

## CODE OF ETHICS AND PROFESSIONAL PRACTICE

### *PERSONAL DEVELOPMENT & BEHAVIOUR*

Members of AITD will:

- Maintain a program of self development and keep abreast of changes and development relevant to their profession
- Conduct their business activities with courtesy, integrity and humanity; respect for dignity and privacy of individuals and the confidentiality of information acquired in their business activities
- In the administration of training and development activities ensure the competence of any individual assigned to perform training and development functions
- Accept assignments within their own competence or, when required, seek appropriate expertise from properly qualified individuals
- Recognise that the establishment of competence requires (a) knowledge and skills which are appropriate to a stated field of human resources/organisation development, and (b) contribution to the body of professional knowledge maintained and known in their field.

### *RELATIONS WITH EMPLOYING OR CLIENT ORGANISATIONS (AND THEIR EMPLOYEES)*

Members of AITD will:

- Respect the confidentiality of information acquired in the course of duty and refrain from using such confidential information for personal benefit, or in a way that may be detrimental to any employing organisation
- Immediately disclose to the client or employing organisation any personal interest which may conflict with the employer's interest
- Act honestly and loyally in carrying out the lawful policy and direction of the employing client organisation and refrain from damaging its image, or reputation
- Accurately portray and represent facts concerning training and development activities to individuals, organisations and/or employers entitles to such disclosures
- Conduct evaluation activities, where appropriate, in a manner that will be constructive and beneficial to individuals, organisations and/or employers.

### *RELATIONS WITH INDIVIDUALS FOR WHOSE TRAINING, DEVELOPMENT AND GUIDANCE MEMBERS ARE RESPONSIBLE*

Members of AITD will:

- Refrain from discriminating against individuals on the basis of origin, sex, status, age, beliefs or perceived contribution to society; and respect the dignity and privacy of the individual
- Pay proper regard to the safety and well-being of those personnel within their responsibility and sphere of influence.

### *ADVANCING THE PROFESSION*

Members of AITD will:

- Be ready to acknowledge the work of others and respect the right of authors, publishers and producers of training and development resources
- Maintain a professional attitude and keep abreast of pertinent new knowledge in the field of training and development
- Encourage and support research efforts to promote a more scientific basis for the training and development profession.