

Greater Madison Area Society for Human Resource Management

Code of Ethical and Professional Responsibility in Human Resource Management

This Code of Ethical and Professional Standards in Human Resource Management for the Greater Madison Area Society for Human Resource Management ("GMASHRM") has been adopted to promote and maintain the highest standards of professional and personal conduct among its members. Joining this Chapter, attending Chapter activities, or agreeing to participate in a Chapter program, as a member indicates your individual responsibility to act in accordance with this Code, thereby assuring that all Chapter activities support the development, networking, and educational intent of this professional organization.

Accordingly, as a member of GMASHRM, you pledge to adhere to the following tenets:

PROFESSIONAL RESPONSIBILITY

- Maintain the highest standards of professional and personal conduct.
- Support the Society for Human Resource Management' (SHRM) goals and objectives for developing the human resource management profession.
- Comply and uphold all laws and regulations relating to my activities.
- Improve public understanding of the role of human resource management.
- Refrain from using my official positions, either regular or volunteer, to secure special privilege, gain or benefit for myself.
- To build respect, credibility and strategic importance for the HR profession within our organizations, the business community, and the communities in which we work.
- To assist the organizations we serve in achieving their objectives and goals.
- Comply with the law.
- Strive to achieve the highest levels of service, values, performance and social responsibility.

PROFESSIONAL DEVELOPMENT

- Commit to continuous learning, skills development and application of new knowledge related to both human resource management and the workplace we serve, including the pursuit of certification where available.
- To advance our understanding of how organizations work (i.e., the business of the business).
- Contribute to the body of knowledge, the evolution of the profession and the growth of individuals through teaching, research and dissemination of knowledge.
- To expand our knowledge of human resource management to further our understanding of how GMASHRM, SHRM and our respective workplaces function.
- Recognize that GMASHRM meetings, events, and/or any other GMASHRM activities are times for networking and professional development.

ETHICAL LEADERSHIP

- Be ethical; act ethically in every professional interaction.
- Instill in the public and other GMASHRM members a sense of confidence about your conduct and intentions.
- Advocate openly and within the established forums for debate in order to influence decision-making and results.
- Question pending individual and group actions when necessary to ensure that decisions are ethical and are implemented in an ethical manner.
- Seek expert guidance if ever in doubt about the ethical propriety of a situation.
- Through teaching and mentoring, champion the development of others as ethical leaders in the profession and in organizations.

FAIRNESS AND JUSTICE

- Treat people with dignity, respect and compassion to foster a trusting work environment free of harassment, intimidation, and unlawful discrimination.
- Respect the uniqueness and intrinsic worth of every individual, and foster a commitment to diversity in GMASHRM, as well as our workplace.
- Advocate for the appropriate use and appreciation of employees.
- Encourage the fair and equitable treatment of all employees a primary concern.
- Create and sustain an environment that encourages all individuals and the organization to reach their fullest potential in a positive and productive manner.
- Ensure that everyone has the opportunity to develop his or her skills and new competencies.

CONFLICTS OF INTEREST

- Adhere to and advocate the use of published policies on conflicts of interest within your organization.
- Avoid activities that are in conflict or may appear to be in conflict with any of the provisions of this Code of Ethical and Professional Standards in Human Resource Management or with one's responsibilities and duties as a member of the human resource profession and/or as an employee of any organization.
- Refrain from using your position for personal, material or financial gain or the appearance of such.
- Refrain from giving or seeking preferential treatment in the human resources processes.
- Prioritize your obligations to identify conflicts of interest or the appearance thereof; when conflicts arise, disclose them to relevant stakeholders.

USE OF INFORMATION

- Acquire and disseminate information through ethical and responsible means.
- Ensure only appropriate information is used in decisions affecting the employment relationship.
- Maintain the confidentiality of privileged, restricted, or confidential information.
- Build trust among all organization constituents by maximizing the open exchange of information, while eliminating anxieties about inappropriate and/or inaccurate acquisition and sharing of information
- Investigate the accuracy and source of information before allowing it to be used in employment related decisions.
- Maintain current and accurate HR information.
- Take appropriate steps to ensure the accuracy and completeness of all communicated information about HR policies and practices.
- Take appropriate steps to ensure the accuracy and completeness of all communicated information used in HR-related training.