**Code of professional conduct - Alix Bourgeais - Certified Coach/Consultant**

**As a coach, I commit to :**

* Avoid all unlawful discrimination based on age, race, gender, ethnic origin, sexual orientation, religion, national origin or disability.
* Explain clearly and precisely what coaching is and what it entails (nature of the coaching, terms of the contract, methods used, confidentiality, limits of the intervention, fees) before the beginning of a working relationship and on my communication channels.
* To establish a clear coaching contract with my clients and sponsors before the start of any coaching assignment and to respect this agreement which includes the objectives of the coaching, the coach's procedures, the shared roles and responsibilities, the rules of restitution and confidentiality, the modalities of meeting and payment, the consequences in case of unfulfilled commitments as well as the rights of all parties involved.
* To have a clear agreement on how information about the coaching will be shared between the coach, the client and if applicable the sponsor.
* To share my code of ethics with the client and sponsor at the beginning of a coaching engagement and on my website.
* To constantly strive to identify my own personal issues that may influence, generate inner conflict or interfere with my coaching practice and to propose, if necessary, appropriate solutions (supervision, suspension or termination).
* Encourage the client or sponsor to use another coach or person if I feel the client or sponsor would be better served by them.
* Store or destroy all follow-up coaching records (physical or digital), to ensure confidentiality, security and privacy, in accordance with applicable laws.
* Withdraw in case of conflict of interest.
* Communicate transparently about my education and related degrees and certificates, professional experience, ICN and Enneagram certifications and publications.
* Acknowledge and explicitly cite the contributions of others and claim ownership of my content. This standard may be subject to legal recourse.
* Conduct myself in accordance with the EMCC Code of Ethics in all my interactions (coaching, training, mentoring, supervision).
* Acknowledge that the Coaching Code of Ethics applies to my relationship with clients, coachees, students and mentees/supervisees.
* Contact EMCC to report any ethical violations or breaches as soon as I become aware of them, whether or not I am directly involved.
* Require that all those who work with me in the coaching process of my clients comply with the confidentiality and privacy standards of the Code of Ethics.
* To educate companies, employees, influencers, coaches and others who may need to be informed of the responsibilities set forth in this Code.

**As a coach, I commit to the client company to:**

* Be attentive to the customs, culture and current context of the company.
* To provide feedback to the client within the limits established by the coachee.
* Ask for their agreement beforehand to communicate on our collaboration within my different communication channels (website, presentation, conferences, professional accounts on social networks...).

**As a coach, I commit to my clients to:**

* Explain clearly before or at the first meeting the nature of the coaching, the confidentiality and its limits as well as the modus operandi (coaching location -physical or digital-, number of sessions, timing of sessions, cost etc).
* To respect the duty of confidentiality by only sharing with the client company what the coachee wishes to share himself or via me.
* Maintain the strictest levels of confidentiality with all clients, unless the law requires me to disclose certain information: illegal activities, risk of danger to others or to myself,... (EMCC Code of Ethics Confidentiality and Privacy Standards, Article 4 n. 26).
* Put the coachee's interests first (which are compatible and do not conflict with those of the sponsor) and ensure his/her autonomy.
* Exclude any romantic or sexual relationship during the course of a coaching contract provided by me or by persons employed by me, whether with clients, their sponsors, students and mentees, supervised coaches. I will take appropriate action to resolve the issue or terminate the engagement to ensure the safety of all.
* Respect the right of the client, sponsor, or myself as coach, to terminate the coaching relationship at any time (according to the terms of the contract). I will remain alert to any alteration in the quality of the coaching relationship.
* If supervision is required, I will make this clear to the client and ask for their agreement to be quoted anonymously.
* To continuously develop my professional skills in order to provide quality, cutting-edge coaching, enriched with the latest advances.

**As a coach, I commit myself to my colleagues to:**

* Advise them in case of need, whether they are fellow coaches or professionals working in other related fields.
* Adopt an attitude of reserve with regard to confidences made within the framework of our professional activity.