MISSION
To establish, direct and sustain a high level of professionalism and ethical conduct in Human Resource (HR) practice.

PHILOSOPHY
To enable those engaged in the HR profession to make a significant contribution:-
* to the organisation, in terms of its management and utilisation of human resources.
* to the individual, in the realisation of his or her potential, in terms of his or her aspirations.
* to the community at large, in terms of an enhanced quality of life.

STRATEGY
To promote, direct and influence the development of the HR profession; to set competency standards for the education, training and conduct of those engaged in the profession; to advise involved parties on developing and attaining those competencies; and to evaluate such attainment.

VALUE STATEMENT
Our actions are guided by the following values:

- The SABPP is committed to objectivity, fairness, consistency and integrity in all its functions.
- The quality assurance function of the SABPP strives to contribute to a quality skills development system in South Africa
- The SABPP links the achievement of quality to equity and the fostering of innovation and diversity.
- With a customer centred focus, the SABPP will work in a consultative and cooperative mode with partners and stakeholders:
  o offering service excellence
  o being professional in all our dealings
  o building and maintaining trust and confidentiality
- The SABPP strives to facilitate the delivery of high quality HR practice in education, training and implementation.

The 9th SABPP Board approved the name change from South African Board for Personnel Practice to South African Board for People Practices on the 20th February 2009; and the 10th Board approved the name change to SA Board for People Practices on 25 November 2011.
1. **DEFINITIONS**

In this Charter, unless the context indicates otherwise:-

i) "Applicant" means a person who is applying for a category of professional registration under this Charter;

ii) "accreditation or accreditation of constituent provider" means the certification, usually for a particular period of time, of a person, a body or an institution as having the capacity to fulfil a particular function in the quality assurance system set up by the South African Qualifications Authority in terms of the Act;

iii) "Act" means the National Qualifications Framework Act, 2008 (Act no 67 of 2008);

iv) "Assessor" means a person who is registered by the relevant quality assurance body in accordance with criteria established for this purpose to measure the achievement of specified National Qualifications Framework standards or qualifications, and "constituent assessor" has a corresponding meaning;

v) "Board" means the board of the SA Board for People Practices or SABPP;

vi) "Candidate" means a person in training, registered as such under this Charter, who is undergoing the period of practical experience necessary for registration as an HR Professional or HR Associate;

vii) "Chief Executive Officer" means the CEO of SABPP;

viii) "Chairperson" means Chair of the Board;

ix) "conditional/provisional accreditation" means the registration of a provider under specified conditions and usually for a particular period of time;

x) "Quality Assurance Body" means a body accredited in terms of the NQF Act, responsible for monitoring and auditing achievements in terms of national standards or qualifications, and to which specific functions relating to the monitoring and auditing of national standards and/or qualifications have been assigned in terms of section 5(1)(b)(i) of the Act;

xi) "experience" means the prescribed period of practical experience required for professional registration;

xii) "Member" means a member of the Board of the SABPP;

xiii) "Minister" means the Minister of Labour and/or Minister of Higher Education and Training; and/or other Ministers relevant to the HR profession.

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"moderation" means the process which ensures that assessment of the outcomes described in National Qualifications Framework standards and/or qualifications, are fair, valid and reliable;

"National Learner Records Database (NLRD) responsibility" means maintaining a database acceptable to SAQA, including provider data, in such a way as to be compatible with the SAQA system;

"outcomes" means the contextually demonstrated end-products of a learning process;

"provider" means a body which delivers learning programmes that culminate in specified National Qualifications Framework standards and/or qualifications, and manages the assessment thereof;

"human resource" means the development, management, and/or the operation, as a registered professional, of HR systems and techniques aimed at the optimum utilisation and maintenance of the human resources of any organisation;

"Registered professional" means a person who is registered under this Charter as either an HR Technician, HR Associate, HR Professional, a Chartered HR Professional or a Master HR Professional under this Charter;

"qualification" means a degree, diploma, or certificate awarded after examination of a person's proficiency in a relevant subject, or subjects;

"quality assurance" means the process of ensuring that the degree of excellence specified is achieved;

"Quality Council for Trade and Occupations" means the national council responsible for quality assurance of learning for occupations and professions;

"quality management system" means the combination of processes used to ensure that the degree of excellence specified is achieved;

"register", when used as a verb, means to enter in a register: the words "registered", "registrable", "registration" and all other words formed with or derived from the word "register" have a corresponding meaning;

"Register", when used as a noun, means a register kept in accordance with the provisions of this Charter; and when used in relation to any category or a member of any category of persons in respect of which a register is kept, means the register kept for that category;

"Vice-Chairperson", means Vice-Chair of the Board of SABPP;
CHAPTER 1

OBJECTIVES, FUNCTIONS, AND COMPOSITION OF THE SABPP

2. NAME AND OBJECTIVES OF THE SABPP

2.1 THE NAME
The name of the Association shall be the SA Board for People Practices (SABPP)

2.2 THE OBJECTIVES
The objectives of the SABPP as both a professional and quality assurance body are:

(a) To promote the HR profession and people practices in Southern Africa.

