

Code of Professional Conduct

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Introduction

Membership of the Chartered Institute of Personnel and Development (CIPD) is a recognised benchmark of professionalism within the field of HR. The CIPD sets high standards of entry for professional members and requires a firm commitment to continuous professional development. It also requires all members to adhere to the standards set out in this Code of Professional Conduct.

The profession has an important role in contributing to organisations being fit for purpose both today and in the future, and the principles and standards that are fundamental to this Code apply universally. Thus the code is written to be applicable at all stages of an HR professional's career; working in organisations of every size and type; and in all work roles, for example generalist and specialist, in house and consultancy, in line management, or as an individual contributor.

This Code has been drawn up with the profession and for the profession. It plays an important part in ensuring membership of the CIPD remains the respected and credible benchmark of HR professionalism, and is constructed around four fundamental principles – which set out the obligations placed on all members of the CIPD. Professional Competence and Behaviour, Ethical Standards and Integrity, Representative of the Profession and Stewardship.

Through this Code, the CIPD acts as regulator of the highest standards of behaviour and practice in the HR profession. Your membership commits you to upholding and maintaining these standards, and is dependent on your agreement to comply with all reasonable requests we might make to investigate alleged breaches of the principles or spirit of the Code. The Complaints and Disciplinary Procedures can be found in the CIPD's Regulations. These are available on the website and copies are sent to members who are the subject of an investigation.

We recognise that some Affiliates do not work in HR, but we expect them to follow the Code as it relates to broad principles of good management of people; and general behaviour as relates to upholding the reputation of CIPD. CIPD will take into account in any investigation of a complaint against an Affiliate, and in any disciplinary process, that Affiliate is not a professional membership grade.

Professional Competence and Behaviour

Members of the CIPD shall:

- 1.1 maintain professional knowledge and competence
- 1.2 seek appropriate support if business needs require involvement in new areas of activity
- 1.3 ensure that they provide a professional, up-to-date and insightful service
- 1.4 accept responsibility for their own professional actions and decisions
- 1.5 apply professional high standards of relevance, accuracy and timeliness in the information and advice they provide to stakeholders.

Ethical Standards and Integrity

Members of the CIPD shall:

- 2.1 establish, maintain and develop business relationships based on confidence, trust and respect
- 2.2 exhibit and defend professional and personal integrity and honesty at all times
- 2.3 demonstrate sensitivity for the customs, practices, culture and personal beliefs of others
- 2.4 advance employment and business practices that promote equality of opportunity, diversity and inclusion and support human rights and dignity
- 2.5 safeguard all confidential, commercially-sensitive and personal data acquired as a result of business relationships and not use it for personal advantage or the benefit or detriment of third parties.

Representative of the Profession

Members of the CIPD shall:

- 3.1 always act in a way which supports and upholds the reputation of the profession
- 3.2 be mindful of their responsibilities as professional people towards the wider community
- 3.3 comply with prevailing laws and not encourage, assist or collude with others who may be engaged in unlawful conduct
- 3.4 exhibit personal leadership as a role model for maintaining the highest standards of ethical conduct
- 3.5 be mindful of the distinction between acting in a personal and professional capacity.

Stewardship

Members of the CIPD shall:

- 4.1 demonstrate and promote fair and reasonable standards in the treatment of people who are operating within their sphere of influence
- 4.2 challenge others if they suspect unlawful or unethical conduct or behaviour
- 4.3 ensure that their professional judgement is not compromised nor could be perceived as being compromised because of bias, or the undue influence of others
- 4.4 promote appropriate people management and development practices to influence and enable the achievement of business objectives
- 4.5 ensure those working for them have the appropriate level of competence, supervision and support.