

- (a) Contributing to the profession and the community as a whole by providing general guidance on the desirable level of standards;
- (b) Enhancing awareness of HR professionals as to the standard of their performance;
- (c) Enhancing credibility and trustworthiness of IHRM members and the HR profession;
- (d) Maintaining a consistent high standard within the profession and promoting good professional conduct;
- (e) Enhancing ethical values beyond legal compliance.

Content of the Code

I. Professional Standards & Competencies

IHRM members are expected to contribute to enhancing the standard of performance and the level of competency of the profession. Towards this end, they should:

- (a) Possess a good understanding of the business of their own organisation and of the industry in which it is operating;
- (b) Maintain and devote continuous efforts to attain the level of competency necessary, such as enhancement of knowledge of HR related legislation and keeping themselves in line with the latest trends and practices, for the purpose of providing strategic

- guidance to enhance the capability of their own organisation and its people;
- (c) Demonstrate a devotion to promoting ethical awareness among fellow professionals.

II. Professional Conduct & Ethics

GENERAL

Each IHRM member should conduct himself/herself as a person of integrity. Personal credibility is built up on the basis of the following important factors:

- Competency
- Integrity
- Honesty
- Reliability
- Objectivity
- Due diligence
- Fairness
- Consistency (in the application of company standards to all employees)

RESPONSIBILITY TO AND RELATIONSHIP WITH EMPLOYER

To help establish the professional standing of the HR function within his/her organisation, a member should:

- (a) Observe the business ethics of the organisation and perform the important role of communicating organisation values and standards, as well as monitoring and enforcing the standards within the organisation;
- (b) Act as a business partner with line and senior management by adding value towards achieving business goals;
- (c) Act as an internal consultant on HR related issues to assist and advise the organisation on the compliance of HR related legislation and on the fulfilment of social responsibility;
- (d) Safeguard confidentiality and integrity of the organisation's data;
- (e) Refrain from using the organisation's data to secure personal advantage;
- (f) Refrain from taking up other employment, whether self-employment or part-time, unless authorised by the organisation;
- (g) Avoid conflict between personal interests and those of the organisation and, where such conflict is or may be inevitable, report fairly and promptly to the organisation the extent and nature of such conflict;

- (h) Ensure proper use of the resources of the organisation;
- (i) Protect and promote the image of the organisation during presentation at public activities.

RESPONSIBILITY TO AND RELATIONSHIP WITH EMPLOYEES

To help establish the professional standing of the HR function among the employees of his/her organisation, a member should:

- (a) Safeguard confidentiality and integrity of the employees' data that he/she has access to;
- (b) Act as internal consultant on HR related issues and provide honest and fair advice;
- (c) Foster better understanding between employees and the organisation through the establishment of effective channels of communication;
- (d) Enhance awareness of the employees of the importance of pursuing career development and personal growth;
- (e) Establish reliable and fair systems in managing various HR processes.

RESPONSIBILITY TO CUSTOMERS AS AN EXTERNAL CONSULTANT

In the course of providing consultancy services to customers, IHRM members should provide all necessary information in order to facilitate their customers in making a fair judgement on their decisions. Members should provide their customers with fair value services and products that meet mutually agreed standards.

RELATIONSHIP WITH TRADE UNIONS

Where trade unions exist in his/her organisation or where some of the employees are union members, a member who represents his/her organisation should:

- (a) Seek to promote the organisation's policies and work in joint consultation with union representatives to communicate and enhance understanding of the policies and also to study the need for improvement of these policies;
- (b) Work in collaboration with trade unions in implementing organisation policies;
- (c) Establish effective channels of communication with these trade unions;
- (d) Accord equal treatment to both union and non-union members.