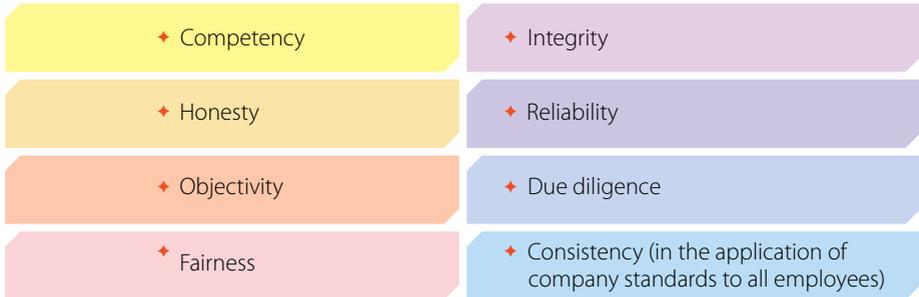


# 1. HR Ethics and Code of Conduct

Human Resource Management is all about managing the most valuable asset a company possesses – its human capital. Human Resource (HR) staff members are advocates for both the company and the people who work in the company. Consequently, a good HR professional performs a constant balancing act to meet both needs successfully. Whatever human resource management role you play in the company, you bear the responsibility for all of the people-related processes and systems in the company.

According to the Hong Kong Institute of Human Resource Management's Code of Conduct, members should conduct themselves as a person of integrity. Personal credibility is built up on the basis of the following important factors:



## 1A HR Ethics and Code of Conduct

### 1A.1 HR ethics

HR people should act legally, ethically and professionally

- Act legally – represent the most core of obligations and compliance is non-negotiable. HR is responsible for keeping current with changes in employment law or compliance issues and keeping management informed of risk or possible exposure to liability.
- Act ethically – HR represents all employees at all levels of the organization, regardless of sex, age, race, colour, marital status, religion, disability or other protected class. At the same time, HR promotes the ethical culture of an organization. They must model the highest level of ethical behavior, administer all company policies and procedures fairly. In handling disciplinary, compliance or grievance issues, HR must conduct thorough investigations and make recommendations or decisions based on facts without favoritism.
- Act professionally – HR must keep employee's and company's information in the strictest confidence, and protect the integrity of company proprietary information when dealing with employees or individuals outside of the company.  
HR must keep abreast of changes in employment law, company policies and employment issues. They are also responsible for continuing education to remain experts in their field.

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## 1A.2 Code of Conduct

The Code of Conduct of a company is a central guide and reference to support ethical decision making within the company. It should:

- ✦ disclose the way the company operates,
- ✦ provide visible guidelines for behavior,
- ✦ list out what a company expects its employees to act at all times in accordance with the requirements of the code,
- ✦ reflect the company's beliefs and culture.

The Code of Conduct usually includes:



A Code of Conduct is published and disseminated to its employees, and to existing and potential stakeholders such as members of the board of directors, customers, partners, vendors, suppliers and the general public. The Code of Conduct is both an internal commitment to a company's beliefs and a standard of behaviour, and a public declaration of the company's position on a set of values, principles and standards.

It is an extremely useful source of reference for HR professionals when trying to maintain a good balance when meeting the company's and its employees' needs.