(b) To promote the quality and standard of HR education and training, and HR providers in the field, and to recognize education and/or training which qualifies persons for professional registration in terms of this Charter.

(c) To quality assure, HR providers, to register HR assessors and moderators and to certificate learners in the field of HR practice; and do all such functions as a statutory quality assurance body is required to do under the Act;

(d) To promote collaboration in the fields of education and training referred to in paragraph (b).

(e) To advise the Minister, or any other party, on any matters falling within the scope of this Charter.

(f) To communicate to the Minister, or any other party, information on matters of public or professional importance acquired by the SABPP in the course of the performance of its functions in terms of this Charter.

(g) To exercise authority in respect of all matters affecting the standard of professional conduct of persons in HR practice who are voluntarily registered in terms of this Charter.

2.3 THE FUNDS OF THE SABPP
(b) The funds of the SABPP, together with any surpluses or gains, will be utilised solely for investment or the objects for which the SABPP was established.

(b) A proper financial analysis, budget and management of SABPP Funds shall be done annually and a three and five-year plan shall be revised annually;

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(c) The SABPP shall not carry on any profit making activities or participate in any business, profession or occupation carried on by any of its registered professionals or provide any financial assistance, premises, continuous service or facilities to its registered professionals for the purpose of carrying on any business, profession or occupation by them.

(d) No profits or gains will be distributed to any person and the funds of the SABPP will be utilised solely for investment or the objects for which the SABPP was established.

(e) Any amendments to the constitution will be submitted to the Commissioner for Inland Revenue in order to retain exemption from income tax.

(f) Funds available for investment may only be invested with registered financial institutions as defined in section 1 of the Financial Institutions (Investment of Funds) Act, 1984, and in securities listed on a licensed stock exchange as defined in the Stock Exchanges Control Act, 1985 (Act No 1 of 1985).

3. **FUNCTIONS OF THE SABPP**

The SABPP may:-

(a) register HR and People Practitioners as generalists, or in prescribed categories of specialist disciplines, within the field of HR practice;

(b) register HR Candidates.

(c) in such circumstances as may be prescribed, or where otherwise authorised by this Charter, remove any name from the register or, upon payment of the prescribed fee, restore it thereto;

(d) appoint mentors, conduct assessments, and award certificates; and charge such fees in respect of such assessments, examinations, or certificates as may be prescribed;

(e) recognise, on such prescribed conditions as it may deem fit, education and/or training which qualifies a person for professional registration in terms of this Charter;

(f) upon application of any person, recognise any qualifications held by him/her (whether such qualifications have been obtained in the Republic of South Africa or elsewhere) as being equal, either wholly or in part, to any prescribed qualifications;

(g) establish a code of professional conduct for persons registered in terms of this Charter;

(h) consider any matter affecting HR practice which the Board of SABPP deems advisable; and

(i) perform such other functions as may be prescribed, and generally do all such things as the Board of SABPP deems necessary or expedient to achieve the objectives of this Charter;

(j) as quality assurance body, evaluate and accredit providers in the human resources field in

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accordance with the guidelines drawn up by the relevant quality council;

(k) as quality assurance body, register HR assessors and moderators according to SABPP specifications

(l) as quality assurance body, certificate learners who have been declared Competent against unit standards and/or qualifications, registered on the National Qualifications Framework (NQF) and in the domain of the HR quality assurance body;

(m) as quality assurance body, comply with all SAQA and QCTO regulations for accredited quality assurance bodies.

4. COMPOSITION OF THE BOARD

(1) The Board shall consist of:-

(a) a number of members as defined in the Regulations, who are either registered Master HR Professionals or registered Chartered HR Professionals, or HR Professionals elected by all categories of registered HR Professionals;

(b) a number of members as defined in the Regulations, nominated and co-opted at a full Board meeting.

(2) Members of the Board shall hold office for a period of three years, but shall be eligible once more after that for re-election, or re-nomination, as the case may be for a maximum two (2) terms.

