



MMS COACH TRAINING

Session #1

MMS Code of Ethics

Introduction

As an MMS Certified Coach you are required to function from a position of dignity, personal responsibility, and autonomy. An MMS Certified Coach will act in such a way as to cause no harm to any client or sponsor, but rather to provide support to a client in achieving their goals and meeting objectives.

The MMS Code of Ethics covers the following:

- Competence
- Context
- Boundary Management
- Integrity
- Professionalism
- Confidentiality

1. Competence

An MMS Certified Coach will:

- a) Ensure that their level of experience and knowledge is sufficient to meet the needs of the client.
- b) Ensure that their capability is sufficient to enable them to operate according to this Code of Ethics and standards that may subsequently be produced.
- c) Develop and then enhance their level of competence by participating in relevant training and appropriate Continuing Professional Development activities.
- d) Maintain a relationship with a suitably-qualified advisor, who will regularly assess their competence and provide guidance and support their development

2. Context

An MMS Certified Coach will:

- a) Understand and ensure that the MMS Coaching experience reflects the context and expectations of the client and are understood.
- b) Maintain an ongoing awareness of the objectives and expectations of clients to ensure those are being met.



- c) Focus on providing a consistent opportunity for learning and growth.

3. Boundary Management

An MMS Certified Coach will:

- a) At all times operate within the limits of their own competence, recognize where that competence has the potential to be exceeded and where necessary refer the client either to a more experienced MMS Certified Coach, or support the client in seeking the help of another professional, such as a counselor, psychotherapist or business/financial advisor.
- b) Be aware of the potential for conflicts of interest of either a commercial or emotional nature to arise through the coach/mentoring relationship and deal with them quickly and effectively to ensure there is no detriment to the client or sponsor.
- c) Do not engage in inappropriate relations with any client, under any circumstance that could jeopardize the integrity of MMS Worldwide Institute, BV or the Coaching community.

4. Integrity

An MMS Certified Coach will:

- a) Act within applicable law and do not encourage, assist or collude with others engaged in conduct that is dishonest, unlawful, unprofessional or discriminatory.
- b) Conduct yourself in a manner that adheres to the MMS Code of Ethics.

5. Professionalism

An MMS Certified Coach will:

- a) Not exploit the client in any manner, including, but not limited to, financial, sexual or those matters within professional relationship.
- b) The MMS Certified Coach will ensure that the duration of the Coaching contract is only as long as is necessary for the client.
- c) Understand that professional responsibilities continue beyond the termination of any coach/mentoring relationship. These include the following:
 - Maintenance of agreed confidentiality of all information relating to clients and sponsors
 - Avoidance of any exploitation of the former relationship
 - Provision of any follow-up which has been agreed
 - Safe and secure maintenance of all related records and data
- d) Demonstrate respect for the variety of different approaches to coaching and other individuals in any profession.
- e) Never plagiarize the work of others to represent it as one's own.



- f) Ensure that any claim of professional competence, qualifications or accreditation is clearly and accurately explained to potential clients and that no false or misleading claims are made or implied in any published material

6. Confidentiality

An MMS Certified Coach will:

- a) Not disclose any information that is not explicitly agreed upon with the Client unless you believe that there is convincing evidence of serious danger to the client or others if the information is withheld.
- b) Maintain the privacy of all records and data in relation to the Coaching relationship.