

IRWCCB CODE OF ETHICAL CONDUCT

PREAMBLE

The **International Recovery & Wellness Coach Certification Board** (referred to herein as "**the Board**" or "**IRWCCB**") provides voluntary certification for Recovery and Wellness Coaches as a way of assuring competence to clients, to the public, and to employers. IRWCCB is dedicated to the principle that individuals in the field must ensure their behaviour meets the highest standards of ethical practice. To that end, the IRWCCB has adopted this Code of Ethical Conduct, to be applied to all professionals certified by or seeking certification by the Board. All Individuals are subject to this Code and the IRWCCB Code of Ethical Conduct . Disciplinary Procedures from the date of application for any IRWCCB credential. The Code of Ethical Conduct exists, in part, for the protection of consumers and to maintain the integrity and professionalism of the field.

The Code is divided into two sections:

- (1) a Glossary of key terms used in the Code; and
- (2) the IRWCCB Code of Ethical Conduct, which set forth the standards which professionals are required to observe and discussions of selected standards. A separate document, the IRWCCB Code of Ethical Conduct - Disciplinary Procedures, will be used by the Board to direct investigating alleged violations of the Code. The Board is committed to investigate and sanction those who breach this Code. Certified professionals are, therefore, encouraged to thoroughly familiarize themselves with the Code and to guide their behaviour according to the Rules set forth below.

GLOSSARY

Appeals Committee - A committee of members of the Board of Directors of the IRWCCB appointed to hear any appeal provided for hereunder.

Certified Professional - A person who holds or applies for a IRWCCB credential classification.

Client - Any person(s) who, either currently or within the past five years, has received or is receiving services from a certified professional, either individually or in the certified professionalsq employment/treatment context/setting.

Complainant - A person(s) who files a complaint with the IRWCCB against a certified professional under IRWCCB jurisdiction.

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Ethics - A standard of behaviour by which certified professionals must abide, including but not limited to the standards provided herein.

Ethics Committee - An IRWCCB standing committee charged with the responsibility to review, investigate and sanction as determined appropriate to those who breach the Code of Ethical Conduct. The committee is comprised of IRWCCB board members and/or its designees.

Hearing Panel - A panel comprised of IRWCCB Ethics Committee members with a responsibility to hear and make recommendations in accordance with the Code of Ethical Conduct.

Hearing Officer - (A person) The IRWCCB Ethics Committee Chairperson or Co-Chairperson who presides over an ethics hearing.

Plagiarism - An act of appropriating the language, ideas, or thoughts from another person and representing them as one's own original work.

Public Reprimand - A sanction that is a formal, written, published reproof or warning to a Respondent who the Ethics Committee has determined to have breached the Code of Ethical Conduct.

Respondent - A certified professional against whom an ethical complaint has been filed.

Revocation - A sanction resulting in the complete and permanent forfeiture of IRWCCB certification.

Scope of Services - The range of services deemed appropriate and necessary for an individual client. Such services may include but are not limited to prevention, intervention, outreach, information and referral, detoxification, inpatient or outpatient services, extended care, transitional living facilities, aftercare and clinical supervision.

Suspension - A sanction resulting in the temporary forfeiture of IRWCCB certification for a period of time to be determined by the IRWCCB Ethics Committee.

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Written Caution -The least restrictive disciplinary action that a Respondent may receive due to breaching the Code of Ethical Conduct. This sanction is a formal, private, non-publicized letter of warning to the Respondent that cautions the Respondent against certain conduct or behaviour.

The following Rules of Conduct, adopted by the IRWCCB, set forth the minimum standards of conduct which all certified professionals are expected to honour. Failure to comply with an obligation or prohibition set forth in the rules may result in disciplinary action by the IRWCCB.