(3) The names of the members of the Board, and the date of commencement of their terms of office, shall be published by the CEO to all registered persons as soon as possible after the Board has been constituted.

5. VACATION OF OFFICE AND FILLING OF VACANCIES.

(1) A member of the Board shall vacate his/her office if:-

(a) he/she has been absent for more than two consecutive ordinary meetings of the Board or

(b) he/she is, or becomes, disqualified from registration in terms of this Charter; or

(c) i) being an elected member, he/she tenders his/her resignation in writing to the CEO; or

ii) being a nominated member, he/she ceases to hold the qualification necessary for his/her nomination, or tenders his/her resignation in writing to the CEO; or

(d) the Board, in the professional interest, terminates his/her membership based on a discretionary decision of the Board

(2) Every vacancy on the Board arising from circumstances referred to in subsection (1), and every vacancy caused by the death of a member, shall be filled by election or nomination; and every member so elected or nominated shall hold office for the un-expired portion of the period for
which the vacating member was elected or nominated.

(3) The detailed results of every Board Election shall be kept by the CEO and in the event of a vacancy relating to an elected member he/she will be replaced by the person who received the next highest number of votes in the previous election; unless there were no un-elected candidates at the last election, in which event a further election shall be held to fill the vacancy.

6. CHAIRPERSON AND VICE-CHAIRPERSON

(1) At the first meeting of every newly constituted Board, the members shall elect a Chairperson and a Vice-Chairperson from amongst themselves.

(2) The Chairperson and Vice-Chairperson shall hold office during the term of office of the members of the Board, unless the Chairperson or Vice-Chairperson shall resign sooner, or cease to be a member of the Board.

(3) The Vice-Chairperson shall, if the Chairperson is absent or for any reason unable to act as Chairperson, perform all the functions and exercise all the powers of the Chairperson.

(4) If both the Chairperson and Vice-Chairperson are absent from any meeting, the members present shall elect one of the their number to preside at that meeting, and the person so presiding may, during that meeting and until the Chairperson or the Vice-Chairperson resumes duty, perform all the functions and exercise all the powers of the Chairperson.

(5) If both the Chairperson and the Vice-Chairperson have been given leave of absence, the members of the Board shall elect one of their number to act as Chairperson until the Chairperson or the Vice-Chairperson resumes duty, or vacates office.

(6) If the office of Chairperson or Vice-Chairperson becomes vacant, the members of the Board shall, at the first meeting after such vacancy occurs, or as soon thereafter as may be convenient, elect from amongst themselves a new Chairperson or Vice-Chairperson, as the case may be; and the member so elected shall hold office for the un-expired portion of the period for which his/her predecessor had been elected.

(7) A Chairperson or Vice-Chairperson may vacate office without such vacation, in and of itself, terminating his/her membership of the Board.

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7. MEETINGS OF THE BOARD OF THE SABPP.

(1) The Board shall hold at least three meetings in each year, at venues to be determined by the Board; and may, in addition, hold such further meetings as the Board may determine from time to time.

(2) The Chairperson may, at any time, convene a special meeting of the Board, to be held on such date, and at such place as he/she may determine; and he/she shall, upon a written request signed by at least 10 members, convene a special meeting to be held within 30 days after the date of the request, on such date and at such place as he/she may determine: provided that such written request shall state clearly the purpose for which the meeting is to be convened.

8. QUORUM AND PROCEDURE AT MEETINGS OF THE BOARD OF THE SABPP.

(1) Half the membership of the Board plus one shall constitute a quorum at any meeting of the Board.

(2) A decision of the majority of the members of the Board present at any meeting shall constitute a decision of the Board: provided that, in the event of an equality of votes, the member presiding shall have a casting vote, in addition to a deliberative vote.

(3) No decision taken by the Board, or act performed on the authority of the Board, shall be invalid by reason only of an interim vacancy on the Board, or of the fact that a person who was not entitled to sit as a member of the Board served as a member at the time when the decision was taken or the act was authorised, provided that the decision was taken or the act was authorised by the requisite majority of the members of the Board who were present at the time and entitled to sit as members.

(4) Minutes of all meetings of the Board itself and Committees of the Board must be kept safely and always be on hand for board members to consult.

9. EXECUTIVE COMMITTEE AND MANAGEMENT COMMITTEE.

(1) The Board shall establish an Executive Committee consisting of the Chairperson, Vice-Chairpersons, CEO and COO.

(2) The Executive Committee may, subject to the directions of the Board, exercise all the powers and perform all the functions of the Board during periods between meetings; but shall not have the power, save in as far as the Board otherwise directs, to set aside or amend any decision of the Board; and any act performed, or decision taken, by the Executive Committee shall be of force and effect unless it is set aside or amended by the Board at its next meeting.

