

CODE OF CONDUCT

All Members of the Chartered Institute of Personnel Management, Sri Lanka (Inc.) shall pledge that he/she shall:

- a) Subscribe to the Vision, Mission, objectives and core values of the Chartered Institute of Personnel Management of Sri Lanka and be bound by its by-laws and the Constitution.
- b) Maintain the highest standards of personal and code of conduct as stipulated at all times

1. PROFESSIONAL INTEGRITY

- a) Shall conduct as a person of highest integrity and observe the By-Laws, Code of Conduct in a manner that will enhance the reputation of the Institute and the member.
- b) Shall not commit any act that is detrimental and/or would in any manner jeopardize the good name and the reputation of the Institute.
- c) Shall observe all principles of good corporate governance in all dealings, actions etc. at all times.

2. PROFESSIONAL HONESTY

- a) Shall at all times be honest in all professional dealings with employers, employees, students and CIPM staff at all times.
- b) Shall not willingly, wilfully and surreptitiously give/release/disseminate wrong, false or illegal information.
- c) Shall not disclose any information of confidential nature and shall not use any confidential information for any personal gain.

3. PROFESSIONAL COMPETENCE

- a) Take keen interest in the establishment of healthy Human Resources Management practices and development of the Human Resources Management profession.
- b) To use and maintain highest professional standards in all activities, undertaken and performed and to maintain same standards in dealing with the employers, employees and staff of CIPM, students all other relevant parties.
- c) To ensure that his/her subordinates follow and adhere to the expected professional standards.
- d) To co-operate in optimizing the effectiveness of the profession by exchanging freely, information relating to professional practices, competencies and experience with other members.

4. PROFESSIONAL CONFIDENTIALITY

- a) Not to disclose any information of confidential nature that may be acquired in the course of professional work relating to CIPM without obtaining the consent of CIPM executive council.
- b) Not to use confidential information for personal gain or advantage.
- c) Not to disclose or permit or assist such disclosure of confidential information concerning employers, employees and business etc without the express consent of the Executive Council.

5. PERSONAL DEVELOPMENT

- a) To strive for personal growth in the field of Human Resources Management.
- b) To conduct him/herself as a responsible member of the Management of the Human Resources committed to the achievement of the organizational goals.
- c) Maximize the effectiveness of the profession by exchanging freely the knowledge, information and experience with the members.
- d) Encourage, assist and promote the Human Resources Management activities, research, studies, data collection and analysis and any other activity undertaken by fellow HR professionals.
- e) Promote knowledge and practice in the Human Resources discipline in order to better serve the employers and employees.
- f) Shall keep abreast of new developments and update the knowledge consistently and appropriately in the field of Human Resources to the extent possible.

6. RELATION TO OTHER MEMBERS/INSTITUTES

- a) Shall not by professional conduct or practice harm or injure the reputation and interests of other members and institutes.
- b) To uphold the reputation, interests and professional practices of professionals and professional Institutes.

7. ACQUIRING AND MAINTAINING OF PROFESSIONAL WORK

- a) Members shall obtain and develop professional work in an ethical and professional manner.
- b) Members shall ensure that no other member shall seek and promote professional work in an unprofessional and unethical manner.

8. RESPONSIBILITY TO THE INSTITUTE

- a) Not to acquiesce with any action which may bring the institute and/or the profession and/or the professional members into disrepute.
- b) Uphold the goals and objects of the institute and be bound by the by-laws and the Constitution of the institute, at all times
- c) Not to act in any manner which would bring the institute into disrepute or make derogatory statements of the institute.
- d) Not to hold him/herself as representing the institute unless prior written approval has been obtained.

- e) Not to utilize the funds or property belonging to the Institute without prior written approval of its Council.

9. CONFLICT OF INTEREST

- a) A member shall make his utmost endeavour to ensure that the provisions of this code, the interests of the Institute, its members and the profession are upheld at all times.
- b) A member holding a personal interest shall disclose such interest, if it is in conflict with the interest of the Profession and of the Institute.

10. OTHER RELEVANT PRACTICE

- a) A member shall abide by the provisions of this code By-Laws and the constitution of Chartered Institute of Personnel Management Sri Lanka (Inc.) and other provisions that are relevant to the practice of Human Resources Management.
- b) A member shall have due regard for and comply with the Laws of the Country.

11. IMPROPER CONDUCT

Improper Conduct Includes

- a) Any breach of Acts, bylaws, rules or professional conduct or directions made or given there under, and
- b) Any fraudulent conduct or any conduct which entails undue and improper advantages, gains.
- c) Any conduct which causes financial loss and/or anticipated losses or damage to the Institute.
- d) Bringing disrepute to the Institute and/or adversely affecting the image and goodwill of the Institute
- e) Conviction by a competent tribunal of a criminal offence and or an offence of moral turpitude.
- f) Any other form of misconduct which is detrimental to the interests of the Institute and the Profession.
- g) Acting contrary to the Code of Conduct of the Institute and any unethical conduct.
- h) Any other conduct which shall indicate unsatisfactory to be a Member or shall otherwise be unbecoming to and unbecoming of a Member as such.

I hereby agree to abide by the Code of Conduct of the Chartered Institute of Personnel Management Sri Lanka (Inc.)

Name :

Signature :

Date :