



CODE OF ETHICS AND BEST PRACTICES

This code was written by the **Société Française de Coaching** exclusively for the practice of professional coaching, and it is binding for all members of the organization. It aims to set out ethical guidelines, given the specific nature of the coaching profession as a support process for people in their professional lives. This code is therefore a statement of conduct practices based on ethical principles. Implementing such principles requires a specific level of discernment.

Title 1 – The Coach’s responsibilities

Art. 1-1 – The Coaching practice

The Coach empowers him/herself in all conscience to exercise this function, based on his/her training, experience and supervision.

Art. 1-2 – Confidentiality: The Coach binds him/herself to professional secrecy.

Art. 1-3 – Supervision: Supervision is required for all professional coaching practice. Accredited members of the Société Française de Coaching must have an available supervision arrangement.

Art. 1-4 – Respect for individuals: Fully conscious of his/her position, the Coach shall abstain from exercising undue influence on the Coachee.

Art. 1-5 – Resources: Within the framework of the client’s request, the Coach shall use all the resources at his/her disposal to further the professional and personal development of the Coachee, including the services of a fellow coach.

Art. 1-6 – Refusal of services: The Coach may decline a coaching assignment for motives related to the organization, the requestor or for his/her personal reasons. In such an instance, referral should be made to a fellow coach.

Title 2 – The Coach’s responsibilities towards the Coachee

Art. 2-1 – Coaching location: The Coach shall be sensitive to the significance and effects of the location where the coaching sessions take place.

Art. 2-2 – Responsibility for decisions: Coaching is a professional and personal development technique. Consequently, the Coach leaves the responsibility for all his/her decisions to the Coachee.

Art. 2-3 – Coaching request: Any coaching request supported by an organization is a response both to a request formulated by the company, and one formulated by the Coachee. The Coach checks there is a request by the Coachee.

Art. 2-4 – Protecting the individual: The Coach shall adjust his/her support process with due respect for the Coachee's development stages.

Title 3 – The Coach's responsibilities towards the organization

Art. 3-1 – Protecting the organization: The Coach shall be sensitive to the specific business, customs, culture, context and constraints of the organization for which he/she works.

Art. 3-2 – Reporting: Any reporting from The Coach back to the organization, on his/her coaching action, shall be only within the limits set with the Coachee.

Art. 3-3 – Balancing the system: The coaching process shall be conducted with due concern for a synthesis between the interests of the Coachee and those of the organization.

Title 4 – The Coach's responsibilities towards his/her fellow coaches

Art. 4-1-1 – The "Postulant" Members may state their "written commitment to the Code of Ethics of the Société Française de Coaching" on any professional documents.

Art. 4-1-2 – Depending on their accreditation category, the other members are entitled to use the following titles on any professional documents:

- For "Titulaire" Members: "Membre titulaire de la SFCoach®" (registered trademark)
- For "Associé" Members: "Membre Associé de la SF Coach®" (registered trademark)

Art. 4-1-3 – The above rights will be effective upon payment of the annual membership fee.

Art. 4-2 – Duty to reserve: The Coach shall observe a reserved attitude with fellow coaches in the framework of his/her missions.

Title 5 – Recourse

Art. 5-1 – Recourse with SF Coach®: Any organization or individual may voluntarily appeal to the Société Française de Coaching in case of a breach in the basic professional rules outlined herein or in case of a dispute with a member of SF Coach®.

Translated November 2, 2010