

The Career Consultant's Code of Ethics

Scope and purpose of cooperation

I will define the goal of my work with the client and conclude a contract setting out clear rules of cooperation.

I will comply with the provisions and arrangements laid out in the contract.

I acknowledge the client's right to terminate the contract if they feel that I am not fulfilling the goals of the career advisory process and/or complying with the terms of the contract.

I have the right to refuse or discontinue the provision of services if the client breaches the terms of the contract, behaves unethically or violates my mental or physical limits.

I will not provide career advisory services under the influence of drugs or alcohol, and if the client's behavior leads me to suspect that they are under the influence of alcohol or drugs, I will end the career advisory session.

I will act in my client's best interest, applying all the tools and techniques at my disposal carefully and thoughtfully, and always bearing in mind the dignity of the client and the success of the entire process.

I will carefully select the methodology in accordance with the client's situation and purpose of cooperation. I know when to use coaching, when to teach and when to advise based on reliable data.

I will present the client various possibilities and support them in finding the path that is right for them, but they must make the final decision on their own.

I am aware of my own career preferences and the potential bias that this entails as well as the fact that this can have a negative impact on my advice.

I will stay up to date with my client's progress and provide them with reliable feedback based on facts and data, not my subjective evaluation.

I will not provide information that lies beyond my competencies or undertake tasks for which I am not fully prepared. I will only work with the client on processes I believe in and only within the scope of my competencies and experience.

I will support my client in their job search, but cannot guarantee to provide them with information on remuneration and other factors that vary depending on the employer.

I will act for the benefit of my client by offering them the services of other Career Consultants or specialists (e.g. a psychologist, psychiatrist, doctor, lawyer) when I believe it is necessary or more beneficial for the client.

I will only provide services in return for non-monetary compensation if this does not adversely affect the career advisory process.

Cooperation outcomes

I will not provide career advisory at all costs, especially when the client does not take responsibility for their own development or decisions.

I will not deceive the client or make false statements about what the client will achieve by working with me. I will not make promises of any kind.

I will only offer career advisory services when the client has expressly consented to receiving them and is motivated to change.

I will support the client using my knowledge and experience. I will ensure that the client understands that I am not responsible for the final result. I will not provide guarantees as to the final terms of a contract signed with an employer.

Confidentiality

I will maintain full discretion and confidentiality in matters relating to the client. I will not share information about the client or career advisory process without their consent.

I will not share any information related to the client or our collaboration to a principal (a party other than the client) that extends beyond what has been agreed upon in the contract.

Respect and boundaries

I am a person who values tolerance and respect, and therefore do not discriminate against clients based on their views, values, religion, beliefs, origin, gender identity, sexual orientation, nationality or disability.

I will not violate the client's mental and physical boundaries. I will not impose my own values and beliefs.

I will not abuse the client emotionally or materially, nor violate their dignity or freedom.

I will not engage in romantic and sexual relationships with my clients.

Professional Development

I will strive to constantly deepen my knowledge and develop my own competencies and skills in order to increase my level of expertise and advise my clients more effectively. I will stay up to date with the labor market and the latest reports and research on the career advisory industry.

I will take advantage of the observations and feedback provided by other Career Consultants and all those whose experience can help me in my professional development, especially when I have doubts or difficulties at work that I cannot overcome on my own.

I will take care of my own mental and physical health for the benefit of my clients.

Whenever possible, I will contribute to developing the idea of career advisory and related research (publications, conferences, interviews, as a member of a research team).

Honesty and reliability

I will act honestly, reliably and decently. I will demonstrate respect for all the people I work with. I will not question the competencies of other Career Advisors or speak thoughtlessly about their work, expressing criticism only in cases of overt abuse and ethical violations.

I will only share true information about my qualifications, competencies and experience in an appropriate way with my client. I will not engage in any activities that may adversely affect the good name of my profession. I will explain every abuse and misinterpretation related to my work.

I will respect copyright and intellectual property laws by correctly attributing any contributions that other people have made to my work.

Conflicts of Interest

I will make every effort to avoid conflicts between my own interests and the interests of clients and/or third parties, carefully assessing the relationship between the parties in a given situation to prevent such situations (different roles that I have to fulfill, maintaining professional and personal secrecy).

I will openly inform the parties concerned of any conflict of interest in order to find the appropriate course of action that will be most beneficial to them, including a waiver of services. When the client's interests conflict with the objectives of the organization (contract owner) in which I am employed, I will prioritize the interests of my client.