

Code of Ethics

Part One: Definition of Coaching

Section 1: Definitions

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

An ICF Professional Coach: An ICF Professional Coach also agrees to practice the ICF Professional Core Competencies and pledges accountability to the ICF Code of Ethics.

In order to clarify roles in the coaching relationship, it is often necessary to distinguish between the client and the sponsor. In most cases, the client and sponsor are the same person and therefore jointly referred to as the client. For purposes of identification, however, the International Coach Federation defines these roles as follows:

Client: The “client” is the person(s) being coached.

Sponsor: The “sponsor” is the entity (including its representatives) paying for and/or arranging for coaching services to be provided.

In all cases, coaching engagement contracts or agreements should clearly establish the rights, roles, and responsibilities for both the client and sponsor if they are not the same persons.

Part Two: The ICF Standards of Ethical Conduct

Preamble: ICF Professional Coaches aspire to conduct themselves in a manner that reflects positively upon the coaching profession; are respectful of different approaches to coaching; and recognize that they are also bound by applicable laws and regulations.

Section 1: Professional Conduct At Large

As a coach:

- 1) TLC INC. will not knowingly make any public statement that is untrue or misleading about what TLC INC. offers as a coach or make false claims in any written documents relating to the coaching profession or credentials or the ICF.
- 2) TLC INC. will accurately identify coaching qualifications, expertise, experience, certifications and ICF Credentials.
- 3) TLC INC. will recognize and honor the efforts and contributions of others and not misrepresent them as TLC Inc's. TLC INC. understands that violating this standard may leave TLCInc. subject to legal remedy by a third party.
- 4) TLC INC. will, at all times, strive to recognize personal issues that may impair, conflict or interfere with my coaching performance or my professional coaching relationships. Whenever the facts and circumstances necessitate, TLC INC. will promptly seek professional assistance and determine the action to be taken, including whether it is appropriate to suspend or terminate the coaching relationship(s).
- 5) TLC INC. will conduct itself in accordance with the ICF Code of Ethics in all coach training, coach

mentoring and coach supervisory activities.

6) TLC INC. will conduct and report research with competence, honesty and within recognized scientific standards and applicable subject guidelines. TLC Inc. research will be carried out with the necessary consent and approval of those involved and with an approach that will protect participants from any potential harm. All research efforts will be performed in a manner that complies with all the applicable laws of the country in which the research is conducted.

7) TLC INC. will maintain, store, and dispose of any records created during my coaching business in a manner that promotes confidentiality, security and privacy, and complies with any applicable laws and agreements.

8) TLC INC. will use ICF Member contact information (email addresses, telephone numbers, etc.) only in the manner and to the extent authorized by the ICF.

Section 2: Conflicts of Interest

As a coach:

9) TLC INC. will seek to avoid conflicts of interest and potential conflicts of interest and openly disclose any such conflicts. TLC INC. will offer to remove myself when such a conflict arises.

10) TLC INC. will disclose to my client and his or her sponsor all anticipated compensation from third parties that TLC INC. may pay or receive for referrals of that client.

11) TLC INC. will only barter for services, goods or other non-monetary remuneration when it will not impair the coaching relationship.

12) TLC INC. will not knowingly take any personal, professional or monetary advantage or benefit of the coach-client relationship, except by a form of compensation as agreed in the agreement or contract.

Section 3: Professional Conduct with Clients

As a coach:

13) TLC INC. will not knowingly mislead or make false claims about what my client or sponsor will receive from the coaching process or from me as the coach.

14) TLC INC. will not give my prospective clients or sponsors information or advice I know or believe to be misleading or false.

15) TLC INC. will have clear agreements or contracts with my clients and sponsor(s). TLC INC. will honor all agreements or contracts made in the context of professional coaching relationships.

16) TLC INC. will carefully explain and strive to ensure that, prior to or at the initial meeting, my coaching client and sponsor(s) understand the nature of coaching, the nature and limits of confidentiality, financial arrangements, and any other terms of the coaching agreement or contract.

17) TLC INC. will be responsible for setting clear, appropriate, and culturally sensitive boundaries that govern any physical contact TLC INC. may have with my clients or sponsors.

18) TLC INC. will not become sexually intimate with any of my current clients or sponsors.

19) TLC INC. will respect the client's right to terminate the coaching relationship at any point during the process, subject to the provisions of the agreement or contract. TLC INC. will be alert to indications that the client is no longer benefiting from our coaching relationship.

20) TLC INC. will encourage the client or sponsor to make a change if TLC INC. believes the client or sponsor would be better served by another coach or by another resource.

21) TLC INC. will suggest the client seek the services of other professionals when deemed necessary or appropriate.

Section 4: Confidentiality/Privacy

As a coach:

- 22) TLC INC. will maintain the strictest levels of confidentiality with all client and sponsor information. TLC INC. will have a clear agreement or contract before releasing information to another person, unless required by law.
- 23) TLC INC. will have a clear agreement upon how coaching information will be exchanged among coach, client and sponsor.
- 24) When acting as a trainer of student coaches, TLC INC. will clarify confidentiality policies with the students.
- 25) TLC INC. will have associated coaches and other persons whom they manage in service of the clients and their sponsors in a paid or volunteer capacity make clear agreements or contracts to adhere to the ICF Code of Ethics Part 2, Section 4: Confidentiality/Privacy standards and the entire ICF Code of Ethics to the extent applicable.

Part Three: The ICF Pledge of Ethics

As an ICF Professional Coach, TLC INC. acknowledges and agrees to honor ethical and legal obligations to coaching clients and sponsors, colleagues, and to the public at large. TLC INC. pledges to comply with the ICF Code of Ethics and to practice these standards with those whom they coach.

If Tlc Inc. breaches this Pledge of Ethics or any part of the ICF Code of Ethics, they agree that the ICF in its sole discretion may hold TLC Inc. accountable for so doing. TLC INC. further agrees that accountability to the ICF for any breach may include sanctions, such as loss of ICF Membership and/or ICF Credentials.

Approved by the Ethics and Standards Committee on October 30, 2008.

Approved by the ICF Board of Directors on December 18, 2008.