(3) A Management Committee will manage the organisation. The Management Committee will be made up of not less than ten members.

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(4) Both the Executive and Management Committees of SABPP will keep minutes and clear procedures of the committees. Minutes of the meetings must be kept safely and always be on hand for board and committee members to consult.

10. COMMITTEES OF THE BOARD.
The Board is empowered to form committees, which shall consist of as many persons as the Board may appoint at its discretion, but which shall include at least one member of the Board who will report on the work of the committee to the Board, to exercise such of the Board’s powers and perform such of the Board’s functions as the Board, from time to time assigns to them.

11. APPOINTMENT OF CEO AND STAFF.
(1) The Board shall appoint a Chief Executive Officer, and such other persons as it may deem necessary, for carrying out its functions in terms of the Charter; and may dismiss the CEO, or any such other persons.

(2) The COO may act as treasurer to the SABPP, and may perform the functions and carry out the duties assigned to or imposed upon him/her in terms of the Charter, as well as such functions and duties as may from time to time be assigned to, or imposed upon, him/her by the Board.

(3) The Executive Assistant shall ensure that secretarial duties are performed for the Board and its committees.

(4) No registered persons, staff of SABPP nor members of the Board have rights over any effects or possessions of the organisation.

12. FINANCING OF THE SABPP
(1) The SABPP Board shall have the power to raise funds in order to finance the activities necessary for it to realise the objectives, and carry out the functions, detailed in the Charter. This may include financing operations through bank finance, credit card and or mortgage loan.

(2) All moneys so raised shall be paid to the SABPP, and shall constitute its funds, and the SABPP shall utilise its funds for defraying expenses incurred in connection with the performance of its functions.

(3) The SABPP shall invest any unexpended portion of its moneys, and may establish such reserve funds and pay therein such amounts as it may deem necessary or expedient.

(4) The financial year of SABPP ends on 31 December annually.

13. RECTIFICATION OF DEFECTS
If anything that is required to be done in terms of this Charter, in connection with the election or nomination of any board member, is omitted or not done within the time or in the manner required by this Charter, the Board may order such steps to be taken as may be necessary to rectify the omission or error, or may validate anything done in an irregular manner or form, in order to give effect to the objectives of this
CHAPTER 2

EDUCATION, TRAINING, AND REGISTRATION

14. RECOGNITION OF EDUCATION AND/OR TRAINING
   (1) Any institution, body, or organisation offering or providing education and/or training having as its object to enable a person to qualify for professional registration in terms of this Charter, may apply to the SABPP in writing for recognition of such education and/or training.
   (2) The SABPP may grant or refuse any application made in terms of subsection (1).

15. KEEPING OF REGISTERS
   (1) The CEO shall keep separate registers in respect of all levels of professionals and Candidates; and shall, on the instructions of the Board, enter in the appropriate register the name, address, qualifications, categories of specialist disciplines, date of initial registration, and such other particulars as the Board may determine, of every person whose application for registration has been granted, in terms of this Charter.
   (2) The CEO shall keep the registers correctly, and in accordance with the provisions of this Charter, and shall remove therefrom the names of registered persons who have died, or whose registration has been terminated; and shall, from time to time, make the necessary alterations to the addresses of registered persons.
   (3) Every registered person who changes his/her address shall notify the CEO thereof in writing, within 30 days after such change.
   (4) No qualification shall be entered in a register unless the CEO is satisfied that the person claiming to possess such qualification is entitled thereto, or if the Board is not satisfied; and any entry which to the satisfaction of the SABPP proves to have been made in error, or through misrepresentation, or in circumstances not authorised by this Charter, may be removed from the register, and a record of the reason for every such removal shall be made in the register; and the person in respect of whose entry such removal has been made shall be notified thereof in writing, and any certificate issued in respect of the registration in question shall be deemed to be cancelled as from the date on which notice was given.
   (5) The professional designations registered will be uploaded on the National Learners Records Database (NLRD) at SAQA when required.

16. ISSUE OF REGISTRATION CERTIFICATES
   The CEO shall issue a certificate of registration to those persons whose registration in terms of the Charter has been approved.
17. **REMOVAL OF NAME FROM, AND RESTORATION TO, REGISTER**

(1) The Board may direct the CEO to remove from a register the name of any person:

(a) who has requested that his/her name be removed from the register;

(b) who has failed to notify the CEO of his/her present address within three months as from the date of an enquiry sent by the CEO, by registered letter, to the address appearing in the register in respect of such person;

(c) who has failed to pay the SABPP, within three months from the date on which it became due for payment, any fee prescribed by the SABPP;

(d) who has been found guilty of improper or disgraceful conduct, after an inquiry in terms of section 25, and upon whom the penalty described in paragraph (c) of section 26(1) has been imposed.

