



## CODE OF ETHICS

1. The **contract** for a Module is **trilateral**:
  - ◆ **FACILITATOR** (IDEM PER IDEM), represented by Elena FOURES, founder
  - ◆ **CLIENT** – the person that is coached
  - ◆ **COMPANY** – represented by the Prescriber (HRD)
  
2. The **client volunteers** to the coaching process and commits to:
  - ◆ Make the necessary arrangements to attend a coaching session every 3-4 weeks as a minimum. Otherwise she/he must inform the facilitator of the reasons for her/his not being able to keep up with the planned rhythm of sessions;
  - ◆ Working between sessions. It is her/his job to do so in order to meet the goals of the program.
  
3. **CONFIDENTIALITY**: the content of sessions is **strictly confidential**, and no information whatsoever can be handed out, whatever the reason for such a demand.  
The Facilitator is responsible for this aspect of the contract.
  - ◆ This encompasses documents, feed-backs etc. IDEM PER IDEM has very strict procedures in this regard (post and email confidentiality...), and any document related to a contract is systematically destroyed after its completion.
  - ◆ IDEM PER IDEM cannot mention the name of a corporate client, a prescriber or a client unless it obtains an agreement in writing to do so.
  - ◆ Any information on the company, its management or the client originating from the mission is also strictly confidential, and cannot be passed over to a third party nor used in any way.
  
4. The client has **free access to the facilitator** between sessions for feedback via phone or email if necessary.



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5. In case of acknowledged **force majeure**, the missed session is simply rescheduled to a later date.
6. The **schedule** can be changed by way of mutual agreement, depending on the needs for progress and professional imperatives.
  - ◆ In particular, cancellations by the client can be made 24h in advance; last minute cancellations or on the day of the planned session are not accepted and will count as effective.
  - ◆ Cancellations or postponement by the facilitator of sessions will take place at least 48h in advance.
7. Conscious of her/his role and position, the facilitator is forbidden to undue influence.
  - ◆ Coaching aims for endogenous solutions from the client (coming from her/him), and is thus different from counselling (focused on exogenous solutions). For this reason, **the facilitator lets the client take on full responsibility for his/her own decisions.**
8. **Supervision** : The facilitator is supervised for the duration of her/his practice.
9. A **regulatory certificate of independence commitment** will be provided at the same time as the mission proposal.