CODE OF ETHICS

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, whilst recognising the diversity of backgrounds and work settings of its members, requires all members to adhere to the highest standards of professional behaviour as set out in the twelve principles below:

1. Accessibility
Members must promote access to career development activities and services in a range of ways that are appropriate and ensure inclusion.

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

3. Autonomy
Members must encourage individual autonomy in making decisions and always act in the individual’s best interests.

4. Competence
Members must monitor and maintain their fitness to practice at a level that enables them to provide an effective service.

5. Confidentiality
Members must respect the privacy of individuals, disclosing confidential information only with informed consent, except where there is clear evidence of serious risk to the client or welfare of others.

6. Continuous Professional Development
Members must maintain their professional competence, knowledge and skills through participation in continuous professional development informed by reflective practice and the National Occupational Standards: Career Development.

7. Duty of Care – to Clients, Colleagues, Organisations and Self
Members have a duty of care and are expected always to act in the best interests of their clients.

8. Equality
Members must actively promote equality and diversity and work towards the removal of barriers to personal achievement resulting from prejudice, stereotyping and discrimination.

9. Impartiality
Members must ensure that professional judgement is objective and takes precedence over any external pressures or factors that may compromise the impartiality of career development activities and services. In doing so, members must ensure that advice is based solely on the best interests of and potential benefits to the client.

Where impartiality is not possible this must be declared to the client at the outset.

10. Justice
Members must be just and fair to all clients, respect their human rights and dignity and adhere to any legal requirements and obligations.

11. Transparency
Members must provide career development services and activities in an open and transparent manner.

12. Trustworthiness
Members must act in accordance with the trust placed in them, ensure that the clients’ expectations are ones that have reasonable expectations of being met and honour agreements and promises.

N.B. Within this code of ethics reference to specific job roles or services has been avoided. Instead reference is made to career development activities and services which is taken as including career information, advice, guidance, development, coaching, education and talent management.

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