

Mindworx Coaching

Code of Ethics



Our Code of Ethics is listed in 5 different sections:

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1. Introduction

The MINDWORX COACHING Code of Ethics describes the core values of the MINDWORX COACHING, ethical principles and ethical standards of behaviour for all MINDWORX COACHING staff and associates. Meeting these MINDWORX COACHING ethical standards of behaviour is the first of the MINDWORX COACHING core coaching competencies (MINDWORX COACHING Core Competencies) – “Demonstrates ethical practice: understands and consistently applies coaching ethics and standards.” The MINDWORX COACHING Code of Ethics serves to uphold the integrity of MINDWORX COACHING and all staff and associates coaching profession by:

- Setting standards of conduct consistent with MINDWORX COACHING Core Values and ethical principles.
- Guiding ethical reflection, education and decision-making.
- Adjudicating and preserving MINDWORX COACHING coach standards through the MINDWORX COACHING Ethical Conduct Review process.
- Providing the basis for MINDWORX COACHING ethics training in MINDWORX COACHING-accredited training programs.

The MINDWORX COACHING Code of Ethics applies when MINDWORX COACHING staff or associates represent themselves as such, in any kind of coaching-related interaction. This is regardless of whether a coaching relationship (see definitions) has been established. This Code articulates the ethical obligations of MINDWORX COACHING staff and associates who are acting in their different roles as coach, coach supervisor, mentor coach, trainer or student coach-in-training, or serving in an MINDWORX COACHING Leadership role, as well as Support Personnel (see definitions). Although the Ethical Conduct Review process is only applicable to MINDWORX COACHING staff and associates, as is the Pledge, the MINDWORX COACHING Staff are also committed to ethical conduct and the Core Values and Ethical Principles that underpin this MINDWORX COACHING code of ethics.

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The challenge of working ethically means that staff will inevitably encounter situations that require responses to unexpected issues, resolution of dilemmas and solutions to problems. This Code of Ethics is intended to assist those persons subject to the Code by directing them to the variety of ethical factors that may need to be taken into consideration and helping to identify alternative ways of approaching ethical behaviour. MINDWORX COACHING staff and associates who accept the Code of Ethics strive to be ethical, even when doing so involves making difficult decisions or acting courageously.

2. Key Definitions

- Client - the individual or team/group being coached, the coach being mentored or supervised, or the coach or the student coach being trained.
- Coaching- partnering with Clients in a thought-provoking and creative process that inspires them to maximize their personal and professional potential.
- Coaching Relationship - a relationship that is established by the MINDWORX COACHING staff or associate and the Client(s)/Sponsor(s) under an agreement or a contract that defines the responsibilities and expectations of each party.
- Code - MINDWORX COACHING Code of Ethics
- Confidentiality - protection of any information obtained around the coaching engagement unless consent to release is given.
- Conflict of Interest - a situation in which an MINDWORX COACHING staff or associate is involved in multiple interests where serving one interest could work against or be in conflict with another. This could be financial, personal or otherwise.
- Equality - a situation in which all people experience inclusion, access to resources and opportunity, regardless of their race, ethnicity, national origin, color, gender, sexual orientation, gender identity, age, religion, immigration status, mental or physical disability, and other areas of human difference.
- MINDWORX COACHING staff and associates - individuals who represent themselves as an MINDWORX COACHING Member or MINDWORX COACHING Credential-holder, in roles including but not limited to Coach, Coach Supervisor, Mentor Coach, Coach Trainer and Student of Coaching
- MINDWORX COACHING Staff - the MINDWORX COACHING support personnel who are contracted by the managing company that provides professional management and administrative services on behalf of MINDWORX COACHING.
- Internal Coach - an individual who is employed within an organization and coaches either part-time or full-time the employees of that organization.

- Sponsor - the entity (including its representatives) paying for and/or arranging or defining the coaching services to be provided.

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- Support Personnel - the people who work for MINDWORX COACHING Professionals in support of their Clients.
- Systemic equality - gender equality, race equality and other forms of equality that are institutionalized in the ethics, core values, policies, structures, and cultures of communities, organizations, nations and society.

3. MINDWORX COACHING Core Values and Ethical Principles

The MINDWORX COACHING Code of Ethics is based on the MINDWORX COACHING Core Values ([link](#)) and the actions that flow from them. All values are equally important and support one another. These values are aspirational and should be used as a way to understand and interpret the standards. All MINDWORX COACHING staff and associates are expected to showcase and propagate these Values in all their interactions.

4. Ethical Standards

The following ethical standards are applied to the professional activities of MINDWORX COACHING staff and associates:

Section I – Responsibility to Clients

As an MINDWORX COACHING staff or associate, I:

1. Explain and ensure that, prior to or at the initial meeting, my coaching Client(s) and Sponsor(s) understand the nature and potential value of coaching, the nature and limits of confidentiality, financial arrangements, and any other terms of the coaching agreement.
2. Create an agreement / contract regarding the roles, responsibilities and rights of all parties involved with my Client(s) and Sponsor(s) prior to the commencement of services.
3. Maintain the strictest levels of confidentiality with all parties as agreed upon. I am aware of and agree to comply with all applicable laws that pertain to personal data and communications.
4. Have a clear understanding about how information is exchanged among all parties involved during all coaching interactions.

