SPAHR INTERNATIONAL
SCHOOL OF PUBLIC ADMINISTRATION & HUMAN RESOURCES

CODE OF PROFESSIONAL CONDUCT

SCHOOL OF PUBLIC ADMINISTRATION & HUMAN RESOURCES

PREAMBLE: *This Code of Professional Conduct sets forth the ethical standards, core values, and behavioral expectations required of all members of the School of Public Administration and Human Resources (SPAHR). Membership in SPAHR is a privilege that carries a responsibility to uphold the highest principles of integrity, professional excellence, public trust, and accountability across all operational and administrative domains.*

SECTION 1: CORE PROFESSIONAL VALUES

Members of SPAHR shall adhere to and embody the following foundational principles in all professional undertakings:

1. Integrity: Acting with uncompromised honesty, transparency, and moral uprightness.

2. Professional Excellence: Demonstrating high competence, technical skill, and continuous quality enhancement.

3. Accountability: Taking full responsibility for decisions, actions, and administrative outcomes.

4. Public Service & Commitment: Dedicated to advancing organizational efficiency, community welfare, and national progress.

5. Ethical Leadership: Exemplifying fairness, principled leadership, and governance best practices.

6. Respect & Equity: Treating all individuals with dignity, impartiality, and fundamental fairness.

7. Confidentiality: Safeguarding proprietary, sensitive, and institutional information entrusted to their care.

SECTION 2: PROFESSIONAL RESPONSIBILITIES

In the discharge of their professional duties, members shall:

1. Execute duties with due diligence, professional care, and technical competence.
2. Exercise objective judgment, ensuring fair, evidence-based, and unbiased decision-making.
3. Protect non-public information obtained during professional engagement, disclosing it only when mandated by law or authorized by governance policy.
4. Ensure all professional reports, records, communications, and public representations are factual, accurate, and transparent.
5. Safeguard the reputation, mission, and institutional standing of SPAHR through dignified workplace and public conduct.
6. Identify, declare, and manage actual, potential, or perceived conflicts of interest in a timely and ethical manner.
7. Promote sustainable, ethical, and socially responsible public administration and human resource management practices.

SECTION 3: ETHICAL EXPECTATIONS & PROHIBITED CONDUCT

To preserve professional integrity, members shall **NOT**:

1. Engage in or tolerate corruption, bribery, extortion, fraud, financial impropriety, or misappropriation of funds.
2. Falsify or misrepresent academic qualifications, professional credentials, certifications, or career achievements.
3. Abuse position, official authority, or institutional privileges for personal gain or undue advantage.
4. Practice discrimination, bias, or favoritism on grounds of ethnicity, religion, gender, age, disability, status, or any protected attribute.
5. Engage in workplace harassment, intimidation, bullying, abuse of power, or acts detrimental to workplace safety.
6. Breach confidentiality protocols or misuse privileged organizational intelligence for unauthorized purposes.
7. Commit acts that bring disrepute, public ridicule, or institutional harm to SPAHR or the profession.

Additionally, members are required to proactively report ethical breaches through authorized SPAHR channels and maintain appropriate professional boundaries across all official engagements.

SECTION 4: RESPONSIBILITIES TO THE PROFESSION

Members are expected to advance the standards and reputation of the profession by:

1. Advancing key developments in public sector administration, governance systems, and strategic human resource management.
2. Supporting policy reforms, structural capacity building, and institutional modernization within their operating sectors.
3. Fostering professional discipline, academic rigor, and peer-to-peer knowledge sharing.
4. Participating actively in professional mentorship, research publishing, and capacity development initiatives.
5. Refraining from actions that diminish public trust in governance structures or professional institutions.

SECTION 5: WORKPLACE & INTERPROFESSIONAL RELATIONSHIPS

Members shall maintain high standards of interpersonal conduct by:

1. Treating colleagues, employees, stakeholders, and the public with dignity, courtesy, and professional neutrality.
2. Cultivating collaborative workplace environments built on mutual respect, teamwork, and constructive feedback.
3. Fostering diversity, equity, and inclusive practices across organizational hierarchy.
4. Maintaining clear boundaries between professional duties and personal interests to ensure institutional integrity.

SECTION 6: CONTINUING PROFESSIONAL DEVELOPMENT (CPD)

To ensure high standards of practice and technical relevance, members shall:

1. Engage in systematic lifelong learning and skill enhancement.
2. Fulfill annual CPD obligations through SPAHR-approved workshops, certification programs, seminars, and executive courses.
3. Stay updated on statutory regulations, institutional policies, and global emerging trends in HR and public administration.
4. Contribute actively to thought leadership, administrative research, and knowledge sharing.

SECTION 7: GOVERNANCE & NATIONAL DEVELOPMENT RESPONSIBILITIES

Members shall align their professional practice with institutional and national progress by:

1. Promoting good governance, operational transparency, and fiscal responsibility in public and corporate sectors.
2. Driving institutional reforms and innovative administrative solutions at local, regional, and national levels.
3. Exercising leadership that enhances human capital development and public sector productivity.
4. Serving society with fairness, civic commitment, and devotion to the public interest.

SECTION 8: DISCIPLINARY FRAMEWORK & ENFORCEMENT

Violations of this Code shall be subject to disciplinary review and may result in the following sanctions:

1. Formal Letter of Caution or Reprimand.
2. Temporary Suspension of SPAHR Membership and privileges.
3. Downgrading of Professional Membership Designation/Grade.
4. Formal Expulsion and permanent revocation of SPAHR membership.
5. Referral to statutory regulatory bodies or law enforcement agencies where criminal or regulatory breaches occur.

All disciplinary proceedings shall be conducted by the **Ethics and Disciplinary Committee** in strict adherence to principles of natural justice and due process. Aggrieved members retain the right of appeal under *Article 10 of the SPAHR Bye-Laws*.

SECTION 9: PROFESSIONAL AFFIRMATION & OATH

Upon formal induction, every member shall make the following solemn affirmation:

> *"I solemnly pledge to uphold the values, ethics, and foundational principles of the School of Public Administration and Human Resources (SPAHR). I shall execute my duties with unwavering integrity, diligence, professionalism, and honor. I commit to advancing excellence in public governance and human capital management, serving society with fairness and dedication, and acting as a worthy ambassador of SPAHR at all times. So help me God."*

SECTION 10: INSTITUTIONAL ADOPTION

This Code of Professional Conduct was formally ratified and adopted by the Governing Council of the School of Public Administration and Human Resources (SPAHR) and takes immediate effect as a binding standard for all membership cadres.

School of Public Administration and Human Resources (SPAHR International)

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