

Panopticon Code of Ethics

Preamble

Panopticon is committed to maintaining excellence in all the coaching/mentoring services we provide. Therefore, Panopticon expects all our coaches and mentors to adhere to the elements and principles of ethical conduct. To be competent, attentive, supportive, compassionate and knowledgeable, and to integrate Panopticon Core Competencies effectively in their work.

In line with the Panopticon core values, the Code of Ethics is designed to provide appropriate guidelines, and accountability standards of conduct for all Panopticon coaches and mentors, who are committed to abiding by the following Panopticon Code of Ethics:

Part One (1) : Definitions

- **Coaching:** Coaching is partnering with clients in a thought-provoking and creative process that inspires them to maximise their personal and professional potential.
- **Panopticon Coach:** A Panopticon coach agrees to practice the Panopticon Core Competencies and pledges accountability to the Panopticon Code of Ethics.
- **Professional Coaching Relationship:** A professional coaching relationship exists when coaching includes an agreement (including contracts) that defines the responsibilities of each party.
- **Roles in the Coaching Relationship:** In order to clarify roles in the coaching relationship it is often necessary to distinguish between the client and the sponsor. In most cases, the client and sponsor are the same person and are therefore jointly referred to as the client. For purposes of identification, however, the Panopticon defines these roles as follows:
- **Client:** The "Client" is the person(s) being coached.
- **Sponsor:** The "Sponsor" is the entity (including its representatives) paying for and/or arranging for coaching services to be provided. In all cases, coaching engagement agreements should clearly establish the rights, roles and responsibilities for both the client and sponsor if the client and sponsor are different people.
- **Student:** The "Student" is someone enrolled in a coach training program or working with a coaching supervisor or coach mentor in order to learn the coaching process or enhance and develop their coaching skills.
- **Conflict of Interest:** A situation in which a coach has a private or personal interest sufficient to appear to influence the objective of his or her official duties as a coach and a professional.

Part Two (2) : The Panopticon Standards of Ethical Conduct

Section 2.1: Professional Conduct at Large

As a coach, I:

- 2.1.1.** Conduct myself in accordance with the Panopticon Code of Ethics in all interactions, including coach training, coach mentoring and coach supervisory activities.
- 2.1.2.** Commit to take the appropriate action with the coach, trainer, or coach mentor and/or will contact Panopticon to address any ethics violation or possible breach as soon as I become aware, whether it involves me or others.
- 2.1.3.** Communicate and create awareness in others, including organisations, employees, sponsors, coaches and others, who might need to be informed of the responsibilities established by this Code.
- 2.1.4.** Refrain from unlawful discrimination in occupational activities, including age, race, gender orientation, ethnicity, sexual orientation, religion, national origin or disability.
- 2.1.5.** Make verbal and written statements that are true and accurate about what I offer as a coaching profession.
- 2.1.6.** Accurately identify my coaching qualifications, expertise, experience, training, certifications and credentials.
- 2.1.7.** Recognise and honour the efforts and contributions of others and only claim ownership of my own material. I understand that violating this standard may leave me subject to legal remedy by a third party.
- 2.1.8.** Strive at all times to recognise my personal issues that may impair, conflict with or interfere with my professional performance or my professional relationships. I will promptly seek the relevant professional assistance and determine the action to be taken, including whether it is appropriate to suspend or terminate my coaching relationship(s) whenever the facts and circumstances necessitate.
- 2.1.9.** Recognise that the Code of Ethics applies to my relationship with coaching clients and students.
- 2.1.10.** Conduct and report research with competence, honesty and within recognised scientific standards and applicable subject guidelines. My research will be carried out with the necessary consent and approval of those involved, and with an approach that will protect participants from any potential harm. All research efforts will be performed in a manner that complies with all the applicable laws of the country in which the research is conducted.
- 2.1.11.** Maintain, store and dispose of any records, including electronic files and communications, created during my client engagements in a manner that promotes confidentiality, security and privacy and complies with any applicable laws and agreements.
- 2.1.12.** Use client contact information (email addresses, telephone numbers, and so on) only in the manner and to the extent authorised by Panopticon.

Section 2.2: Conflicts of Interest

As a coach, I:

- 2.2.1. Seek to be conscious of any conflict or potential conflict of interest, openly disclose any such conflict and offer to remove myself when a conflict arises.
- 2.2.2. Clarify roles for internal coaches, set boundaries and review with stakeholders conflicts of interest that may emerge between coaching and other role functions.
- 2.2.3. Disclose to my client(s) and the sponsor(s) all anticipated compensation from third parties that I may receive for referrals of clients or pay to receive clients.
- 2.2.4. Honour an equitable coach/client relationship, regardless of the form of compensation.

Section 2.3: Professional Conduct with Clients

As a coach, I:

- 2.3.1. Speak ethically about what I know to be true to clients, prospective clients or sponsors about the potential value of the coaching process or of me as a coach/mentor.
- 2.3.2. Carefully explain and strive to ensure that, prior to, or at the initial meeting, my client and sponsor(s) understand the nature of coaching, the nature of confidentiality, financial arrangements, and any other terms of the coaching agreement.
- 2.3.3. Have a clear coaching service agreement with my clients and sponsor(s) before beginning the coaching relationship and honour this agreement. The agreement shall include the roles, responsibilities and rights of all parties involved.
- 2.3.4. Hold responsibility for being aware of and setting clear, appropriate and culturally sensitive boundaries that govern interactions, physical or otherwise, I may have with my clients or sponsor(s).
- 2.3.5. Avoid any sexual or romantic relationship with current clients or sponsor(s) or students. Further, I will be alert to the possibility of any potential sexual intimacy among the parties including my support staff and/or assistants and will take the appropriate action to address the issue or cancel the coaching relationship in order to provide a safe environment overall.
- 2.3.6. Respect the client's right to terminate the coaching relationship at any point during the process, subject to the provisions of the agreement. I shall remain alert to indications that there is a shift in the value received from the coaching relationship.
- 2.3.7. Encourage the client or sponsor to make a change if I believe the client or sponsor would be better served by another coach or by another resource and suggest my client seek the services of other professionals when deemed necessary or appropriate.

Section 2.4: Confidentiality/Privacy

As a coach, I:

2.4.1. Maintain the strictest levels of confidentiality with all client and sponsor information unless release is required by law.

2.4.2. Have a clear agreement about how coaching information will be exchanged among coach, client and sponsor.

2.4.3. Have a clear agreement when acting as a coach, coach mentor, coaching supervisor or trainer, with both client and sponsor, about the conditions under which confidentiality may not be maintained (e.g., illegal activity, pursuant to valid court order or subpoena; imminent or likely risk of danger to self or to others; etc) and make sure both client and sponsor voluntarily and knowingly agree in writing to that limit of confidentiality. Where I reasonably believe that because one of the above circumstances is applicable, I may need to inform appropriate authorities.

2.4.4. Require all those who work with me in support of my clients to adhere to the Panopticon Code of Ethics, Confidentiality and Privacy Standards.

Section 2.5: Continuing Development

As a coach, I:

2.5.1. Commit to the need for continued and ongoing development of my professional skills.

Part Three (3) : The Panopticon Pledge of Ethics

As an Panopticon coach, I acknowledge and agree to honour my ethical and legal obligations to my clients and sponsors, colleagues, and to the public at large. I pledge to comply with the Panopticon Code of Ethics and to practice these standards with those whom I coach, teach, mentor or supervise.

Signature here

Print name and title here