



WISCONSIN HEALTHCARE
HUMAN RESOURCES ASSOCIATION

POLICIES

OF THE

WISCONSIN HEALTHCARE HUMAN RESOURCES ASSOCIATION
(WisHHRA)

Established April 2014

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HUMAN RESOURCES ASSOCIATION
(WisHHRA)**

POLICIES

Code of Ethics

The purpose of the Code of Ethics of WisHHRA is to serve as a standard of conduct for its members. It contains standards of ethical behavior for healthcare human resource professionals in their professional relationships. These relationships include colleagues, patients or others served; members of the HR professional are organization and other organizations, the community and society as a whole.

The Code of Ethics also incorporates standards of ethical behavior governing individual behavior, particularly when that conduct directly relates to the role and identity of the human resource professional.

Healthcare human resource professionals have an obligation to act in ways that will merit the trust, confidence and respect of healthcare professionals, the general employee population, their respective organizations and the general public. Therefore, healthcare human resource professionals should lead lives that embody an exemplary system of values and ethics.

In fulfilling their commitments and obligations to employees or others served, healthcare human resource professionals function as moral advocates and models. Since every management decision affects the health and well-being of both individuals and communities, healthcare human resource professionals must carefully evaluate the possible outcomes of their decisions. In organizations that deliver healthcare services, they must work to safeguard and foster the rights, interests and prerogatives of the employees, the organizations, the patients or others served.

The role of moral advocate requires that healthcare human resource professionals take actions necessary to promote such rights, interests and prerogatives. Being a role model means that decisions and actions will reflect integrity and ethical leadership that others will seek to emulate.

The Healthcare Human Resources' Responsibilities to the Profession of Healthcare Management

The healthcare human resources professional shall:

- Uphold the Code of Ethics of WisHHRA;
- Conduct professional activities with honesty, integrity, respect, fairness and good faith in a manner that will reflect well upon the profession;

- Comply with all laws and regulations pertaining to healthcare management in the jurisdictions in which the healthcare human resource professional is located or conducts professional activities;
- Maintains competence and proficiency in healthcare management by implementing a personal program of assessment and continuing professional education;
- Avoid the improper exploitation of professional relationship for personal gain;
- Disclose financial and other conflicts of interest;
- Use this Code to further the interests of the profession and not for selfish reasons;
- Respect professional confidences;
- Enhance the dignity and image of the healthcare management profession through positive public information programs;
- Refrain from participating in any activity that demeans the credibility and dignity of the healthcare management profession;
- Work to support access to healthcare careers and human resource support services for all people; and
- Encourage and participate in public dialogue on healthcare policy issues, and advocate solutions that will improve health status and promote quality healthcare.

The Healthcare Human Resource Professional's Responsibilities to Employees

Healthcare human resource professional have ethical and professional obligations to the employees they manage that encompass but are not limited to:

- Creating a work environment that promotes ethical conduct by employees;
- Providing a work environment that encourages a free expression of ethical concerns and provides mechanisms for discussing and addressing such concerns;
- Providing a work environment that discourages harassment, sexual and other; coercion of any kind, especially to perform illegal or unethical acts; and discrimination on the basis of race, ethnicity, creed, gender, sexual orientation, age or disability;
- Providing a work environment that promotes the proper use of employees' knowledge and skills;
- Providing a safe work environment; and
- Establishing appropriate grievance and appeals mechanisms.

The Healthcare Human Resource Professional's Responsibility to Report Violations of the Code

A member who has reasonable grounds to believe that another member has violated this Code has a duty to communicate such facts to any Board Officer of WisHHRA.

Officer and Board Member Duties

President - The President shall be the Chief Executive Officer of the organization. He/she shall preside at all meetings of the organization and serve as Chair of the Board of Directors. It shall be his/her duty to supervise the activities of the organization. At the annual meetings, he/she will present a report, which shall be kept in the permanent files of the organization. He/she shall perform other duties as authorized by the Board of Directors. The President is responsible to produce the newsletter or may appoint one member of the Board of Directors to serve as the editor of the newsletter. Board members may make contributions and assist the President or editor as requested. Newsletters shall be published at least semi-annually. The President shall be responsible for providing final approval for contracts and expenditures. The President shall also be authorized to open financial accounts with financial institutions in WisHHRA's name and to sign WisHHRA checks. Checks written for amounts greater than \$5,000 must be approved by a majority of Board members.

President-Elect - The President-Elect shall, in the absence of, or because of the incapacity of the President, perform all duties and assume all responsibilities of the President. He/she shall have the responsibility of recognizing contributions of Board members.

Past-President - He/she shall perform all duties as assigned by the President and of the President-Elect if that office is vacant and will serve as Chair of the Nominating Committee.

Secretary - The Secretary shall record the proceedings and prepare the minutes of the organization, which shall be available to the members for inspection. He/she shall maintain the supplies, minutes and official records of the organization and perform such other duties as may be necessary to coordinate and advance the organization's objectives as authorized by the Board of Directors.

Treasurer - The Treasurer shall be responsible for the financial function and records of the organization. The Treasurer is authorized to open accounts with financial institutions in WisHHRA's name and to sign WisHHRA checks. He/she shall perform such other duties as may be necessary to coordinate and advance the organization's objectives as authorized by the Board of Directors.

Membership Coordinator - The Membership Coordinator will assist the Chapter Management Firm in presenting new applications for Board approval. District Directors will notify applicants of acceptance or rejection. In the absence of a District Director, the Membership Coordinator will notify new applicants. This position oversees the mailing of annual invoices no later than October 1st with second notices sent out no later than December 1st. The Chapter Administrative Management Firm in coordination with the Membership Coordinator will maintain and update membership roster/ mailing list, and supply appropriate labels upon request.

Liaisons - Liaisons to the Board bring special knowledge, skill and/or experience to Board meetings to assist the Board in carrying out the work of the organization. Such members may

be invited to participate in all or part of the Board meetings but will not have a vote. Liaisons shall attend in person, or telephonically at least 60% of all Board meetings on an annual basis.

Expectations of Officers and Board - All Officers and Directors of the Board shall attend in person, or telephonically, at least 60% of all Board meetings on an annual basis. Region Directors shall participate in all activities of the Board of Directors. Each shall recommend to the President, members of his/her district for appointment to various committees of the organization, act as a resource to members within their district, and assist with planning conferences on a rotating basis.

Committees

Compensation Committee – The duties of this committee shall be to provide the voting membership with lawful means to coordinate the collection of salary and benefit survey data using a third party vendor. Salary data will be collected at least semi-annually, and benefits data at least biennially.

Legislative Committee – The duties of this committee will be to elicit from and communicate to the membership current information regarding trends and changes in legislation or new legislation that affects the field of Human Resources. The committee may also recommend to the Board of Directors a position to be taken by the Association on certain legislative issues. The Chair of the committee shall be the liaison to the council on Government Public Affairs of WHA and coordinate Legislation Day at the Capitol

Nominating Committee - The Nominating Committee of the organization shall be comprised of the immediate Past-President or the President-Elect as Chair and a District Director whose term will not expire that year.

Auditing Committee - The President shall appoint at least two voting members to serve as the Auditing Committee. Prior to the general membership meeting, the committee shall audit the financial records of the organization and shall present a report of its audit to the President.

Special Committees - These may be appointed by the President from time to time as authorized by the Board of Directors.