



**ALBEMARLE-CHARLOTTESVILLE HUMAN RESOURCES ASSOCIATION**

**LEADING WITH OUR VALUES**

**ACHRA CODE OF ETHICS**

**Principles and Provisions  
Revised June 2006**

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**PROFESSIONAL RESPONSIBILITY**

**Core Principle**

As human resources professionals, we add value to the organizations we serve and contribute to the ethical success of those organizations. We accept professional responsibility for our individual decisions and actions. We are also advocates for the profession by engaging in activities that enhance its credibility and value.

**Intent**

- To build respect, credibility and strategic importance for our profession within our organizations, the business community, and the communities in which we work.
- To assist the organizations we serve in achieving their objectives and goals.
- To inform and educate current and future practitioners, the organizations we serve, and the general public about principles and practices that advance and support the profession.
- To positively influence workplace and recruitment practices.
- To encourage professional decision-making and responsibility.
- To encourage corporate and individual social responsibility.

**Guidelines**

1. Adhere to the highest standards of ethical and professional behavior.
2. Measure the effectiveness of human resources in contributing to or achieving organizational goals.
3. Comply with all laws and regulations.
4. Work consistent with the values of the profession in accordance with SHRM guidelines.
5. Strive to achieve the highest levels of service, performance, and social responsibility.
6. Advocate for the appropriate use and appreciation of human beings as employees.
7. Advocate openly and within the established forums for debate in order to influence decision-making and results.

## **PROFESSIONAL DEVELOPMENT**

### **Core Principle**

As human resources professionals, we must strive to meet the highest standards of competence and commit to continuously strengthen our competencies in all areas of business.

### **Intent**

- To expand our knowledge of human resource management to further our understanding of how our particular organizations function.
- To advance our understanding of how organizations generally operate ("the business of the business") and the human, political, and other dynamics of those operations.
- To support our quest to become more strategic in our thinking at all levels of experience and responsibility.

### **Guidelines**

1. Pursue formal academic opportunities as appropriate.
2. Commit to continuous learning, skills development and application of new knowledge related to both human resource management and the organizations we serve.
3. Contribute to the body of knowledge, the evolution of the profession and the growth of individuals through teaching, research and dissemination of knowledge.
4. Pursue certifications such as PHR, SPHR, GPHR, CCP, CEBS, etc. to the extent possible, or pursue comparable measures of competencies and knowledge.
5. Attend state, regional, or national conferences whenever possible to expand our personal business horizons and knowledge.

## **ETHICAL LEADERSHIP**

### **Core Principle**

As individuals and as businesspersons, we exhibit individual leadership on a daily basis and act as a role model for maintaining the highest standards of ethical conduct.

### **Intent**

- To set the standard and be an example for others.
- To earn individual respect and increase our credibility with those we serve.

## **Guidelines**

1. Be ethical and act ethically in every professional interaction.
2. Question and challenge pending or ongoing individual and group actions when necessary to ensure that decisions are ethical and are implemented in an ethical manner.
3. Seek expert guidance if ever in doubt about the ethical propriety of a situation.
4. Through teaching and mentoring, champion the development of others as ethical leaders in the profession and in organizations.

## **FAIRNESS AND JUSTICE**

### **Core Principle**

As human resource professionals, we are ethically responsible for promoting and fostering fairness and justice for all employees and their organizations.

### **Intent**

- To set the standard for fair treatment and behavior and be an example for others.
- To create and sustain an environment that encourages all individuals and the organization to reach their fullest potential in a positive and productive manner.

## **Guidelines**

1. Respect the uniqueness and intrinsic worth of every individual.
2. Treat people with dignity, respect and compassion to foster a trusting work environment free of harassment, intimidation, and unlawful discrimination.
3. Ensure that everyone has the opportunity to develop their skills and new competencies.
4. Assure an environment of inclusiveness and a commitment to diversity in the organizations we serve.
5. Develop, administer, and advocate policies and procedures that foster fair, consistent, and equitable treatment for all.
6. Regardless of personal interests, support decisions made by our organizations that are both ethical and legal.
7. Act in a responsible manner and practice best management within the context of the country or countries where our organizations operate.

## CONFLICTS OF INTEREST

### Core Principle

We must maintain a high level of trust with all our stakeholders. We must protect the interests of our stakeholders while concurrently maintaining our professional integrity. We must avoid engaging in activities that create actual, apparent, or potential conflicts of interest.

### Intent

- To avoid activities that are in conflict or may appear to be in conflict with any of the provisions of this document, *Leading With Our Values*.
- To avoid activities that are in conflict with our responsibilities and duties as a member of the human resources profession and/or as an employee of any organization.

### Guidelines

1. Adhere to and advocate the use of published policies on conflicts of interest within your organization.
2. Refrain from using your position for personal, material or financial gain or the appearance of such.
3. Refrain from giving or seeking preferential treatment in the human resources processes.
4. Prioritize your obligations to identify conflicts of interest or the appearance thereof; when conflicts arise, disclose them to relevant stakeholders.

## USE OF INFORMATION

### Core Principle

We consider and protect the rights of individuals, especially in the acquisition and dissemination of information, while ensuring truthful and respectful communications and facilitating informed decision-making.

### Intent

- To build trust among all constituents and stakeholders by maximizing the open exchange of information.
- To reduce and eliminate concerns and questions about inappropriate and/or inaccurate acquisition and sharing of information.

## **Guidelines**

1. Acquire and disseminate information through ethical and responsible means.
2. Ensure only appropriate and legal information is used in decisions affecting the employment relationship.
3. Investigate the accuracy and source of information before allowing it to be used in employment related decisions.
4. Maintain current and accurate human resources information.
5. Safeguard restricted or confidential information.
6. Take appropriate steps to ensure the accuracy and completeness of all communicated information about human resources policies and practices within our organizations.
7. Take appropriate steps to ensure the accuracy and completeness of all communicated information used in business-related training.