



**INSTITUTE OF PERSONNEL
MANAGEMENT (INC)
SRI LANKA.**

CODE OF ETHICS AND PROFESSIONAL CONDUCT

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

- a) Substitute to the aims and objects of the Institute of Personnel Management of Sri Lanka and be bound by its by-laws and the Constitution.
- b) Maintain the highest standards personal and professional conduct as stipulated.

1. PROFESSIONAL INTEGRITY

- a.) Shall conduct as a person of highest integrity and observe the By- Laws, Code of Ethics and Professional 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 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 and Employees.
- b.) Shall not willingly, willfully 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 personnel practices and development of the profession.
- b.) To use the highest professional standards in all activities, undertaken and performed and to maintain same standards in dealing with the Employers, Employees and all other relevant parties.
- c.) To ensure that his/her subordinates follow and adhere to the expected professional standards.
- d.) To cooperate in optimizing the effectiveness of the profession by exchanging freely, information 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 without obtaining the consent of those concerned.
- b.) Not use confidential information for personal gain or advantage.
- c.) Not disclose or permit or assist such disclosure of confidential information concerning Employers, Employees and business etc without the express consent of those concerned.

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 activities, research, studies, data collection and analysis and any other activity undertaken by fellow HR professional.
- e.) Promote knowledge and practice in HR in order to better serve the Employers and Employees.
- f.) Shall keep abreast of new developments and update the knowledge in the field 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 acceptable manner.
- b.) Member 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 take or acquiesce in such action which may bring the Institute and/or the profession and/or the professionals into disrepute.
- b.) Uphold the goals and objects of the Institute and be bound by the by-laws and the Constitution of the Institute.
- 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 it's governing body.

9. CONFLICT OF INTEREST

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

10. OTHER RELEVANT PRACTICE

- a.) A member shall observe the provisions of this Code and the Constitution 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.