

## Code of Ethics

The Careers and Transition Education Association brings together people working in the areas of careers education, advice and guidance, and transition education.

### Purpose

The Code of Ethics is designed to safeguard:

- the consumers of the services named above (clients)
- the integrity of the association.
- the members of the association
- the employing body of the CATE member

### Personal Conduct of Members

1. Members will uphold the Constitution of the Association and Code of Ethics at all times
2. Members will respect the principles of the Treaty of Waitangi
3. Members will treat clients and professional colleagues with honesty, respect, empathy and integrity.
4. All members will be responsible for the decisions they make, and guidance given in the course of their work.
5. Members will recognize the limits of their expertise, and they should not offer services beyond their professional competence.
6. Members will work within the bounds of their employment agreement.
7. Members will maintain their professional competence, knowledge and skills through participation in regular professional development.
8. All statutory and legal obligations will be observed and where doubt exists the relevant authorities will be consulted

### Responsibility to the Clients

1. The member will aim to develop and maintain a professional relationship with the client based upon the needs and best interests of the client.
2. A client's confidentiality will be respected. Where a third party is to be involved the client must be informed in advance. Disclosure of information should only be made with informed consent or when required by law.
3. The dignity and personal rights and the right to make their own decisions must be respected.
4. The ethical, cultural, and racial diversity of the client are to be considered and respected.
5. Each person must be dealt with fairly, equitably and without prejudice, respecting their values, beliefs and life experiences and those of their families and communities to which they belong
6. The client has the right to receive up to date and accurate information.
7. Members will use methods, tools and techniques which are considered to promote good practice.
8. Members will give impartial advice, which does not seek **to** benefit them, or any organisation they are connected to, personally or financially.
9. Members will act in the best interests of their client at all times. Where there is likely to be a conflict of interests, the client must be given the opportunity to seek help elsewhere.