

SABPP CODE OF CONDUCT

Individual Practitioner Commitments

As a professional HR practitioner, I commit myself to uphold and be loyal to the SABPP's ethical values and standards. The core values of:

- Responsibility
- Integrity
- Respect
- Competence

I further commit myself to enhance and support the reputation of our HR profession through my personal conduct and my professional behaviour.

I serve society through applying my knowledge and skills in partnering with and serving managers and employees to:

- Make a difference to the communities I touch;
- Develop performance, skills and quality of work life of all employees;
- Support sustainability of the organisation;
- Contribute to the economic and social development of South African society inside and in the external context of my organisation.
- Promote ethical behaviour within organisations

My part in living the four values is further elaborated on below.

ETHICAL VALUES

1. **Responsibility**

- i. I accept responsibility for the outcomes of my decisions and actions.
- ii. I accept responsibility to think proactively and anticipate positive and negative consequences of my decisions and actions.
- iii. I accept responsibility to ensure compliance with the Constitution, laws, regulations, Codes of Good Practice, and my organisation's policies and codes.
- iv. I accept responsibility to work towards achieving SABPP's HR Management Standards thereby living good practice.
- v. I accept my responsibility to assist in building an organisation fully representative of the broader population at all levels and which eliminates institutional racism and other barriers to equality, employment equity.
- vi. I accept responsibility to bring serious breaches of the SABPP's ethical values by other SABPP members to the attention of the SABPP in terms of the complaints procedure.
- vii. I accept responsibility to work towards universal professional registration of people working in HR roles through encouraging colleagues to register with the SABPP.

2. **Integrity**

- i. I understand that my effectiveness as a credible activist HR practitioner rests on my personal integrity.

- ii. I commit to build trust in me through acting with:
 - Honesty
 - Objectivity
 - Fairness of judgement
 - Consistency of action.
- iii. I commit to declare and address actual and potential conflicts of interest as they arise in my professional and personal capacity.
- iv. I commit to ensuring that I meet agreed expectations of the people I serve.

3. Respect

- i. I commit to upholding human rights as enshrined in the Constitution of my country and to make human rights values part of my everyday life and language by listening, learning, communicating and educating, and by being open minded and impartial.
- ii. I commit to treat everyone with dignity, fairness and respect.
- iii. I commit to work towards eliminating discrimination of whatever type and to uphold the principles of anti-discrimination and anti-racism in the workplace and in society.
- iv. I commit to work towards achieving equality and diversity and to ensure that prejudice and discrimination do not go unchallenged. I will follow all SABPP professional guidelines and standards promoting diversity in the workplace.
- v. I respect the confidentiality of information that is entrusted to me.
- vi. I respect members of the various work teams of which I am part and ensure that I behave effectively as a team member.

4. Competence

- i. I understand and accept that it is our professional duty to integrate and apply sound human resource management principles, policies and practices in accordance with the SABPP's HRM Standards in all aspects of people management and to assess the value that we add.
- ii. I commit to ensure that I am competent to perform my professional HR role and that I have a good understanding of the business of my organisation.
- iii. I regularly assess myself against the expectations of the profession and the changing requirements of my roles and undertake personal and professional development where I have identified gaps.
- iv. I make sure I keep myself up to date with knowledge in the HR field through continuing professional development.
- v. I ensure that I am aware of the limits of my professional competence and I refer to other professionals where appropriate.
- vi. I commit to supporting my fellow HR practitioners in developing their competence including through role modelling and mentoring.

I AGREE TO ABIDE BY THESE COMMITMENTS AND ACCEPT THE PROFESSIONAL CONSEQUENCES OF ANY BREACH OF THESE.

Signed:
Name:
Registration Number:
Date:

Witnessed by:
Name: Date:
Signature: