



## CPHR Saskatchewan's New Code of Ethics & Standards of Professional Conduct: An Overview

CPHR Saskatchewan has adopted a new Code of Ethics & Standards of Professional Conduct, which is binding on all membership categories (professional, candidate, associate, general and student). All members are expected to familiarize themselves with the Code of Ethics & Standards of Professional Conduct and to acknowledge that they are bound by it when they submit their annual registration.

This document is intended to give a high level overview of the new requirements. For the specific details of all duties and obligations, please consult the full CPHR Saskatchewan Code of Ethics & Standards of Professional Conduct document, which is available on the CPHR Saskatchewan website (insert link)

### **Introduction**

- CPHR Saskatchewan's overarching objective is to protect the public by ensuring that Human Resource practitioners in Saskatchewan are competent and act in an ethical manner.
- The introduction of the Code of Ethics & Standards of Professional Conduct support this objective by guiding HR practitioners as to what is acceptable professional conduct and what is unprofessional conduct.
- The Code of Ethics & Standards of Professional Conduct serve not only as a guide to the profession but as a source of assurance of the profession's concern for the public. Ethical conduct is, first and foremost, for the benefit and protection of the public, and only secondarily intended to achieve appropriate skills and conduct within the profession.

## Code of Ethics

- CPHR Saskatchewan's Code of Ethics is based on the national Code of Ethics set out by CPHR Canada. The code of ethics is derived from seven ethical principles:
  - Competence - members must carry out their responsibilities and provide services in an honest and diligent manner, ensuring that the activities they engage in are within the limits of their knowledge, experience, and skill. Members shall maintain their competence by undertaking a continuing professional development program.
  - Legal Requirements - members must adhere to all laws that apply in their jurisdiction relating to the field of human resources. Members must not act in a way that is dishonest, fraudulent, criminal, or illegal or retaliate against individuals exercising their rights.
  - Dignity - members will support, promote, and apply the principles of human rights, equity, and dignity.
  - Balancing Interests - members have duties to other parties (including employees) that they must balance against that of their employer or client.
  - Confidentiality - members must hold in strict confidence all confidential information acquired in the course of the performance of their duties, and not divulge confidential information beyond those individuals required.
  - Conflict of Interest - members must avoid, or disclose, a potential conflict of interest that might influence, or might be perceived to influence, actions or judgments.
  - Professional Growth - members must maintain personal and professional growth in human resources by engaging in activities that enhance the credibility and value of the profession.

## Standards of Professional Conduct

- These new standards outline specific duties that will ensure the effectiveness of CPHR Saskatchewan members and include:
- Duties when Employed by Organizations - members must ensure all information is accurate and all records and documentation are up to date, respect the rights and dignity of all stakeholders, and adhere to all applicable laws.
- Duties when Managing Others - members must carefully exercise their power and must not direct others to perform HR functions without reasonable competence in such a manner that could jeopardize the well-being of others.
- Duties when Representing an Individual or Organization - members shall be fully prepared, present themselves as CPHR Saskatchewan members, and be

free of conflicts of interest when representing individuals or organizations at labour and employment tribunals. Members must not withdraw from representation without good cause and appropriate notice.

- Duties Specific to Independent Consultants - members who act as independent consultants are subject to the following additional duties:
  - Duties While Carrying out an Engagement - a member should gain complete knowledge of the facts, report conflicts of interest, and maintain open communication on progress and potential issues as they arise.
  - Duties Regarding Fees – a member shall quote a fee for service only once adequate information has been provided. Fees charged by a member should be disclosed and must be fair and reasonable.
  - Duties Regarding Advertising - members must not make unsubstantiated claims about their services or advertise in any way that is likely to mislead the public. A member may not resort to advertising practices likely to denigrate other professionals.

### **Member's Relations with CPHR Saskatchewan**

- Members shall identify the level of qualification held with CPHR Saskatchewan to an employer or client and those who are CPHR designation holders must display their CPHR Saskatchewan certificate in such a way that it is readily visible to the public.
- Members shall ensure that all information provided in the context of registration with CPHR is complete and accurate. A member shall be honest, transparent, and forthright during any examination conducted by CPHR Saskatchewan.
- Before following a formal complaint process individuals are encouraged to resolved conflicts through direct and respectful dialogue. Where this is not an option, a member shall promptly report to the Registrar any breach of the Code of Ethics or Standards of Professional Conduct.
- CPHR has the jurisdictional authority to discipline a member's conduct in the province of Saskatchewan. A member shall comply with the regulatory authority of CPHR Saskatchewan including any sanctions imposed or undertakings made, and not interfere with the disciplinary process.