

# **ECA/EMCC Luxembourg Chart and Code of Conduct**

The code of conduct of the ECA/EMCC Luxembourg comprises obligations to which its members commit.

## **Objectives of the Chart**

The European Coaching Association of Luxembourg (ECA/EMCC Luxembourg Code of Conduct engages all its members, and is therefore the ethical foundation of their practice. The Code of Conduct is built upon the values defined in the Universal Human Rights Declaration.

Its objective is to establish a setting which protects the coachee, the client, prospective clients, the coach, and any other third parties directly or indirectly involved in the coaching relationship.

The code of conduct also defends the principle of open-mindedness which belonged to the groundwork when creating AEC France in 2004. Therefore the association welcomes coaches practicing professional orientated coaching as well as life orientated coaching. Accordingly to this principle the association requests its members, on a voluntary basis, to dispose a certain number of hours per year to the association, particularly in the aim to offer “voluntary” coaching.

ECA/EMCC Luxembourg requires that its members have their principal activity in the Grand Duchy of Luxembourg, and hence have a base in Luxembourg.

## **Obligations of the Coach**

### **Training – Initial and permanent**

The coach has received an initial professional theoretical and practical training of a high level. This initial training accompanied by the personal development makes the coach competent to act as a coach.

The coach engages to refresh the initial training as well as other relevant and essential personal development all along the coaching profession. The continuous training can be done via continuous coaching training, work-group sessions, or conferences organised by the profession.

### **Personal development**

The coach affirms to have done or at least to have started a profound and serious personal development, thus this personal development is a separate process from the initial professional training.

### **Supervision**

The coach is in supervision. This supervision can be done on an individual, group, or peer basis, obviously always by individuals whom are qualified for supervision.

### **Confidentiality**

The coach will respect the confidentiality of the client and coachee, except if otherwise authorised, or required by law. The coach will honour agreements made in all coaching relationships, and will therefore ensure clear agreements with clients and coachees, this may include confidentiality, reports, and other particulars. The coach has an obligation to obtain agreement with the person being coached prior to releasing information to another person.

A confidentiality clause is essential for the establishment of a relationship based upon trust, without which the coaching process can neither start nor function. The coach will furthermore disclose all anticipated compensation from third parties that may be received for referrals or advice concerning a client.

Confidentiality can only be broken when in certain serious circumstances the coach needs to inform, in an appropriate manner, the client or any other third party. These serious circumstances can be when the coachee represents a real danger to herself, himself or other persons.

### **Independence**

Besides being able to respect ECA/EMCC Luxembourg code of conduct, the coach will also retain the right to refuse any coaching contract, for personal or ethical reasons.

The coach will keep an independent position. In a third-party contract, unless otherwise stated, the coach will not communicate the details of the sessions, neither to the coachee's hierarchy nor to any other third-party, and this because of respect towards the coachee.

### **Respect of the person**

One of the characteristics of the coaching relationship could be the existence of a *transference bond* between the coach and coachee. This bond can however also place the coachee in a situation of dependency towards the coach. The coach should under no circumstances misuse this bond in anyway.

### **The attitude towards a third party**

The coach will seek to avoid conflicts between own interests, and the interest of the coachee and client. Nor will the coach give a coachee, a client, or prospects any information or advice which can be misleading beyond the competence of the coach.

The coach must obtain agreement with the client and coachee before releasing any names as references or any other identifying information.

The coach will respect and honour the efforts and contributions of others. The coach will respect the creative and written work of others in developing any own materials and not misrepresent them as her of his own.

### **Obligations towards the organisation**

The coach respects the ethics of the profession, its culture, customs, the context, and restraints of the organisations with which the coach works. The coach keeps an external position and does not for example replace the human resources department.

### **Responsibility for process facilitation**

The coach makes sure all deontological means are made available to the coachee in order to meet his/her expectations, even and including when it would be better served by another coach or by another resource. If such a situation arises, the coach will encourage the coachee to make the change.

The coach must be open to present the methods, resources and tools he/she uses in his/her usual approach. Upon request, the coach has to clearly explain his training background.

He/she will define and openly share:

- a clear analysis of the demand;
- his/her analysis of the client's objectives and to what extent he/she feels he/she can meet them;
- an as wide as possible range of options
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Nevertheless, the coachee remains the sole responsible for her or his decisions.

### **Appeal**

In case of non respect of the ECA/EMCC Luxembourg code of conduct, or conflict with an ECA/EMCC Luxembourg coach, any organisation or person can appeal to ECA/EMCC Luxembourg.

Only ECA/EMCC Luxembourg members who on an annual basis maintain the currency of their membership fee can claim to belong to the association. Members of the association can affirm their allegiance and are held accountable with regards to the association's code of conduct.

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