

## Purpose

- To cover the professional behaviour and practice required of all CDI members.
- To inform the public of the ethical principles to which all CDI members adhere.

The CDI recognises the diversity of backgrounds and work contexts of its members. All members will be just and fair to all, respect human rights and dignity and adhere to legal requirements and obligations.

Members will develop and maintain professional and supportive working relationships with colleagues both inside and external to their own organisation and respect the contributions of other career development professionals to the activities and services on offer.

In all circumstances members will endeavour to enhance the standing and good name of the career development profession and the Career Development Institute.

All members agree and commit to upholding the highest standards of professional behaviour as set out in these principles.

## 1. Equity, Diversity and Inclusion

Members will actively promote equity and diversity and work towards the removal of barriers to personal achievement resulting from prejudice, stereotyping and discrimination. Members will promote access to career development activities and services in a range of ways that are appropriate and ensure inclusion for all.

## 2. Accountability

Members are accountable for their career development activities and services and will submit themselves to whatever scrutiny is appropriate to their role, including the CDI Discipline and Complaints Procedure.

## 3. Autonomy

Members will encourage individual autonomy, enabling clients in making decisions in the individual's best interests.

## 4. Confidentiality

Members will respect the privacy of individuals. Career development interactions should be conducted in an agreed and suitably private environment. Clients must be informed of the limits of confidentiality and data-sharing at the outset. Disclosure of confidential information should only be made with informed consent or when required by law.

## 5. Competence and Continuous Professional Development

Members will maintain their professional competence, knowledge and skills through participation in continuous professional development informed by reflective practice and relevant national standards. Members will also represent their professional competencies, training and experience accurately and function within the boundaries of their training and expertise.

## 6. Duty of Care to Clients

Members have a moral and legal duty of care and will adopt a client centered approach agreed with the client.

## 7. Impartiality

Members will maintain awareness of any limitations on their impartiality, acknowledge potential impact and take a neutral and non-directive approach when working with clients. Where impartiality is not possible, members will declare this to the client promptly.

## 8. Transparency

Members will agree the purpose and approach to their career development services and activities in an open and transparent manner to gain trust and informed consent.

## 9. Trustworthiness

Members will act in accordance with the trust placed in them and honour agreements and promises.

## 10. Fitness to Practise

Members will embrace reflective practice and maintain their fitness to practise in terms of their personal integrity, physical and mental well-being.

Within the Code of Ethics reference to specific job roles or services has been avoided. All career development activities and services are covered by this code.

The CDI is committed to excellent practice and ethical principles.

As members and clients are increasingly supported by digital technologies and Artificial Intelligence (AI), the CDI recommends that members commit to remaining current and have a critical understanding of emerging technologies and their application to practice.

As supervision/observation, can play a vital role in supporting excellent and ethical practice, the CDI recommends that, where relevant and available, CDI members take advantage of this support.

A complaint of a breach of this Code of Ethics will be dealt with in accordance with the CDI Discipline and Complaints procedure.