(2) (a) Notice of the removal, in terms of subsection (1), of his/her name from a register, or of the removal, in terms of section 15(4) of an entry from a register, shall be given by the CEO to the person concerned by way of a registered letter addressed to such person at the address appearing in respect of him/her in the register.

(b) Any certificate that has been issued by the SABPP to a person whose name has been removed shall be returned to the SABPP by such person.

(3) The name of a person whose name has been removed from a register in terms of subsection (1), or any entry removed from a register in terms of section 15(4), may be restored to the register by the CEO, upon the person concerned:

(a) applying on the prescribed form for such restoration;

(b) paying the fee prescribed for such restoration (if any);

(c) complying with such other requirements as the SABPP may determine.

(4) Should a SABPP professional certificate be revoked for whatever reason, the CEO will request SAQA to remove the relevant individual from the National Learners Records Database (NLRD).

18. **RIGHT OF APPEAL**

(1) Any person aggrieved by the SABPP decision:

(a) to refuse to register him/her, or to enter in the appropriate register any qualification, additional qualification, specialty, or particular which he/she desires and maintains to be entitled to have so entered in terms of the provisions of this Charter; or

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(b) to remove from a register his/her name, or any qualification, additional qualification, specialty, or particular which he/she maintains to be entitled to have entered in the register in terms of the provisions of this Charter; may, within two months after the date of such decision, appeal to the SABPP against such decision.

(2) The SABPP may dismiss such appeal; or if it is of the opinion that the SABPP has not acted in accordance with the provisions of this Charter, may reverse or modify the decision; or order such other action as it may deem appropriate.

19. CUSTODY OF REGISTERS
The registers shall be kept at the office of the SABPP. The CEO shall cause to be made all alterations, additions, revisions, and deletions necessary to maintain the registers fully up to date.

20. REGISTERS AS PROOF
(1) The registers shall be prima facie proof of the facts therein recorded, and the absence of the name of any person from the registers shall be proof, until the contrary is proved, that such person is not registered according to the provisions of this Charter.

(2) (a) A certified copy under the hand of the CEO of the entry of the name of a person in a register shall be proof that such person is registered under the provisions of this Charter;

(b) A certificate under the hand of the CEO that the name of a person has been removed from a register shall be proof that such person is not registered according to the provisions of this Charter.

21. ISSUE OF DUPLICATE REGISTRATION CERTIFICATE
If the CEO is satisfied:-

(a) on proof submitted by the registered person concerned, that a registration certificate has been destroyed; or

(b) by virtue of an affidavit submitted by the registered person concerned, that a registration certificate has been lost; he/she shall issue a duplicate registration certificate to that person, upon payment of the prescribed fee.

The CEO shall, upon payment of the prescribed fee, issue to any registered person a certificate of status containing particulars relating to such person’s registration.

23. EXTRACT FROM REGISTER
The CEO may issue a certified extract from a register, or a certificate under his/her hand, to any person upon payment of the prescribed fee.
24. **QUALIFICATIONS AND EXPERIENCE PRESCRIBED FOR REGISTRATION**

The SABPP shall, from time to time, prescribe the qualifications and experience or other criteria required for registration in terms of this Charter.

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**CHAPTER 3**

**DISCIPLINARY POWERS OF THE SABPP**

25. **INQUIRY BY SABPP INTO CHARGES OF MISCONDUCT**

(1) The SABPP shall have the power to institute an inquiry into any complaint, charge, or allegation of improper or disgraceful conduct against any person registered under this Charter; and on finding such person guilty of such conduct, to impose any of the penalties prescribed in section 26: provided that, in the case of a complaint, charge, or allegation which forms or is likely to form the subject of a case in a court of law, the SABPP may postpone the holding of an inquiry until such case has been resolved.

(2) The SABPP may, whenever it is in doubt as to whether an inquiry should be held in connection with the complaint, charge, or allegation in question, consult with or seek information from any person, including the person against whom the complaint, charge, or allegation has been lodged.

(3) If the SABPP exercises the powers conferred upon it by this section, it may appoint any person as pro forma complainant to present the case to the SABPP: provided that the CEO for the time being, or any member of the Board, shall not be so appointed.

