**CORE BEHAVIOURS FOR PEOPLE PROFESSIONALS**

by [Name]

Class Name (Course)

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The City and State where the School is Located

Date

* + **1.1 Definition of “Ethical Principles” and “Professional Values” and their Impact**

Recently, business researchers have shown an increased interest in ethical principles and professional values. A vast majority of these researchers have focused their attention on the role of the principles mentioned above on business performance. “Ethical principles” can be defined as the moral standards set by a particular organization as a whole as well as individual employees within a given organization (Kennett-Hensel & Payne 2018; CIPD 2019). Specifically, these principles entail values, standards, principles, and the organization's norms that define employees’ conduct in their organizations and how the business as a whole operates in a given community. On the other hand, professional values can be defined as major and unique principles that encompass practising in a particular profession. In layman's language, professional values can be defined as beliefs and principles that guide professional behaviour. Ethical principles and professional values are vital in defining how employees approach their work (CIPD Factsheet 2022).

For instance, professional values and ethical principles are essential because they help portray a professional image through honesty and reliability. For example, a machine operator or a doctor cannot afford to be negligent. Additionally, a finance officer cannot afford to take things for granted. Ethical principles and professional values play a significant role in delivering work outcomes acceptable under the available timeframe. Arguably, we are living in a more interconnected global community where actions we take are more likely to impact those around us. By the same token, our actions in the workplace impact our fellow employees. It is thus the role of every business leader and employee to know no matter how big or small their actions are; they can have a lasting impact on fellow employees. In summary, adopting a positive ethical culture and high professional values will not only improve the image of the company but will as well promote employees’ satisfaction.

* **1.2 Piece of Legislation and a Code of Practice that Supports Ethical and Professional Practice**

Codes of practice can be defined as guidelines and rules that employers are expected to implement in their places of work. On the other hand, legislation is a set of laws that must be followed. Numerous legislation and codes of practice can support ethical and professional practice. For instance, numerous organizations have defined guidelines for promoting employee inclusivity. According to *Building inclusive workplaces* report by the CIPD (2019), employees play an important role in developing inclusive workplaces. The report further argues that inclusion can be promoted through behaviours, practices, and workplace values.

For example, human resource managers should call out exclusionary behaviour and treat junior employees fairly and respectfully. Arguably, workplace managers and employee relationships can play an important role in building an inclusive working environment. For instance, including staff in decision-making is one of the key strategies multiple organizations use to promote inclusivity. Legislation can also play an important role in promoting ethical and professional practice. For example, religion and belief discrimination in the UK is illegal as defined by Equality Act 2010 (CIPD Factsheet 2020). Discrimination on the ground of religion and belief is a crime. Hence, human resource managers should ensure they don’t treat one person less favourably due to their religious background.

* **A.C. 2.1 Importance of Ethical Behaviour for an HR Professional and Potential Consequences**

In the last two decades, learning and adopting business ethics has emerged as a vital part of any organization. With this knowledge at hand, human resource teaching and practice have shown critical attention to the subject (Kreismann and Talaulicar, 2021). Arguably, the human resource practice faces various ethical challenges. By virtue of being a section that interacts directly with employees, HR practice includes multiple ethical pitfalls that pose a significant risk to the organization's reputation as well as its financial sustainability. Thus, understanding the importance of ethics in HR is essential for any business owner, whether at the local or international level. One advantage of ethical behaviour for an HR professional is that it puts the organization on the side of the law. Evidently, breaches of ethics in HR practice can put the organization in legal trouble.

In other words, employees are likely to report breaches of ethics in the human resource department to both legal and regulatory institutions. Additionally, ethical behaviour for an HR professional can help safeguard the company’s reputation. In the contemporary business world, there is a growing list of business ethics watchdog organizations that spread any form of organization misdeeds (Ingram 2019). News about workplace discrimination, sexual harassment, and employee exploitation may land an organization on the front pages of different publications. This can significantly damage the organization’s reputation among consumers, potential stakeholders, and potential future employees (Ingram 2019). On the contrary, gaining a reputation can help attract top talents and retain top performers.

Another benefit of ethical practice in the HR department is that it can aid in promoting employees’ loyalty. Arguably, treating employees ethically is more than likely to garner their trust and loyalty. Loyal employees are more likely to receive more experience while working with their leaders. This allows them to master production processes and understand the key operations of the firm. In return, this increases employee productivity and keeps recruitment and training costs under control. Moreover, loyal employees often act as the organization ambassadors who help in spreading a positive message about the organization to friends, families, and potential clients. On the contrary, employees are likely to lose trust and loyalty in an unethical business environment. Additionally, employees working in an unethical business environment are not likely to spread positive information about the organization.

* **A.C. (1.3, 2.2) How HR Professional can Demonstrate a Positive and Ethical Approach to each of the issues mentioned below**
* **Clarifying Problems and Issues**

Adults spend nearly one-third of their lives in their places of work, and workplace issues and problems are common problems for many. Arguably, it is nearly impossible to have a problem-free workplace environment. Common workplaces problem and issues include interpersonal conflict, gossip, bullying, and discrimination. An effective workplace environment has a clear framework for solving problems and issues. There exist numerous strategies that HR professionals can utilize to help employees deal with their issues and problems. For instance, HR professionals can ensure promotion is discrimination-free. Additionally, some HR professionals can source psychotherapy to help their employees deal with workplace issues. Lastly, HR professionals should ensure conflicts are handled confidentially.

* **Contributing views and opinions**

Voicing opinions in a professional manner can bolster employees’ morale and profile. Effective HR professionals are receptive to all opinions, whether ideas, constructive feedback, or any concerns regarding particular decisions. There are strategies that HR professionals can utilize to ensure team disputes arise from different opinions and views. One strategy is to be respectful, patient, and empathetic. While it is ok to disagree, no one’s input should be dismissed. HR professionals should remind their teams that listening to new ideas does not make them prescribed to those ideas. Another strategy is that HR professionals should ensure that everyone is given an equal opportunity to express their opinions and views. Additionally, HR managers should set boundaries to guide constructive discussions.

* **Working in a team**

Effective teamwork plays a critical role in the success of any organization. HR professionals should organize team-building exercises to bolster employee trust. HR professionals should also ensure team members communicate freely.

* **Showing sensitivity to others**

Workplace sensitivity promotes respect regardless of who the employees are. Sensitivity is all about being respectful and appreciating other people's perspectives. To promote sensitivity in their places of work, HR professionals should mind what they say to others. For instance, they should find less-offensive words to address salespersons whose performance has significantly dropped rather than blaming them.

* **Showing respect for colleagues**

Respect is about treating people the way we would like people to treat us. In specific, respect entails treating others with courtesy, kindness, and politeness. HR managers should understand that how they treat their employees directly impacts their output. One example HR professionals can show respect to their employees is by practising active listening and avoiding interrupting their conversations before they finish (Syndeo, 2018). Another strategy is allowing new opinions and feedback from their employees.

References

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