



CODE OF PROFESSIONAL CONDUCT SCHOOL OF PUBLIC ADMINISTRATION AND HUMAN RESOURCES (SPHAR)

PREAMBLE

This Code of Professional Conduct establishes the ethical standards, responsibilities, and behavioural expectations required of all members of the School of Public Administration and Human Resources (SPHAR).

Membership in SPHAR is a privilege, and members are expected to uphold the highest principles of integrity, professionalism, accountability, and service.

This Code shall guide the conduct of ALL members, regardless of grade, position, or location.

SECTION 1 — CORE PROFESSIONAL VALUES

Members of SPHAR shall uphold and promote the following foundational values:

1. Integrity – Acting honestly and ethically at all times.
2. Professional Excellence – Demonstrating competence, skill, and continuous improvement.
3. Accountability – Taking responsibility for decisions, actions, and outcomes.
4. Service – Serving organizations, communities, and the nation with commitment.
5. Leadership – Modelling exemplary behaviour in public administration and HR practice.
6. Respect – Treating all persons with dignity and fairness.
7. Confidentiality – Protecting sensitive information entrusted to them.

These values shall guide all professional conduct.

SECTION 2 — PROFESSIONAL RESPONSIBILITIES

Members shall:

1. Perform their duties with due care, competence, and diligence.
2. Make decisions that reflect objectivity, fairness, and sound judgment.
3. Maintain confidentiality of information obtained through professional or official capacity, except where disclosure is legally required.
4. Provide accurate, truthful, and unbiased information in all professional reports, communications, and documentation.
5. Uphold the reputation and objectives of SPHAR through high standards of behaviour.
6. Avoid conflicts of interest and declare them where they exist.
7. Promote sustainable, ethical, and responsible public administration practices.

SECTION 3 — ETHICAL EXPECTATIONS AND PROHIBITED CONDUCT

Members shall not:

1. Engage in corruption, bribery, fraud, embezzlement, or unethical financial practices.
2. Misrepresent qualifications, experience, or professional achievements.
3. Abuse power, authority, or position for personal gain.
4. Engage in bias, discrimination, or favoritism based on ethnicity, religion, gender, status, or any other factor.
5. Participate in harassment, intimidation, bullying, or any form of misconduct.
6. Violate confidentiality agreements or use sensitive information for unauthorised purposes.
7. Act in a manner that brings disrepute to SPHAR or the profession.

Members shall:

8. Report unethical behaviour through appropriate channels.
9. Take corrective action when aware of wrongdoing within their professional environment.



10. Maintain professional boundaries in all interactions.

SECTION 4 — RESPONSIBILITIES TO THE PROFESSION

Members shall:

1. Contribute positively to the advancement of public administration, governance, and human resource management.
2. Support ethical reform, capacity building, and development in their fields.
3. Promote professionalism, discipline, and continuous learning among colleagues.
4. Participate in mentorship and knowledge-sharing activities.
5. Avoid actions that undermine public trust in institutions.

SECTION 5 — PROFESSIONAL RELATIONSHIPS

Members shall:

1. Treat colleagues, employees, stakeholders, and the public with respect, courtesy, and impartiality.
2. Foster collaboration, teamwork, and constructive engagement.
3. Encourage inclusion, diversity, and equitable treatment in all professional settings.
4. Provide constructive feedback when necessary and accept the same gracefully.
5. Maintain appropriate professional boundaries, avoiding behaviour that could compromise integrity.

SECTION 6 — CONTINUING PROFESSIONAL DEVELOPMENT (CPD)

To maintain high standards of practice, members shall:

1. Pursue continuous learning and skills enhancement.
2. Participate in SPHAR-approved CPD programs, seminars, conferences, and workshops.
3. Stay updated on best practices, policies, and emerging trends in public administration and human resource management.
4. Share knowledge and contribute to professional research and thought leadership.

SECTION 7 — NATIONAL DEVELOPMENT RESPONSIBILITIES

Members shall:

1. Promote good governance, transparency, and accountability in all public sector activities.
2. Contribute to innovations, reforms, and institutional development at local and national levels.
3. Demonstrate leadership that advances national development, public service efficiency, and human capital growth.
4. Serve society with dedication, fairness, and a commitment to the greater good.

SECTION 8 — DISCIPLINARY ACTION FOR BREACHES

Violations of this Code may result in disciplinary actions, including:

1. Verbal or written warning.
2. Suspension from SPHAR.
3. Reduction or removal of membership grade.
4. Termination or expulsion from SPHAR.
5. Reporting the conduct to relevant authorities or institutions, where appropriate.

All disciplinary procedures shall be handled by the Ethics and Disciplinary Committee, following due process and fairness. Members have the right to appeal disciplinary decisions as outlined in SPHAR Bye-Law Article 10.

SECTION 9 — PROFESSIONAL OATH

At induction, all members shall affirm the following:

"I pledge to uphold the values and principles of the School of Public Administration and Human Resources.
I will practice with integrity, diligence, professionalism, and honour.



*School of Public
Administration and
Human Resources
Management*

I will contribute to excellence in public administration and human resource management.
I will serve society with fairness, responsibility, and dedication.
I will uphold the dignity of this profession and conduct myself as a worthy ambassador of SPAHR.
So help me God.”

SECTION 10 — ADOPTION

This Code of Professional Conduct is adopted by the Governing Council of SPAHR and is binding on all members from the date of adoption.



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