5. Have a clear understanding with both Clients and Sponsors or interested parties about the conditions under which information will not be kept confidential (e.g., illegal activity, if required by law, pursuant to valid court order or subpoena; imminent or likely risk of danger to self or others; etc.). Where I reasonably believe one of the above circumstances is applicable, I may need to inform appropriate authorities.

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6. When working as an Internal Coach, manage conflicts of interest or potential conflicts of interest with my coaching Client(s) and Sponsor(s) through coaching agreement(s) and ongoing dialogue. This should include addressing organizational roles, responsibilities, relationships, records, confidentiality and other reporting requirements.

7. Maintain, store and dispose of any records, including electronic files and communications, created during my professional interactions in a manner that promotes confidentiality, security and privacy, and complies with any applicable laws and agreements. Furthermore, I see to make proper use of emerging and growing technological developments that are being used in coaching services (technology-assisted coaching services) and to be aware of how various ethical standards apply to them.

8. Remain alert to indications that there might be a shift in the value received from the coaching relationship. If so, make a change in the relationship or encourage the Client(s) / Sponsor(s) to seek another coach, seek another professional or use a different resource.

9. Respect all parties' right to terminate the coaching relationship at any point for any reason during the coaching process subject to the provisions of the agreement.

10. Am sensitive to the implications of having multiple contracts and relationships with the same Client(s) and Sponsor(s) at the same time in order to avoid conflict of interest situations.

11. Am aware of and actively manage any power or status difference between the Client and me that may be caused by cultural, relational, psychological or contextual issues.

12. Disclose to my Clients the potential receipt of compensation and other benefits I may receive for referring my Clients to third parties.

13. Assure consistent quality of coaching regardless of the amount or form of agreed compensation in any relationship.

Section II – Responsibility to Practice and Performance

As an MINDWORX COACHING staff or associate, I:

14. Adhere to the MINDWORX COACHING Code of Ethics in all my interactions. When I become aware of a possible breach of the Code by myself or I recognize unethical behavior in another MINDWORX COACHING Professional, I respectfully raise the matter with those involved. If this does not resolve the matter, I refer to a formal authority (e.g., MINDWORX COACHING Staff or associate) for resolution.

15. Require adherence to the MINDWORX COACHING Code of Ethics by all Support Personnel.

16. Commit to excellence through continued personal, professional and ethical development.

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17. Recognize my personal limitations or circumstances that may impair, conflict with or interfere with my coaching performance or my professional coaching relationships. I will reach out for support to determine the action to be taken and, if necessary, promptly seek relevant professional guidance. This may include suspending or terminating my coaching relationship(s).

18. Resolve any conflict of interest or potential conflict of interest by working through the issue with relevant parties, seeking professional assistance, or suspending temporarily or ending the professional relationship.

19. Maintain the privacy of MINDWORX COACHING Members and use the MINDWORX COACHING Member contact information (email addresses, telephone numbers, and so on) only as authorized by MINDWORX COACHING or the MINDWORX COACHING Member.

Section III – Responsibility to Professionalism

As an MINDWORX COACHING staff or associate, I:

20. Identify accurately my coaching qualifications, my level of coaching competency, expertise, experience, training, certifications and MINDWORX COACHING Credentials.

21. Make verbal and written statements that are true and accurate about what I offer as an MINDWORX COACHING Professional, what is offered by MINDWORX COACHING, the coaching profession and the potential value of coaching.

22. Communicate and create awareness with those who need to be informed of the ethical responsibilities established by this Code.

23. Hold responsibility for being aware of and setting clear, appropriate and culturally sensitive boundaries that govern interactions, physical or otherwise.

24. Do not participate in any sexual or romantic engagement with Client(s) or Sponsor(s). I will be ever mindful of the level of intimacy appropriate for the relationship. I take the appropriate action to address the issue or cancel the engagement.

Section IV – Responsibility to Society

As an MINDWORX COACHING staff or associate, I:

25. Avoid discrimination by maintaining fairness and equality in all activities and operations, while respecting local rules and cultural practices. This includes, but is not limited to, discrimination on the basis of age, race, gender expression, ethnicity, sexual orientation, religion, national origin, disability or military status.

26. Recognize and honor the contributions and intellectual property of others, only claiming ownership of my own material. I understand that a breach of this standard may subject me to legal remedy by a third party. MINDWORX COACHING Code of Ethics

27. Am honest and work within recognized scientific standards, applicable subject guidelines and boundaries of my competence when conducting and reporting research.

28. Am aware of my and my clients' impact on society. I adhere to the philosophy of "doing good" versus "avoiding bad."

5. The Pledge of Ethics of the MINDWORX COACHING staff or associates

As an MINDWORX COACHING staff or associate, in accordance with the Standards of the MINDWORX COACHING Code of Ethics, I acknowledge and agree to fulfill my ethical and legal obligations to my coaching Client(s), Sponsor(s), colleagues and to the public at large. If I breach any part of the MINDWORX COACHING Code of Ethics, I agree that MINDWORX COACHING in its sole discretion may hold me accountable for so doing. I further agree that my accountability to MINDWORX COACHING for any breach may include sanctions, such as mandatory additional coach training or other education, or loss of my MINDWORX COACHING Membership and / or my MINDWORX COACHING

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