SECTIONS

- 1.0 UNLAWFUL CONDUCT**
- 2.0 SEXUAL MISCONDUCT**
- 3.0 FRAUD-RELATED CONDUCT**
- 4.0 EXPLOITATION OF CLIENTS**
- 5.0 PROFESSIONAL STANDARDS**
- 6.0 SAFETY & WELFARE**
- 7.0 RECORD KEEPING**
- 8.0 ASSISTING UNQUALIFIED/UNLICENSED PRACTICE**
- 9.0 CONFIDENTIALITY**
- 10.0 COOPERATION WITH INVESTIGATION**

UNLAWFUL CONDUCT

1.1

Once certified, a Recovery and Wellness Coach shall not be convicted for any crime relating to the individual's ability to provide services as determined by FRC INT.

1.2

A Recovery and Wellness Coach shall not be convicted of any crime that involves the possession, sale or use of any controlled or psychoactive substance.

SEXUAL MISCONDUCT

2.1

A Recovery and Wellness Coach shall, under no circumstances, engage in sexual activities or sexual contact with clients, whether such contact is consensual or forced.

2.2

A Recovery and Wellness Coach shall not knowingly engage in sexual activities or sexual contact with clientsrelatives or other individuals with whom clients maintain a close personal relationship when there is a risk of exploitation or potential harm to the client.

2.3

A Recovery and Wellness Coach shall not engage in sexual activities or sexual contact with former clients when there is a risk of exploitation or potential harm to the client.

2.4

A Recovery and Wellness Coach shall not provide services to individuals with whom they have had a prior sexual relationship.

FRAUD-RELATED CONDUCT

3.1

A Recovery and Wellness Coach shall not:

- present or cause to be presented a false or fraudulent claim, or provide any proof in support of such claim, to be paid under any contract or certificate of insurance;
- prepare, make, or subscribe to a false or fraudulent account, certificate, affidavit, proof of loss, or other document or writing;
- present or cause to be presented a false or fraudulent claim or benefit application, or any false or fraudulent proof in support of such a claim or benefit application, or false or fraudulent information, which would affect a future claim or benefit application, or be paid under any employee benefit program;
- seek to have an employee commit fraud or assist in an act of commission or omission to aid fraud related behaviour.

3.2

A Recovery and Wellness Coach shall not use misrepresentation in the procurement of certification or recertification, or assist another in the preparation or procurement of certification or recertification through misrepresentation. The term "misrepresentation" includes but is not limited to the misrepresentation of professional qualifications, education, certification, accreditation, affiliations, employment experience, the plagiarism of application and recertification materials, or the falsification of references.

3.3

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An Recovery and Wellness Coach shall not use a title designation, credential or license, firm name, letterhead, publication, term, title, or document which states or implies an ability, relationship, or qualification that does not exist and to which they are not entitled.

3.4

A Recovery and Wellness Coach shall not provide service under a false name.

3.5 A Recovery and Wellness Coach shall not sign or issue, in their professional capacity, a document or a statement that the professional knows or should have known to contain a false or misleading statement.

3.6

A Recovery and Wellness Coach shall not produce, publish, create, or partake in the creation of any false, fraudulent, deceptive, or misleading advertisement.

3.7

A Recovery and Wellness Coach who participates in the writing, editing, or publication of professional papers, videos/films, pamphlets or books must act to preserve the integrity of the profession by acknowledging and documenting any materials and/or techniques or people (i.e. co-authors, researchers, etc.) used in creating their opinions/papers, books, etc. Additionally, any work that is photocopied prior to receipt of approval by the author is discouraged. Whenever and wherever possible, the Recovery and Wellness Coach should seek permission from the author/creator of such materials prior to any such use or publication.

EXPLOITATION OF CLIENTS

4.1

A Recovery and Wellness Coach shall not develop, implement, condone or maintain exploitative relationships with clients and/or family members of clients.

4.2

A Recovery and Wellness Coach shall not misappropriate property from clients and/or family members of clients.

4.3

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A Recovery and Wellness Coach shall not enter into a relationship with a client that involves financial gain to the Recovery and Wellness Coach or to a third party resulting from the promotion or sale of services outside of the service relationship.

