



## IHRIM Code of Conduct Policy

### I. POLICY

To maintain the professional nature of the Association, all members and staff of IHRIM, Inc., as well as others providing services to IHRIM (*e.g.* exhibitors, presenters, contractors, suppliers, and vendors) must adhere to the Association's Code of Conduct. Those found in violation of the Code of Conduct will be subject to any and all sanctions and penalties as outlined by IHRIM's Sanctions and Penalties Guidelines.

### II. PURPOSE

As professionals, members and staff must recognize that they represent themselves, their employers, and the Association and they must maintain, at all times, the highest ethical standards in business dealings and IHRIM affiliations.

Public confidence in and corporate support for IHRIM also depends upon adherence to these standards; members and staff **MUST** conduct all Association relationships in accordance with the spirit and letter of the Association's policies and core values, and in a professional and respectful manner that is the prerequisite to growth and prosperity for IHRIM.

To the extent they are engaged in, or otherwise support the performance of, activities described in and governed by this Code, those who provide services to IHRIM are expected to know and adhere to the Code of Conduct.

### III. PRACTICES/PROCEDURES

All members and staff of IHRIM, Inc. are required to uphold the Code of Conduct of IHRIM, Inc.

1. Support and enforce provisions of the bylaws and IHRIM policies and the requirements of law governing the conduct and operation of the Association.
2. Support the goals and objectives of the Association and the profession.
3. Represent qualifications, skills and technical ability fairly and accurately, recognizing limits.
4. Not use affiliation privileges for purposes of sales, commercial promotion, or personal aggrandizement.
5. Exhibit standards of personal integrity and professional conduct that reflect positively on the Association.
6. Exercise the utmost good faith in dealings with and for the Association.
7. Seek opportunities to participate and, if possible, to play a leadership role in addressing issues of concern in the areas we represent.



# IHRIM

8. Demonstrate courtesy, honesty, fairness, and decency in all relationships with the general public, IHRIM staff and other members.
9. Not solicit business nor permit other members or guests to solicit for business at Association functions. (Vendor exhibits or special product demonstrations are the only exceptions.)
10. Not use the name of IHRIM or the International Association for Human Resource Information Management in mailings or by other contact to imply product or service endorsement unless authorized in writing by the IHRIM President/CEO or his/her designee.
11. Maintain strict confidentiality of member and corporate records and information.
12. Conduct Association business in a manner which is consistent with responsible corporate citizenship. This means that you will respect the letter and spirit of all applicable laws.
13. Endeavor to maintain relationships with suppliers to the Association that are free from personal bias, yet effective and workable.
14. Not make any gift or incur any improper or irregular expense on behalf of the Association. (Irregular payments are such things as bribes, payoffs, or kickbacks.)
15. Exercise care to avoid even the appearance of having exerted special influences on behalf of a supplier or a member or their company due to a personal or professional relationship.
16. Make decisions and allocate resources objectively without regard to friendship or personal basis.
17. Report any deviation from this Code of Conduct, the bylaws, or Conflict of Interest Statement to the Executive Committee of IHRIM, Inc., through either the Association Vice Chair or the IHRIM President/CEO.

Creation Date:	November 1996
Policy Approval Date:	November 1998
Last Review Date:	January, 2014
Revision Number:	6
Revision Approval Date:	February 1, 2014