

## **FRC WORLDWIDE CODE OF ETHICAL CONDUCT**

The **FRC Worldwide** (referred to herein as "**FRC WW**") provides Recovery & Wellness Coach Training for Recovery & Wellness Coaches.

FRC WW 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 FRC WW has adopted this Code of Ethical Conduct, to be offered to Recovery & Wellness Coach Trainees and integrated by FRC WW as the suggested Ethical Standards to be adhered to and adopted by participants in FRC WW trainings and as members of the FRC.

The FRC WW Code of Ethical Conduct is not binding on Recovery and Wellness Coaches who have been introduced to it and taught about it as part of their FRC WW Recovery and Wellness Coach Training but IS binding on those seeking and completing a credentialing process with the IRCCB.

Recovery and Wellness Coaches listed in any directories managed and owned by the FRC WW are required to agree to adhere to this code of Ethical Conduct as a condition of their listing.

The FRC WW Code of Ethical Conduct is fully aligned with the IRCCB Code of Ethical Conduct.

The IRCCB issues various credentials and those seeking to be credentialed must agree to abide by the IRCCB Code as part of their credentialed status.

*The following Rules of Conduct, adopted by the FRC WW, set out the minimum standards of conduct which Recovery & Wellness Coaches are invited to use as clear guides to their Ethical Behaviour within their role as Recovery & Wellness Coaches.*

### **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 WW.

### **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 clients' relatives 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**

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**

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. 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**

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**

*Effective December 1, 2013*

*FRC WW Board Approved, November 1<sup>st</sup> 2013*