4.4

A Recovery and Wellness Coach shall not promote to a client, for the professional's personal gain, any treatment, procedure, product, or service.

4.5

A Recovery and Wellness Coach shall neither ask for nor accept favours/free services/gifts of substantial monetary value or gifts that impair the integrity or efficacy of the service relationship.

4.6

A Recovery and Wellness Coach shall not offer, give, or receive commissions, rebates, or any other forms of remuneration for a client referral.

4.7

A Recovery and Wellness Coach shall not accept fees or gratuities for professional work from a person who is entitled to such services through an institution and/or agency by which the Recovery and Wellness Coach is employed.

PROFESSIONAL STANDARDS

5.1

A Recovery and Wellness Coach shall not in any way participate in discrimination on the basis of race, colour, sex, sexual orientation, age, religion, national origin, socio-economic status, political belief, psychiatric or psychological impairment, or physical disability.

5.2

A Recovery and Wellness Coach shall timely seek assistance for any psychoactive substance abuse or dependence, psychiatric or psychological impairment, emotional distress, or for any other physical health related condition or adversity that interferes with his or her professional functioning.

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Where any such condition exists and impedes his or her ability to function competently, a Recovery and Wellness Coach must move to inactive status for as long as necessary.

5.3

A Recovery and Wellness Coach shall meet and comply with all terms, conditions, or limitations of any professional certification or license he or she holds.

5.4

A Recovery and Wellness Coach shall not engage in conduct that does not meet generally accepted standards of practice.

5.5

A Recovery and Wellness Coach shall not perform services outside of his or her area of training, expertise, competence, or scope of practice.

5.6

A Recovery and Wellness Coach shall not reveal confidential information obtained as the result of a professional relationship, without the prior written consent from the recipient of services, except as authorized or required by law.

5.7

The Recovery and Wellness Coach shall not permit publication of photographs, disclosure of client names or records, or the nature of services being provided without securing all requisite releases from the client, or parents or legal guardians of the clients except as authorized or required by law.

5.8

The Recovery and Wellness Coach shall not discontinue professional services to a client nor shall he or she abandon the client without facilitating an appropriate closure of professional services for the client or facilitating an appropriate referral for future services.

5.9

A Recovery and Wellness Coach shall obtain an appropriate consultation or make an appropriate referral when the client's problem is beyond their area of training, expertise, competence, or scope of service.

SAFETY & WELFARE

6.1

A Recovery and Wellness Coach shall not administer to himself or herself any psychoactive substance to the extent or in such manner as to be dangerous or injurious to the professional, a recipient of services, to any other person, or to the extent that such use of any psychoactive substance impairs the ability of the professional to safely and competently provide services.

6.2

Where a Recovery and Wellness Coach is determined to be a mandated reporter (i.e., abuse and/or neglect) by country law they are required to comply with all mandatory reporting requirements and have an obligation to be aware of these requirements as they relate to their professional activities.

RECORD KEEPING

7.1

A Recovery and Wellness Coach shall keep timely and accurate records consistent with current standards of best practices and shall not falsify, amend, or knowingly make incorrect entries or fail to make timely essential entries into the client record.

ASSISTING UNQUALIFIED / UNLICENSED PRACTICE

8.1

A Recovery and Wellness Coach shall not refer a client to a person that he/she knows or should have known is not qualified by training, experience, certification, or license to perform the delegated professional responsibility.

CONFIDENTIALITY

9.1

Recovery and Wellness Coaches make every effort to protect the confidentiality of each client.

COOPERATION WITH INVESTIGATION / REPORTING VIOLATIONS

10.1

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A Recovery and Wellness Coach should cooperate in any investigation conducted pursuant to this Code of Ethical Conduct.

10.2

A Recovery and Wellness Coach shall report violations of professional conduct of other certified professionals to the appropriate licensing/disciplinary authority when he/she knows or should have known that another Recovery and Wellness Coach has violated ethical standards and has failed to take corrective action after informal intervention.

END

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