

## **Wisconsin State Council Society for Human Resource Management (WISHRM)**

### **Code of Ethical and Professional Responsibility in Human Resource Management/Whistleblower Policy/Record Retention Policy**

This Code of Ethical and Professional Standards in Human Resource Management for the Wisconsin State Council Society for Human Resource Management ("WI SHRM") has been adopted to promote and maintain the highest standards of professional and personal conduct among its members. Joining this Council, attending Council activities, or agreeing to participate in a Council program as a member, indicates your individual responsibility to act in accordance with this Code, thereby assuring that all Council activities support the development, networking, and educational intent of this professional organization.

Accordingly, as a member of WI SHRM, you pledge to adhere to the following tenets:

#### **PROFESSIONAL RESPONSIBILITY**

- Maintain the highest standards of professional and personal conduct.
- Support the Society for Human Resource Management (SHRM) goals and objectives for developing the human resource management profession.
- Comply and uphold all laws and regulations relating to my activities.
- Improve public understanding of the role of human resource management.
- Refrain from using my official position, either regular or volunteer, to secure special privilege, gain or benefit for myself.
- To build respect, credibility and strategic importance for the HR profession within our council, the business community, and the communities in which we work.
- To assist the organizations we serve in achieving their objectives and goals.
- Comply with the law.
- Strive to achieve the highest levels of service, values, performance and social responsibility.

#### **PROFESSIONAL DEVELOPMENT**

- Commit to continuous learning, skills development and application of new knowledge related to both human resource management and the workplace we serve, including the pursuit of certification where available.
- To advance our understanding of how organizations work (i.e., the business of the business).
- Contribute to the body of knowledge, the evolution of the profession and the growth of individuals through teaching, research and dissemination of knowledge.
- To expand our knowledge of human resource management to further our understanding of how WISHRM, SHRM and our respective workplaces function.
- Recognize that WISHRM meetings, events, and/or any other WI SHRM activities are times for networking and professional development.

#### **ETHICAL LEADERSHIP**

- Be ethical; act ethically in every professional interaction.
- Instill in the public and other WI SHRM members a sense of confidence about your conduct and intentions.
- Advocate openly and within the established forums for debate in order to influence decision-making and results.
- Question pending individual and group actions when necessary to ensure that decisions are ethical and are implemented in an ethical manner.
- Seek expert guidance if ever in doubt about the ethical propriety of a situation.
- Through teaching and mentoring, champion the development of others as ethical leaders in the profession and in organizations.

## **FAIRNESS AND JUSTICE**

- Treat people with dignity, respect and compassion to foster a trusting work environment free of harassment, intimidation, and unlawful discrimination.
- Respect the uniqueness and intrinsic worth of every individual, and foster a commitment to diversity in WI SHRM.
- Advocate for the appropriate use and appreciation of volunteers.
- Encourage the fair and equitable treatment of all volunteers a primary concern.
- Create and sustain an environment that encourages all individuals and the organization to reach their fullest potential in a positive and productive manner.
- Ensure that everyone has the opportunity to develop his or her skills and new competencies.

## **CONFLICTS OF INTEREST**

- Adhere to and advocate the use of published policies on conflicts of interest within your organization.
- Avoid activities that are in conflict or may appear to be in conflict with any of the provisions of this Code of Ethical and Professional Standards in Human Resource Management or with one's responsibilities and duties as a member of the human resource profession and/or as an employee of any organization.
- Refrain from using your position for personal, material or financial gain or the appearance of such.
- Refrain from giving or seeking preferential treatment in the human resources processes.
- Prioritize your obligations to identify conflicts of interest or the appearance thereof; when conflicts arise, disclose them to relevant stakeholders.

## **USE OF INFORMATION**

- Acquire and disseminate information through ethical and responsible means.
- Ensure only appropriate information is used in decisions affecting the employment relationship.
- Maintain the confidentiality of privileged, restricted, or confidential information.
- Build trust among all organization constituents by maximizing the open exchange of information, while eliminating anxieties about inappropriate and/or inaccurate acquisition and sharing of information
- Investigate the accuracy and source of information before allowing it to be used in employment related decisions.
- Maintain current and accurate HR information.
- Take appropriate steps to ensure the accuracy and completeness of all communicated information about HR policies and practices.

## **WHISTLEBLOWER POLICY**

The WI SHRM Organization Code of Conduct requires directors and other volunteers to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. Employees and representatives of the organization must practice honesty and integrity in fulfilling their responsibilities and comply with all applicable laws and regulations.

If any individual reasonably believes that some policy, practice, or activity of WI SHRM is in violation of law, a written complaint must be filed by that individual with the State Director. It is the intent of WI SHRM to adhere to all laws and regulations that apply to the organization and the underlying purpose of this policy is to support the organization's goal of legal compliance. The support of all individuals is necessary to achieving compliance with various laws and regulations. An individual is protected from retaliation only if he/she brings the alleged unlawful activity, policy, or practice to the attention of WI SHRM and provides the WI SHRM with a reasonable opportunity to investigate and correct the alleged unlawful activity. The protection described below is only available to individuals that comply with this requirement.

WI SHRM will not retaliate against an individual who in good faith, has made a protest or raised a complaint against some practice of WI SHRM, or of another individual or entity with whom WI SHRM has a business relationship, on the basis of a reasonable belief that the practice is in violation of law, or a clear mandate of public policy. WI SHRM will not retaliate against individuals who disclose or threaten to disclose to the State Director or a public body, any activity, policy, or practice of WI SHRM that the individual reasonably believes is in violation of a law, or a rule, or regulation mandated pursuant to law or is in violation of a clear mandate of public policy concerning the health, safety, welfare, or protection of the environment. My signature below indicates my receipt and understanding of this policy. I also verify that I have been provided with an opportunity to ask questions about the policy.

**RECORD-RETENTION POLICY**

WI SHRM will maintain all records for the maximum duration under federal and state law. Unless otherwise noted, records that don't have a maximum retention period will be maintained as permanent records of the organization.

This policy shall be reviewed by each member of the WI SHRM Council, as well as the State Director.

My signature below indicates my receipt and understanding of these policies. I also verify that I have been provided an opportunity to ask questions about these policies. I agree to abide by the policies as set forth in this document.

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Volunteer Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Print Name

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Chapter Name