

## ***My Coaching, My Future Code of Ethics*** (Adapted from International Coaching Federation Code of Ethics)

### ***Preamble***

My Coaching, My Future coaches are committed to providing high quality coaching support and guidance to women who have lived with domestic and/or family violence and are beginning to make plans for future employment, study or to manage the challenges of moving forward.

All coaches have agreed to adopt the elements and principles of ethical conduct: to be competent and integrate the values and behaviours outlined below into their sessions.

This document is designed to provide appropriate guidelines, accountability and standards of conduct for all My Coaching, My Future coaches and any My Coaching, My Future committee who commit to abide by the following Code of Ethics.

### ***Part One: Definitions***

**Coaching:** Coaching is partnering with clients in a thought-provoking and creative process that inspires them to maximize their personal and professional potential.

**Mentoring:** Mentoring is a supportive learning relationship between a caring individual who shares knowledge, experience and wisdom with another individual who is ready and willing to benefit from this exchange, to enrich their professional journey. *(Suzanne Faure)*

**Coach:** The coaching model used in My Coaching, My Future combines the roles of coach and mentor to uniquely suit the needs of the client and the skills and experience of the coach. Coaches will have considerable professional and life experience as well as formal coaching, mentoring or other credentials.

**Professional Coaching Relationship:** A professional coaching relationship includes an agreement that defines the responsibilities of each party. In all cases, coaching engagement agreements should clearly establish the rights, roles and responsibilities for both the client and the coach.

**Conflict of Interest:** A situation in which a coach has a private or personal interest sufficient to appear to influence the objective of her responsibilities as a coach.

**My Coaching, My Future core group:** the My Coaching, My Future core group serves as a reference and resource for coaches and immediate source of additional support to the coach relationship.

## ***Part Two: The Standards of Ethical Conduct***

### ***As a coach, I will:***

- Conduct myself in accordance with the My Coaching, My Future Code of Ethics in all interactions, including coaching training, and supervisory activities.
- Behave ethically and without judging
- Maintain confidentiality at all times (noting the exceptions outlined in the My Coaching, My Future Agreement)
- Focus on a strengths based approach that is future focused
- Not make decisions on behalf of my clients
- Not engage in counselling or therapy sessions
- Seek permission from clients for next steps during and at the end of coaching sessions
- Ensure no unlawful discrimination is present in my coaching, including age, race, gender orientation, ethnicity, sexual orientation, religion, national origin or disability
- Ensure that there is clarity about what I offer as a coach and that any statements (written or verbal) are true and accurate
- Strive at all times to recognize any personal issues that may impair, conflict with or interfere with my coaching performance or my professional coaching relationships. I will promptly seek the relevant professional assistance and determine the action to be taken, including whether it is appropriate to suspend or terminate my coaching relationship(s) whenever the facts and circumstances necessitate
- Recognize that this Code of Ethics applies to my relationship with clients, fellow coaches and supervisors
- Keep client contact information confidential, unless the client specifically authorizes me in writing to provide their contact information to another party
- Maintain, store and dispose of any records, including electronic files and communications, created during my coaching engagements in a manner that promotes confidentiality, security and privacy and complies with any applicable laws and agreements
- Use My Coaching, My Future coach contact information (such as email addresses and telephone numbers) only in the manner and to the extent authorized by the My Coaching, My Future Core Group
- Not accept any payment for the services offered under My Future, My Coaching.

### ***Part Three: Conflicts of Interest***

#### ***As a coach, I:***

- Seek to be conscious of any conflict or potential conflict of interest, openly disclose any such conflict and offer to remove myself when a conflict arises
- Clarify roles, set boundaries and review with stakeholders any conflicts of interest that may emerge between coaching and other role functions.

### ***Part Four: Professional Conduct***

#### ***As a coach, I will:***

- Respectfully speak what I know to be true to clients and prospective clients about the potential value of the coaching process or of me as a coach.
- Carefully explain and strive to ensure that, prior to or at the initial meeting, my client understands the nature of coaching, the nature and limits of confidentiality, and any other terms of the coaching agreement
- Have a clear service agreement with my clients before beginning the coaching relationship and honor this agreement. The agreement shall include the roles, responsibilities and rights of all parties involved
- Hold responsibility for being aware of and setting clear, appropriate and culturally sensitive boundaries that govern interactions, physical or otherwise, I may have with my clients
- Maintain at all times a professional relationship with clients and supervisors and will take appropriate action ensure a safe environment is provided
- Respect the client's right to terminate the coaching relationship at any point during the process. I shall remain alert to any indications that there may be a shift in the value received from the coaching relationship
- Encourage the client to make a change if I believe the client would be better served by another coach or by another resource
- Suggest my client seek the services of other professionals when deemed necessary or appropriate.

## ***Part 5: Confidentiality/Privacy***

### ***As a coach, I will:***

- Maintain the strictest levels of confidentiality with all client information unless release is required by law
- Have a clear agreement about how coaching information will be exchanged among coach, client and referring organisation.
- Have a clear agreement when acting as a coach, coaching supervisor or trainer, with my client and supervisor about the conditions under which confidentiality may not be maintained (e.g. pursuant to a valid court order or subpoena; reasonable belief of likely risk of danger to self or to others; etc) and make sure the client and supervisor voluntarily and knowingly agree in writing to that limit of confidentiality. Where I reasonably believe that because one of the above circumstances is applicable, I may need to inform appropriate authorities
- Require all those who work with me in support of my clients to adhere to the My Coaching, My Future Code of Ethics

