

## Code of Professional Conduct and Ethics

### **1. Introduction**

The Members of the Cyprus Human Resource Management Association (CyHRMA) are the ambassadors of the HR (Human Resource) profession in Cyprus and in this context, the Association aims at defining the expected standards, values and behaviours of professional practice and ethical conduct of the Association Members, pursuant to the Code of Professional Conduct and Ethics (the “Code”).

The Code relates to the professional services provided by Members, either as employees of an organisation or as independent professionals / consultants, who are operating in any field or specialisation in Human Resource Management. It also applies, *mutatis mutandis*, to corporate members. In this context, the Code provides best practice guidance on professional relationships and interactions towards the Members’ colleagues (in all aspects), fellow HR professionals, clients, the public and the community, in which Members provide their services, in general.

CyHRMA’s Code is aligned with the Code of Professional Conduct of the European Association of People Management (EAPM), of which CyHRMA is an active member.

### **2. Expected Standards, Values and Behaviours of Professional Conduct**

Considering the importance of honouring the HR profession and of acting as role models of the profession, it is expected that all Association Members will adhere to the following standards and behaviours:

#### **2.1. Professional Competence and Behaviour**

Members should:

- 2.1.1 Ensure high standards of professionalism and quality in the work performed.
- 2.1.2 Be accountable for their own professional actions and decisions.
- 2.1.3 Maintain professional knowledge and competence through continuing professional development, in order to ensure that they perform duties in an up-to date and insightful manner.
- 2.1.4 Provide justified, relevant, practical and accurate advice, utilising their critical judgement.
- 2.1.5 Effectively deal with changing circumstances and unpredictable situations, in a proactive, resilient and agile manner.
- 2.1.6 Be commercially aware and ensure appropriate people management practices, to facilitate the achievement of business objectives.

#### **2.2. Ethical Standards and Integrity**

Members should:

- 2.2.1 Behave in an ethical manner, performing duties impartially, objectively, with integrity and honesty.

- 2.2.2 Fully comply with the prevailing Business Rules and Regulations, Policies and Procedures as well as Government Laws and Regulations and not encourage, assist or collude with others who may be engaged in unlawful conduct.
- 2.2.3 Challenge others or report to the appropriate authorities, if they suspect unlawful or unethical conduct or behaviour.
- 2.2.4 Safeguard any confidential information acquired when performing their professional duties and not use it for their personal advantage.
- 2.2.5 Not misuse their authority or use their position to intentionally acquire personal privileges, gains or benefits.
- 2.2.6 Ensure that their professional interactions, relationships, decisions and activities do not constitute or create conflict of interest, or potential conflict of interest.
- 2.2.7 Ensure that their professional judgement is not compromised nor could be perceived as being compromised because of bias, or the undue influence of others.

### **2.3 Representing HR profession**

Members should:

- 2.3.1 Act in a way which support the reputation and public opinion of the HR profession.
- 2.3.2 Contribute towards enhancing the professional image of the Association within Cyprus and beyond.
- 2.3.3 Be considerate of their responsibilities and their potential contribution to the wider community, as representatives of the HR profession.
- 2.3.4 Be aligned with CyHRMA's vision, goals and objectives, through supporting initiatives /actions and by promoting the Association's activities.
- 2.3.5 Safeguard the HR profession and reject / hinder any professional practices that might be considered inappropriate, in terms of ethical standards, HR or professional best practices.

### **2.4 Collaboration and Professional Relationships**

Members should:

- 2.4.1 Treat all people who are operating within their sphere of influence, in a fair and professional manner.
- 2.4.2 Respect the personal beliefs of others, value the uniqueness of every individual, promote diversity and inclusion and not tolerate any form of discrimination, including in relation to gender, sexual orientation, race or ethnic origin, religion or belief, age or disability.
- 2.4.3 Have a positive influence on and willingly provide guidance and support to other HR professionals.
- 2.4.4 Facilitate collaboration and valuable interactions between Members and/or other professionals with whom they interact.
- 2.4.5 Inspire confidence and establish, maintain and develop relationships based on honesty, trust and respect.

## **3. Handling Ethical and Professional Misconduct**

In the case of allegation of misconduct with reference to the Code, by any Member of the Association, whether holding individual or corporate membership, the CyHRMA's Board of Directors shall investigate the matter and decide the way forward. In any case, a decision should be taken within fifteen (15) working days.



### **3.1 Involvement of Ethics Committee in case of misconduct**

- 3.1.1 The Board of Directors shall, in any case, consult the Association's Ethics Committee, prior to taking the final decision, when handling ethical and professional misconduct.
- 3.1.2 The Ethics Committee shall consist 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 shall last until the expiry of the Board of Directors' term of office.
- 3.1.3 If the Committee deems necessary, it shall be assisted by a lawyer or other professional, both in the case that the alleged misconduct has been committed by either an individual or a corporate member.

### **3.2 Disciplinary measures and right to appeal**

- 3.2.1 Disciplinary measures may be imposed by the Board of Directors, depending on the case in question and particularly when misconduct relates to Ethical Standards and Integrity, as described in Section 2.2 above.
- 3.2.2 Disciplinary measures may include 1<sup>st</sup> and 2<sup>nd</sup> written warning, and removal from the Members' Registry.
- 3.2.3 Both after a 1<sup>st</sup> and/or 2<sup>nd</sup> warning, the member in question shall have the right to be heard and/or to reply in writing.
- 3.2.4 In case of a decision by the Board of Directors to take disciplinary measures, the member in question shall have the right of appeal to the CyHRMA General Assembly.
- 3.2.5 Detailed reference to the disciplinary procedure is available in CyHRMA's Policy Manual.
- 3.2.6 Both the Ethics Committee and the Board of Directors shall handle the information concerning the alleged misconduct with confidentiality, in order to protect the member concerned and any whistle blowers that may be involved.