



Code of Ethics and Standards of Professional Conduct

PREAMBLE

The International Board of Certified Trainers, a foundation organized under Dutch law was founded as a professional society in the US. The mission of the Board is to improve the practice of training and the public's perception of it. To this end, the Board promotes high standards in the conduct of professional training. Communicates those standards to the public. Accredits as Certified Trainers members of demonstrated competence who have agreed to uphold the Board's standards as a continuing condition of individual certification. IBCT accepts, as associate members, others in the practice of training who are working toward certification, who comply with the code of conduct, and who have agreed to uphold the Board's standards as a continuing condition of membership. Certified members of the Board are authorized to use the title Certified Professional Trainer (CPT) or Certified Trainer/HRD Consultant (CT).

PURPOSES OF THE CODE

This Code of Professional Conduct shows commitment by members of the obligation to self-discipline above and beyond the requirements of law. Thus, it notifies the public that members will maintain a high level of ethics and professional service, and proclaims that in return for the faith that the public places in them, the members accept the obligation to conduct their practice in a way that will be beneficial to society.

The Board enforces the Code by receiving and investigating all complaints of violations and by taking disciplinary action, including revocation of certification against any member who is personally found to be guilty of Code violation, or who as a professional employee, or officer of a training consulting organization, is found to be willfully supporting a practice of Code violation. In the final analysis, it is the desire for the respect and confidence of the profession, and of the society that should motivate the trainer to maintain the highest possible ethical conduct. The loss of that respect and confidence is the ultimate sanction. Members who don't comply with the behavioral code will be removed from the directory of Certified Trainers after investigation has confirmed their deviant behavior.

THE CODE OF ETHICS

Members and IBCT certified trainers must:

- Act with integrity, competence, diligence, respect, and in an ethical manner with the public, clients, prospective clients, trainees, clients' employees, colleagues in the profession, and other participants in the global HRD markets.
- Place the integrity of the profession and the interests of clients above their own personal interests.
- Use reasonable care and exercise independent professional judgment when conducting training evaluation, providing recommendations, taking HRD actions, and engaging in other professional activities.
- Practice and encourage others to practice in a professional and ethical manner that will reflect credit on themselves and the profession.
- Promote the integrity of IBCT, and uphold the IBCT rules governing IBCT Train-the-Trainer programs.
- Maintain and improve their professional competence and strive to maintain and improve the competence of their clients according to IBCT standards.

STANDARDS OF PROFESSIONAL CONDUCT

I. PROFESSIONALISM

- A. Qualifying trainers.** As the main belief of the Board is that trainers should be prepared and get qualified based on international standards, we fully discourage IBCT certified trainers to conduct or participate as trainers in TTT/TOT programs except for the ones that are certified and supervised by IBCT.
- B. Professional Attitude.** The reliance of managers of private and public institutions onto the advice of trainers imposes an obligation to maintain high standards of integrity and competence. In recognition of the public interest and their obligation to the profession, members & trainers must:
- Exercise independence in thought and action.
 - Hold the affairs of their clients in strict confidence.
 - Continuously strive to improve their professional skills.
 - Advance professional standards of training.
 - Treat similarly situated people similarly, while taking account of human, cultural, and other differences.
 - Uphold the honor and dignity of the profession.
 - Maintain the IBCT standards of personal conduct.
 - Promote fair, safe and sustainable learning environment.
 - Strive to achieve the balance between interest as a trainer and that of the client.

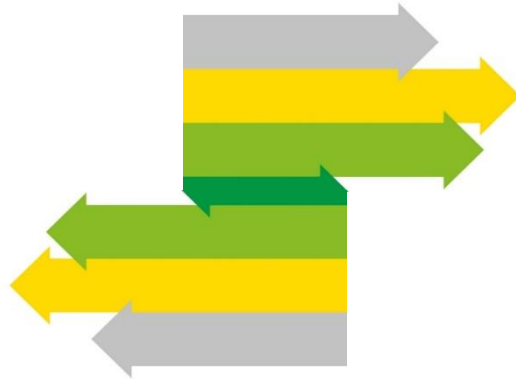
- C. Independence and Objectivity.** Members and trainers must maintain independence and objectivity in their professional activities. They must not offer, solicit, or accept any gift, benefit, compensation, or consideration that reasonably could be expected to compromise their own or another's independence and objectivity.
- D. Misinterpretation.** Members and trainers must not knowingly make any misrepresentations relating to training & HRD, recommendations, actions, or other professional activities.
- E. Misconduct.** Members and trainers must not engage in any professional conduct involving dishonesty, fraud, or deceit or commit any act that reflects adversely on their professional reputation, integrity, or competence.

II. CONFLICTS OF INTEREST

- A. Disclosure of Conflicts.** Members and trainers must make full and fair disclosure of all matters that could reasonably be expected to impair their independence and objectivity or interfere with respective duties to their clients, prospective clients, and trainees. They must ensure that such disclosures are prominent, are delivered in plain language, and communicate the relevant information effectively.
- B. Referral Fees.** Members and trainers must disclose to IBCT and their clients, and prospective clients, as appropriate, any compensation, consideration, or benefit received from, or paid to, others for the recommendation of IBCT services.

III. RESPONSIBILITIES AS AN IBCT TRAINER

- A. Conduct as a trainer in any training program.** IBCT Certified trainers must not engage in any conduct that compromises the reputation, integrity, validity, or security of the IBCT examinations.
- B. Reference to IBCT foundation, the IBCT designation, and the IBCT Training Programs.** When referring to IBCT, IBCT membership, the IBCT designation, or candidacy in any IBCT Programs, members and trainers must not misrepresent or exaggerate the meaning or implications of membership in IBCT foundation, holding the IBCT designation, or candidacy in the IBCT Program. They must show the ultimate respect to all IBCT-related issues as well.



I Hereby acknowledge that I have received, carefully read and understood the IBCT CODE OF ETHICS and STANDARDS of PROFESSIONAL CONDUCT. I do promise to live and abide by it in letter and spirit and support its implementation at all times.

Name: _____

Organization: _____

Signature: _____

Witness Name: _____

Witness signature: _____

Date: _____