

## CODE OF ETHICS

### Preamble

Counselling is a profession that puts scientific knowledge to practical use. Professional Counsellors and Consulting Counselling Organisations, in the pursuit of their profession, affect the quality of life of all people in the society and the quality of all sectors of the economy. Therefore, ethics are fundamental to the values of the profession. Accordingly, the services provided by Professional Counsellors and Consulting Counselling Organisations should adhere to the following code of ethics while dealing with the public, clients, employers, employees and the associates.

### Article 1. Social Responsibility to Uphold Ethical Values of the Society:

- 1.1 **Public Safety:** Counsellors shall ensure the safety, health and welfare of the public in the performance of their professional duties. Safety of the people must always come first. They should promptly disclose to all concerned the factors that might endanger the public safety or the environment.
- 1.2 **Compliance with Social Order:** Counsellors shall abide by the laws of the land in which the work is performed, respect the local customs, uphold the human rights, safeguard public property; abjure violence and acts of terrorism.
- 1.3 **Impartiality and Fairness.** Counsellors shall treat fairly all persons regardless of such factors as race, caste, religion, state, gender or national origin.
- 1.4 **Environment Protection & Improvement.** Counsellors shall strive to protect and maintain clean, healthy and safe environments and comply with the statutory requirements.

### Article 2. Responsibility to Maintain High Standards of Professional Quality.

These professional responsibilities include the following:

- 2.1 **Development of Technical and Managerial Skills:** Counsellors shall maintain state-of-the-art professional skills, continue professional development and provide opportunity for the professional development of those working under their command.
- 2.2 **Undertake Assignment where Professionally Competent.** Counsellors shall perform service only in the area of their technical competence.
- 2.3 **Performance Responsibility.** Counsellors shall seek work through fair and proper methods, and shall take full responsibility for the task undertaken by them.

- 2.4 **Proper Verification of Documents and Production Processes.** Counsellors shall approve only those methods, which safely and economically meet the requirement of the client and shall not approve any counselling malpractice or illegal steps of work which they consider to be unsound.

**Article 3. Obligation to Maintain High Standard of Personal Behaviour in a Responsible Manner.**

- 3.1 **Honesty and Integrity in Professional Dealing.** Counsellors shall maintain high degree of honesty and personal integrity in all their professional dealings. They shall conduct themselves in a fair, honest and respectable manner.
- 3.2 **Compensation for Services Rendered.** Counsellors shall not engage in unhealthy competition.
- 3.3 **Professional Opinion.** Counsellors shall seek and offer honest criticism of technical work, acknowledge errors, and give proper credit for the contribution of others. Where necessary, counsellors shall issue public statements in an objective and truthful manner.
- 3.4 **Professional Relationship with the Client.** Counsellors shall act faithfully with client on professional matters.
- 3.5 **Information Communication with Client.** Counsellors shall keep their employer and client fully informed on all matters relating to progress of counselling including financial aspects, which may affect the assigned work.
- 3.6 **Mutual Obligation & Trust.** Counsellors shall not, maliciously or falsely, injure the professional reputation of another counsellor or organisation.
- 3.7 **Self Promotion.** Counsellors shall build their reputation based on the merits of services to the customers and shall not falsify or misrepresent their contribution.
- 3.8 **Employers' Business Secrets.** Counsellors shall not disclose by any means, confidential information of the client, unless otherwise authorized.
- 3.9 **Personal Conflict.** Counsellors shall disclose real or perceived conflicts of interest to affected parties and avoid these where possible.