

Revised Code of Ethics for Trainers

As a training and development professional, I uphold these values of the Society:

1. **Professionalism** – being ethical, honest and fair; acting in an integrated manner, i.e. fully aligning thought, word and action; adhering to the highest standards of competence and work excellence
2. **Holistic and continuing development** - promoting the optimum growth of the individual in every aspect
3. **Service** - dedicating myself to people development as my primary contribution to the community, the country and the planet
4. **Synergy and collaboration** – finding ways to work with others, tapping into their strengths, promoting trust and mutual respect, while achieving results that benefit everyone
5. **Creativity and innovation** - keeping abreast with and implementing advancements in knowledge and technology in the Human Resource development field; continuously unfolding new ideas and ways to enhance my craft and processes
6. **Stewardship** – seeing my talents as God’s gift and using them all for His greater glory.

As a training and development professional, I commit myself to support and act in accordance with these ethical guidelines:

1. Relation with Self

- Conduct myself in a manner consistent with the philosophy, principles, values and beliefs of the human resource development profession.
- Act at all times with integrity; be authentic and true to myself
- Pursue life-long personal and professional development as a goal to surpass the professional standards of the HRD profession in the Philippine and in the world.
- Recognize my needs and interests, and if they conflict with the performance of my responsibilities, seek a win-win solution.

2. Relation with Learners (Program Participants, Beneficiaries, Recipients)

- Uphold the rights, interest and dignity of my learners at all times, respecting the learners' feelings, contribution, intellectual freedom and privacy.
- Be sensitive to the needs of my learners and respond to these needs in the best way within the given organizational resources.
- Promote my learners' physical and emotional safety by being aware of and implementing the smooth safe flow and conduct of training.
- Show genuine regard for my learners' learning experience and a deep concern for transfer or application of learning in the workplace.

3. Relation with Client (Employer, Sponsor, Funding Agency)

- Be loyal to my clients and work towards supporting their organizational mission, vision, values and goals.
- Provide consistent high-quality consulting, training and development services within the scope of my professional competence and experience.
- Respect organizational values of the client while doing professional work for them.
- Prior to initiation of activities, clarify client's expectations regarding goals of the program, roles of those involved, rules/policies affecting the learners and others involved, norms of behaviors and standards of performance.
- Adhere to commitments with client; absolutely conform with ethical obligations.
- Respect confidentiality of client, using client information only for official/professional use and with proper permission.
- Inform clients of any biases/conflict of interest that may affect the objective delivery of my services.
- Explain to client possible consequences of interventions and propose proactive measures to ensure positive results.

4. Relation with Other Trainers

- Share information, concepts and experiences with fellow trainers to promote best practices and add to the knowledge base of the human resource development profession.
- Recognize works of fellow training and development professionals, acknowledging the author of original materials and concepts, and always citing the original source of the material.
- Support the development of peers through conduct that encourages and motivates their full practice of the profession.

5. Relation with the Global Community

- Accept the authority of the State, act in consonance with its constitution, national, policies and goal, and abide by the laws of the land.
- Contribute towards the development of effective HRD interventions and of materials culturally acceptable and appropriate to the community.
- Comply with the Copyright Act and other laws of the country and global community relevant to HRD.
- Show professional courtesy towards professionals in other fields.
- Help improve the public understanding of Human Resource Development.
- Support the advancement of Human Resource Development as a profession.