

CODE OF PROFESSIONAL PRACTICE AND ETHICS

1. CORE PRINCIPLE

The Code aims to define the desired standards for Professional Practice and Ethics of the Members of the Association. The Code relates to the professional services offered by Members, either as employees or as independent professionals, functioning in any sector, field or specialization in Human Resources Management and designates the relations, positions and attitudes towards their superior, their subordinates, their colleagues, clients and the public in general.

The acceptance of the Code is obligatory for all the Members of the Association.

2. GENERAL PRINCIPLES

Every Member is expected:

- To fully support the Association's goals and objectives towards developing the Human Resource Management profession.
- To primarily respect and honour the profession, during the performance of their duties. For that reason they must adhere to the highest standards of professional and personal conduct.
- To act with integrity and great sense of responsibility and under no circumstances foster actions that aim to downgrade or dishonour the profession. On the contrary, every member is always expected to act in such a way so as to enhance the good name, the reputation and the public opinion for the member's profession and at the same time improve the professional image and reputation of the Association within the Cypriot society.
- Under no circumstances to, intentionally or inconsiderately or maliciously, diminish or cause damage to the professional reputation or practice of any member of the Association and/or other professionals.
- To value the dignity and uniqueness of individuals in every professional interaction.

3. SPECIAL PRINCIPLES

Every Member of the Association that is employed is expected:

- To maintain the highest standards of professional competence and sufficiency in the performance of their duties, to contribute innovatively towards their employing Organisation and to fully comply with the Business and Internal Regulations, Policies and Procedures as well as Government Laws & Regulations.
- To perform their professional duties with courtesy, integrity and civility and to encourage their team members to work at the highest standards, applying acceptable professional practices.
- To take full responsibility for their duties as well as the duties performed by the members of their team.
- To ensure, on a continuing basis, harmonious interactions with colleagues, and to recognize their efforts in the accomplishment of common objectives and goals.
- To reject whichever professional practices might be regarded as improper or indecent.
- Not to communicate, either knowingly or inconsiderately, any misleading or false information.
- Not to abuse their authority using their position in the Organisation to intentionally acquire personal privileges, gains or benefits.
- Not to reveal confidential information (unless this is covered by Government Legislation) nor use information which the employer confides to them, aiming to personally benefit, without ensuring authorization in advance.
- To preserve and follow a plan of personal growth and self-development. It is absolutely necessary to remain up to date and keep pace with the changes and related developments in the profession.

Members of the Association that offer professional / consulting services are expected:

- To avoid any activities or to initiate situations or circumstances that are inappropriate or inconsistent with their professional obligations or that might be considered or in any way appear to decrease their prestige.
- To provide professional services to the highest standard towards their clients and perform duties undertaken, carefully, conscientiously, impartially, objectively, with integrity and with the expected respect towards the clients and the public.
- To respect confidential information of their clients and not to reveal or allow them to be revealed or used for personal benefit, without ensuring authorization beforehand.

4. HANDLING ETHICAL AND PROFESSIONAL PRACTICE IRREGULARITIES

As mentioned in Part 1 above “the complete acceptance of the Code is obligatory for all members of the Association”. For this reason every member has an obligation to contribute, with his/her own positive approach and behaviour, to fully implement the Code, taking for granted the support of the Board of Directors of the Association.

In case infringements of the Code are ascertained, the following disciplinary measures are likely to be imposed, according to the level of seriousness of each case:

1. Verbal warning
2. Written warning
3. Removal from the Member’s Register

In case there is a written and signed accusation for a specific infringement of the Code by a Member of the Association, the Board of Directors will refer the case to the Ethics Committee. The Committee consists of three (3) members of the Association, appointed by the Board of Directors in the first meeting of their term of office. The Committee’s term of office lasts until the end of the term of the Board of Directors. The accusation will be investigated by the Committee and a decision will be taken as to the disciplinary measures that will be imposed. Throughout the investigation, the Committee will provide the opportunity to the member involved, to express, if he/she wishes to, his/her own position and views. The Committee will submit a written detailed report to the Board of Directors, which should include the results of the investigation as well as its decision regarding the disciplinary measures that should be imposed, no later than one month from receipt of instruction to investigate. Subsequently, the Board of Directors must ratify the decision of the Committee, and will have the right, after consideration of all circumstances and parameters of the case, to differentiate the decision for the disciplinary measures. The member involved will have the right to appeal to the General Meeting to reconsider the Board of Directors’ decision. The decision of the General Meeting will be final.

The original text of the Code is written in the Greek language - 04.01.2005