

# CODE OF PROFESSIONAL CONDUCT AND DISCIPLINARY PROCEDURES

## **A. CODE OF PROFESSIONAL CONDUCT**

### **1.0 Purpose of the Code**

- 1.1 All members regardless of grade shall strive to maintain the highest standards of professional practice within the profession and must commit themselves to this code which sets out the standards of professional conduct to which members must adhere.
- 1.2 Any complaints against a member shall be dealt with in terms of the procedures described in this code.

### **2.0 Standards of Professional Conduct**

Members of the institute are expected to exercise relevant competence in accordance with the professional standards and qualifications recognised from time to time.

- 2.1 Members of the institute provide specialist professional knowledge, advice, support, and management competence in the management and development of people at work. In all circumstances, they are expected to:

2.1.1 enhance the name of the profession;

2.1.2 continuously seek to improve their performance, update and refresh their skills;

2.1.3 seek to help people achieve their fullest potential for both present and future needs of the organisations they work for;

2.1.4 must secure future survival of their organisations, help achieve organisational goals by utilising best practices in people management processes modified to suit their circumstances;

2.1.5 promote and maintain fair labour practices in the treatment of people at work;

2.1.6 must respect legitimate expectations and deal with information that comes to their knowledge only on a need to know basis;

2.1.7 must be diligent, promote organisational speed and ensure accuracy in any information or advice they provide;

2.1.8 must recognise the limits of their knowledge and skills;

2.2 In the public interest and in improving visibility of People Management profession, the institute is committed to the highest standards of professional excellence and to this end, its members shall:

2.2.1 Be honest and maintain high levels of integrity,

2.2.2 Act within the law at all times,

2.2.3 Not encourage, assist, act in collusion with others to act unlawfully.

### **3.0 Complaints**

Any person may lodge a complaint with the Secretary General of the Institute against any member who has acted out of line with this code or where the conduct appears to have brought the profession into disrepute. Such complaint shall be dealt with in accordance with the procedures below.

## **B. DISCIPLINARY PROCEDURE**

### **1.0 Procedures for complaints**

- 1.1** Complaints against a member may be brought by another member, a third party or the institute.
- 1.2** Any complaint against a member must be brought to the Secretary General of the institute under confidential cover. Complainants shall set out in writing the circumstances forming the basis of the complaint and the relationship, if any, between the complainant and the member.
- 1.3** The Secretary General of the Institute shall at his discretion consult with the complainant and other parties, members of the Council and the member concerned to establish whether a prima facie case has been made. If he concludes that a prima facie case has been made, he shall inform the member concerned in writing and ask him to respond within 14 days.

**1.4** On receipt of the member's written response, the Secretary General shall refer the complaint and the concerned member's response to the Standards Committee Chairman. The Chairman of the Standards Committee shall in consultation with the Secretary General convene a meeting of the Standards Committee as a disciplinary panel.

## **2.0 Disciplinary Panel**

2.1 The Standards Committee shall be responsible for all disciplinary and ethical matters.

2.2 The Standards Committee may co-opt additional specialist advisers should it so decide who will have no vote. In the event of a tied vote, the Chairman shall have a casting vote.

## **2.3 Hearings**

2.3.1 Within 14 days from the date of receiving a response from the member or within 28 days from sending notification to the member whichever is the lesser, the Secretary General shall appoint a date and place for the complainant to be heard by the disciplinary panel giving all parties involved at least seven days notice.

2.3.2 In advising all parties of the hearing, the Secretary General shall present in writing to the member the documents supporting the complaint against the member. The member shall have the opportunity to bring witnesses and/or introduce evidence at the hearing. The complainant shall also have the opportunity to attend the hearing and either party may bring a corporate member of the institute as an adviser or supporter but not representative.

2.3.3 If both parties agree, the hearing may proceed in the absence of either party. Similarly, with leave from the

Chairman of the Committee, the hearing may be conducted by correspondence.

2.3.4 Decisions of the panel shall be by a simple majority. In the event of a tie, the Chairman shall have a casting vote as well as a deliberative vote.

### **3.0 Powers of Disciplinary Panel**

The Disciplinary Panel shall have the following powers:

**3.1** Dismiss a complaint

**3.2** Exercise one or more of the following sanctions:

3.2.1 Warn, reprimand any member

3.2.2 Call for a written undertaking from the member regarding future conduct and performance, to provide for guidance from a senior colleague and specific training and/or arrange for regular reporting

3.2.3 Direct that a statement recording the complaint be entered on the institute's record of the respondent

3.2.4 Review the member's eligibility for office in the institute

3.2.5 Redesignate a member in the institute's membership grades

3.2.6 Withdraw benefits of membership including use of designatory letters

3.2.7 Call for resignation of a member

3.2.8 Expel a member

3.2.9 Make recommendations to the President regarding publication of the decision.

#### **4.0 Appeals**

- 4.1** Any member is free to appeal against a decision of the disciplinary panel. Such appeal should be lodged with the Secretary General within fourteen days of the date of notification of the initial decision.
- 4.2** The appeal notice must state the grounds of the appeal. The decision of the disciplinary panel will stand until overturned by an appeals panel.
- 4.3** The Secretary shall consult with the Vice President as Chair of the appeals committee and appoint an appeals panel from amongst Chairpersons of Standing Committees of the institute. None of those to be appointed should have been involved in the initial hearing of the matter at issue.
- 4.4** The Secretary General shall convene an appeal hearing within fourteen days of receiving the notice of appeal giving the member seven days notice.
- 4.5** The appeals panel shall follow the same procedure as the disciplinary panel.