(4) The SABPP may, subject to the provisions of the proviso to subsection (3), appoint a person to institute proceedings, or to continue proceedings, if the person appointed in terms of subsection (3) is, for any reason, unable to do so.

26. **MATTERS FOR, AND PROCEDURE AT, AN INQUIRY BY THE SABPP**

(1) Every person registered under this Charter, who, after an inquiry held by the SABPP, is found guilty of improper or disgraceful conduct, or conduct which, with due regard to such person's profession, is improper or disgraceful, shall be liable to one or other of the following penalties:

(a) A caution, or a reprimand, or a reprimand and caution; or

(b) Suspension of his/her name from the register for a specified period; or

(c) Removal of his/her name from the register.

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(2) Every person whose conduct is the subject of an inquiry in terms of section 25 shall be afforded an opportunity of answering the charge himself/herself, or through his/her representative, and of giving evidence in his/her defence.

(3) Any penalty imposed by the SABPP under subsection (1) shall be reduced to writing, shall be signed by the Chairperson of the Board, and shall be made known to the prescribed bodies and persons; and thereafter, such writing shall be dealt with in the prescribed manner.

(4) (a) For the purpose of any inquiry held in terms of section 25, the Board may take evidence and may, under the hand of the Chairperson or CEO, request witnesses to attend and request the production of any book, record, document, or thing; and examine any book, record, document, or thing which any witness has agreed to produce.

(b) A request to appear before the Board as a witness, or to produce to it any book, record, document, or thing shall be signed by the Chairperson or the CEO, and shall be sent by registered letter.

(5) The Chairperson of the Board, where the Board itself holds an inquiry in terms of section 25, or the Chairperson of a Committee of the Board, where such committee holds an inquiry under powers delegated to it by the Board, may appoint a person with adequate experience in the administration of justice to be present as an Assessor at such an inquiry, and to advise the Board, or such Committee, as the case may be, on matters of law, procedure, or evidence.

(6) Any person aggrieved by a finding of, or penalty imposed by, the SABPP in terms of this section may, within a period of two months after the date of such finding, or the imposition of such penalty, appeal to the SABPP against such finding or penalty; and the provisions of section 18 shall apply mutatis mutandis to such an appeal: provided that no finding of, or penalty imposed by, the SABPP shall be set aside by reason only of an irregularity which did not embarrass or prejudice the appellant in answering the charge or in the conduct of his/her defence.

(7) The SABPP may, if it deems fit, and subject to such conditions, if any, as it may determine:
(a) terminate any suspension in terms of subsection (1) before the expiry of the specified period; or
(b) on payment of the prescribed fee, restore to the register any name which has been removed therefrom.

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27. POSTPONEMENT OF IMPOSITION OF PENALTY, AND SUSPENSION OF OPERATION OF PENALTY

(1) Where the SABPP finds a person guilty of the improper or disgraceful conduct referred to in section 26, it may:-

(a) postpone, for such period and on such conditions as may be determined by it, the imposition of the penalty; or

(b) impose any penalty mentioned in paragraph (b) or (c) of section 26 (1), but order the execution of such penalty to be suspended for such period and on such conditions as may be determined by it.

(2) (a) If, at the end of the period for which the imposition of a penalty has been postponed in terms of subsection (1) (a), the Board is satisfied that the person concerned has observed all the relevant conditions throughout the period of postponement, the Board shall inform the person concerned that no penalty will be imposed upon him/her.

(b) If the execution of a penalty has been suspended in terms of subsection (1)(b), and the SABPP is satisfied that the person concerned has observed all relevant conditions throughout the period of suspension, the SABPP shall inform such person that such penalty will not be executed.

(c) If the execution of a penalty has been postponed or suspended in terms of subsection (1)(a) or (b), and the person concerned fails to observe any of the conditions of postponement or suspension, the SABPP shall put such penalty into operation, unless such person satisfies the SABPP that non-observance of the conditions concerned was due to circumstances beyond his/her control.

28. COGNISANCE BY THE SABPP OF CONDUCT OF REGISTERED PERSONS UNDER CERTAIN CIRCUMSTANCES

Any registered person who, either before or after registration, has been convicted of any offence by a court of law may be dealt with by the SABPP in terms of the provisions of this chapter, if the SABPP is of the opinion that such offense constitutes improper or disgraceful conduct, or conduct which, with due regard to such person's profession, is improper or disgraceful, and shall be liable, on proof of the conviction, to one or other of the penalties referred to in section 26 (1); provided that, before imposition of any penalty, such person shall be afforded an opportunity of tendering an explanation to the SABPP in extenuation of the conduct in question.
29. **LIMITATION OF LIABILITY**

The SABPP indemnifies any individual member of the Board or officer of the Board from liability for any legal proceedings in respect of any act done in good faith, or any bona fide duty performed in accordance with this Charter. SABPP shall exist in its own right separately from its professionals be able to own property and other possessions, and be able to sue and be sued in its own name.

