



# Global Career Development **FACILITATOR**<sup>TM</sup>

## **CODE OF ETHICS**

### **INTRODUCTION**

The Global Career Development Facilitator (GCDF) is a credential created by the Center for Credentialing & Education (CCE), in consultation with the National Career Development Association (NCDA) and the National Occupational Information Coordinating Committee (NOICC). The GCDF credentialing program, administered by CCE, recognizes qualified individuals who have satisfied the extensive knowledge and skills standards established by CCE. GCDF credential holders provide quality career assistance, not career counseling or psychotherapy.

Regardless of any other affiliation, this GCDF *Code of Ethics (Code)* applies to each individual credentialed by CCE as a GCDF (credential holder), and each individual seeking the GCDF credentialing (applicant). The *Code* is designed to provide appropriate ethical practice guidelines and enforceable standards of conduct for all credential holders and applicants. The *Code* also serves as a resource for those served by GCDF credential holders and applicants with respect to such standards and requirements.

### **SECTION A: COMPLIANCE WITH LEGAL REQUIREMENTS AND CONDUCT STANDARDS**

GCDF credential holders and applicants shall:

1. Comply with all applicable laws and governmental regulations relating to occupational activities.
2. Refrain from conduct or behavior that is contrary to legal or regulatory requirements.
3. Refrain from behavior involving dishonesty or fraud.
4. Refrain from unlawful discrimination in occupational activities including age, race, gender, ethnicity, sexual orientation, gender orientation, religion, national origin or disability.
5. Avoid condoning or engaging in harassment, including deliberate or repeated unwelcome comments, gestures or physical contact.
6. Maintain accurate client records related to the provision of services in accordance with applicable legal and occupational requirements.

7. Disclose to appropriate governmental agencies when a client appears to be a danger to or is otherwise unable to act safely concerning self or others. Such disclosures shall be consistent with legal and occupational requirements.

**SECTION B: COMPLIANCE WITH CCE ORGANIZATIONAL POLICIES AND RULES**

GCDF credential holders and applicants shall:

1. Comply with all applicable CCE policies and procedures, including the GCDF *Code of Ethics* and *CCE Ethics Case Procedures*, as amended or revised.
2. Provide accurate information to CCE.
3. Maintain the security of confidential CCE information and materials.
4. Cooperate with CCE concerning ethics matters, including the collection of information.
5. Inform and support others, such as employers and colleagues, regarding the responsibilities established by this Code.
6. Report an apparent violation of the GCDF *Code of Ethics* by credential holders and applicants upon a factual basis.

**SECTION C: PERFORMANCE OF SERVICES AND OTHER OCCUPATIONAL ACTIVITIES**

GCDF credential holders and applicants shall:

1. Conduct all occupational activities in a responsible manner.
2. Recognize the limitations of practice and qualifications, and provide services only when qualified. Credential holders and applicants are responsible for determining the limits of their competency based on education, knowledge, skills, practice experience, credentials and other relevant considerations.
3. Protect the privacy of information obtained in the course of providing services, including electronic files and communications. Credential holders and applicants shall not disclose this information unless authorized to do so by applicable legal requirements or client authorization. The limits of privacy shall be clearly identified before services begin.
4. Properly use occupational credentials, titles and degrees; and provide accurate information concerning education, experience, qualifications and the performance of services.
5. Avoid occupational techniques that are harmful to clients. Credential holders and applicants are responsible for ensuring that the techniques used are consistent with client's emotional, intellectual and physical needs. Credential holders and applicants shall appropriately inform clients regarding the purpose, application and results of techniques, assessments and strategies.
6. Obtain written agreements with others when appropriate in the course of performing facilitation services. Agreements shall include the rights, roles and responsibilities of the parties involved as well as the manner in which private information will be protected.

7. Seek supervision with qualified professionals when necessary, and provide appropriate referrals when unable to provide appropriate assistance to a client as well as when terminating a service relationship.
8. Ensure that clients and employers understand that services are career assistance, and avoid providing career counseling or psychotherapy.

**SECTION D:            AVOIDANCE OF CONFLICTS OF INTEREST AND THE APPEARANCE OF IMPROPRIETY**

GCDF credential holders and applicants shall:

1. Disclose to others, including employers, clients and colleagues, significant circumstances that could be construed as a potential or real conflict of interest, or as involving an appearance of impropriety.
2. Avoid conduct that could cause a conflict of interest regarding clients or employers. If a conflict of interest occurs, credential holders and applicants shall take reasonable steps to resolve the conflict.
3. Avoid engaging in multiple relationships with clients. In situations where multiple relationships cannot be avoided, credential holders and applicants shall discuss the potential effects of the relationships with the affected clients, and must take reasonable steps to avoid any harm.
4. Avoid any sexual or romantic relationships with clients. Credential holders and applicants shall not engage in sexual or romantic interactions with former clients for a minimum of two (2) years following the date of termination.
5. Refrain from offering or accepting significant payments, gifts, or other forms of benefits that are intended to influence occupational judgments or services.
6. Acknowledge accurately the intellectual property of others with respect to all activities.

Approved by the CCE Board of Directors: July 19, 1997

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