30. **RULES RELATING TO OFFENCES UNDER THIS CHAPTER**

(1) The SABPP may, from time to time, make rules specifying the acts or omissions in respect of which it may take disciplinary steps in terms of this chapter. Provided that the powers of the SABPP to inquire into and deal with any complaint, charge or allegation under this chapter shall not be limited to the acts or omissions so specified.

(2) No rule made in terms of subsection (1), or any amendment or repeal thereof, shall be of force and effect until published to registered persons.

31. **PENALTY FOR MISREPRESENTATION**

Any registered person who:

(a) procures, or attempts to procure, any certificate, order, or prescription referred to in this Charter by means of a false representation, whether verbally or in writing, or aids or abets any person in so doing;

(b) makes or causes to be made any unauthorised entry, or alteration in, or removal from, a register or certified copy thereof, or extract therefrom, or on any certificate issued under this Charter;

(c) makes or causes to be made a false declaration on any identification envelope or document issued in connection with an election;

(d) forges or, knowing it to be forged, utters any document purporting to be a certificate issued in terms of this Charter;

shall be liable, on proof of the misrepresentation, to one or other of the penalties referred to in section 26 (1).
CHAPTER 4

GENERAL AND SUPPLEMENTARY PROVISIONS

32. REGULATIONS

(1) The SABPP may make regulations relating to:-

(a) the conduct of the business and the procedures at meetings of the Board, and Committees of the Board, and the manner in which minutes of meetings shall be kept;

(b) the manner in which contracts shall be entered into on behalf of the SABPP, the accounts of the SABPP shall be kept, and money accruing to the SABPP shall be disposed of;

(c) the allowances which may be paid to members of the Board, or the members of Committees of the Board;

(d) the duties and conditions of service of the CEO/Registrar, and other officers appointed by the Board;

(e) any fees payable in terms of this Charter;

(f) the form of the registers to be kept in terms of the provisions of this Charter, and of all certificates that may be issued in terms of this Charter, and the manner in which alterations may be effected in such registers;

(g) the forms to be completed, and the documents to be submitted, by applicants for registration or for restoration to the registers;

(h) the nature and duration of the training to be undergone by any person before he/she may be registered;

(i) the circumstances under which any person referred to in paragraph (h) shall be entitled to exemption from such training;

(j) the registration of Candidates, including:-

   i) the recording of particulars of their training, and proof of the performance thereof;

   ii) the persons, or organisations, with whom such training may be undertaken;

   iii) any other matters incidental to the registration or training of Candidates;
(k) the requirements for the valid nomination of a candidate for election as a member of the Board;

(l) the conduct of an inquiry held in terms of the provisions of section 25, including:-

i) the manner in which complaints or charges brought against a registered person shall be lodged;

ii) the method of requesting an accused person to attend, and the penalties for failure or refusal on the part of any registered person to attend as requested, or for obstructing or interrupting the proceedings;

iii) any other matters relating to the conduct of such an inquiry;

(m) any matter which in terms of any provision of this Charter is required to be, or may be, prescribed by regulation;

(n) generally, all matters which it considers necessary or expedient to prescribe in order that the purposes of this Charter may be achieved.

(2) The Board may, if it deems it to be in the professional interest:-

(a) make regulations relating to any of the matters referred to in subsection (1), or amend or repeal any regulation made in terms of that subsection;

(b) amend or repeal any rule made in terms of the provisions of this Charter;

(c) amend or repeal any part of this Charter by a majority of at least two-thirds of the elected members of the Board present at an annual general meeting or special meeting. In matters of sufficient importance, the Board may decide to call on a postal vote from registered professionals to decide on an amendment of the Charter.

(3) Any regulation made under this section may prescribe penalties for any contravention thereof or failure to comply therewith by a registered person, not exceeding a fine of R500.

(4) Any notice issued, or regulation or rule made under this Charter may, from time to time, be amended or repealed by the authority which issued or made it.
33. **LEVYING OF FEES**

(1) The Board shall prescribe a fee to be paid annually to the SABPP by registered persons: provided that, in prescribing such a fee, the Board may differentiate between persons according to whether they were registered before or after a date specified in the notice.

(2) If a person’s name has been removed from a register in terms of the Charter, it shall be a condition precedent for the restoration of his/her name to the register that he/she pays all outstanding fees.

(3) The Board may, by resolution, exempt, for an indefinite or definite period, any registered persons specified in the resolution from payment of any fee prescribed in terms of subsection (1).

(4) The Board may, by resolution, determine that a fee submitted in connection with an unsuccessful application for registration may be retained by the SABPP in order to defray the administrative costs of processing such application.

34 **DISSOLUTION**

(1) The SABPP may be dissolved after agreement by registered postal vote of no less than one-fourth of all registered professionals and HR Associates. The assets remaining after the payment of the debts and liabilities of the SABPP and the cost of liquidation shall be transferred to a body(ies) with objects similar to those of the SABPP which are exempt from income tax in terms of section 10(1)(cB)(i)(ff) of the Income Tax Act.

(2) SABPP will continue to exist when membership of the Board changes and there are different office bearers.

35 **CODE OF PROFESSIONAL CONDUCT**

**PREAMBLE**

We value what we can offer as a profession and recognise the stewardship role of the profession and individual professionals. This role is embodied in the norms and principles we stand for. The purpose of this code is to entrench the obligation we have as registered HR professionals to uphold the profession’s norms and principles and to conduct our activities in a professional and ethical manner. To ensure the trust of all our stakeholders, we strive to build the reputation of the profession and individual professionals through the values of responsibility, integrity, respect and competence.

**OUR ETHICAL IDENTITY**

As members of the profession of Human Resource Management, we actively pursue the ideals of professionalism and are therefore ethically obliged to

The 9th SABPP Board approved the name change from South African Board for Personnel Practice to South African Board for People Practices on the 20th February 2009; and the 10th Board approved the name change to SA Board for People Practices on 25 November 2011.
• Bring meaning and quality of work life to the people we serve in our professional capacities
• Ensure the sustainability of the organisations that we serve
• Make a difference to the communities we touch.

OUR ETHICAL VALUES

Responsibility
Our first responsibility is to meaningfully transform the lives of those men and women who are employed by the organisations we serve. We have a further responsibility to contribute to the success and sustainability of the organisations that employ us or to which we render a service. It is our responsibility to comply with the expectations of our profession and fellow professionals. We accept responsibility for the outcomes of our actions and interventions. In this, we contribute to the greater good of society.

Integrity
As HR professionals, we are committed to exemplary ethical conduct that is characterised by honesty, objectivity, fairness of judgment, consistency of action and loyalty to our profession and the organisations and communities with which we engage. We aim to grow the profession in a controlled and responsible manner. In that, we strive to attract to the profession, people with sound moral character and integrity.

Respect
We are unwaveringly committed to tolerance, respect for human dignity and upholding the human rights as prescribed by the constitution of the country. We treat all our stakeholders with respect and protect them from harm. We stand in service of our profession and individual professionals, those organisations that remunerate us for our professional contributions, and the communities that we affect. We have an obligation to prevent breaches of principles of respect and to object assertively to such violations when they occur. We respect the confidentiality of information that is entrusted to us.

Competence
Registration of HR professionals is a privilege afforded to individuals who have met the criteria for registration. We are committed to ensuring professional credibility by actively evaluating and protecting the quality of professional education and training of those aspiring to enter the profession. We aspire to uphold the highest standards of continued professional development and improvement of competence of registered professionals. We enact this aspiration through role modeling and mentorship. It is our professional duty to integrate and apply sound human resource management principles, policies and practices in all aspects of people management and to assess the value that we add. We strive to formulate generally accepted HR practices that adhere to criteria of scientific and feasibility proportions. It is our quest to build the field of human resource management by promoting
and supporting rigorous research.

36  CHANGES TO THE CHARTER

(1) The Charter can be changed by a resolution. The resolution has to be agreed upon and passed by not less than two thirds of the registered professionals who are at the Annual General Meeting or Special General Meeting. Registered professionals must vote at this meeting to change the Charter.

(2) Thirty registered professionals shall be present at a meeting ("the quorum") before a decision to change the Charter is taken. Any annual general meeting may vote upon such a notion, if the details of the changes are set out in the notice referred to in the previous paragraph.

(3) A written notice must go out not less than fourteen (14) days before the meeting at which the changes to the Charter are going to be proposed. The notice must indicate the proposed changes to the Charter that will be discussed at the meeting. The Charter will then be signed by the relevant authorised office bearers.

CHAIRPERSON
Siphile Moyo

VICE-CHAIRPERSON
Prof Karen Stanz

VICE-CHAIRPERSON
Vuyokazi Dwane