

Career Professionals of Canada 

# Code of Professional Conduct



SETTING THE STANDARD FOR EXCELLENCE!

1




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2




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3



- What is it?
- Why we need it?
- How to use it.

4



5

## CAREER DEVELOPMENT PROFESSIONAL COMPETENCY FRAMEWORK

- The National Competency Profile for Career Development Professionals.
- Code of Ethics for Career Development Professionals

<https://ccdp-pcdc.ca/>

6

CAREER PROFESSIONALS OF CANADA  
Code of Professional Conduct



- Ethics & Integrity
- Professionalism & Competence
- Diversity & Inclusion
- Community & Relationships



7



- Principle 1  
Ethics & Integrity
- Principle 2  
Professionalism & Competence
- Principle 3  
Diversity & Inclusion
- Principle 4  
Community & Relationships

8





9

## PRINCIPLE 1: ETHICS & INTEGRITY





- 1.1 Learn and comply with all aspects of the Code of Ethics for Career Development Professionals.
- 1.2 Adhere to all legislation and regulations applicable to the delivery of services.
- 1.3 Represent credentials truthfully and refrain from overstating qualifications or outcomes of services.
- 1.4 Ensure accuracy and professionalism in all forms of marketing and communications.
- 1.5 Honour commitments to clients and deliver services and products as promised.
- 1.6 Demonstrate integrity in all interactions with organizations, institutions, and individuals.
- 1.7 Comply with all intellectual property policies, copyright laws, and trademark restrictions.
- 1.8 Implement risk management to ensure effective and efficient delivery of services.
- 1.9 Avoid any conflicts of interest which might influence objectivity, decisions, or behaviours.
- 1.10 Take action to rectify or report any violations to CPC's Code of Professional Conduct.

10

## PRINCIPLE 2: PROFESSIONALISM & COMPETENCE



- 2.1 Commit to ongoing professional development and follow a continuous learning plan.
- 2.2 Keep informed on emerging trends, practices, and advances within the profession.
- 2.3 Align services to current career development standards and labour market needs.
- 2.4 Provide services within the boundaries of our qualifications and competence.
- 2.5 Inform clients of the limitations and benefits of services to be provided.
- 2.6 Use evidence-based research and technology to inform services and interventions.
- 2.7 Document client case records with sufficient clarity to track details of services provided.
- 2.8 Communicate timely, accurate, current, and relevant information to clients.
- 2.9 Secure all information and records stored on paper and electronically.
- 2.10 Notify authorities when a client places themselves or others in clear and imminent danger.

11

## PRINCIPLE 3: DIVERSITY & INCLUSION



- 3.1 Provide a standard of care which minimizes risk and supports optimal outcomes for each client.
- 3.2 Avoid negligently or intentionally discriminating or causing harm.
- 3.3 Respect and advocate for the individual rights and personal dignity of all clients.
- 3.4 Seek awareness of client identification and abilities.
- 3.5 Consider clients' contexts, diversity issues, and histories when engaging with them.
- 3.6 Customize interventions for unique client needs, circumstances, and interests.
- 3.7 Use psychometric assessment tools that are reliable, fair, valid, and appropriate.
- 3.8 Advocate on behalf of clients to ensure accessibility to social supports.
- 3.9 Respect clients' autonomy and freedom of choice to make their own informed decisions.
- 3.10 Inform clients about their right to seek a second opinion or to refuse recommended services.

12

PRINCIPLE 4: COMMUNITY & RELATIONSHIPS 



- 4.1 Maintain strong relations, mutual respect, and open dialogue among members and colleagues.
- 4.2 Communicate clearly and effectively with colleagues, clients, and other professionals.
- 4.3 Nurture a collaborative working alliance and trusting relationship with clients.
- 4.4 Do not engage in, condone, or ignore any form of harassment of colleagues, clients, or others.
- 4.5 Develop and maintain a reputable and current referral network of service providers.
- 4.6 Refer clients to appropriate professionals when required services are outside of areas of competence.
- 4.7 Take all reasonable measures to maintain privacy and confidentiality in interactions.
- 4.8 Maintain confidentiality when using social media and other online technology.
- 4.9 Obtain informed consent from all involved prior to sharing information with any third party.
- 4.10 Report security breaches of information to affected individuals and appropriate authorities.

13



**Principle 1**

- Ethics & Integrity

**Principle 2**

- Professionalism & Competence

**Principle 3**

- Diversity & Inclusion

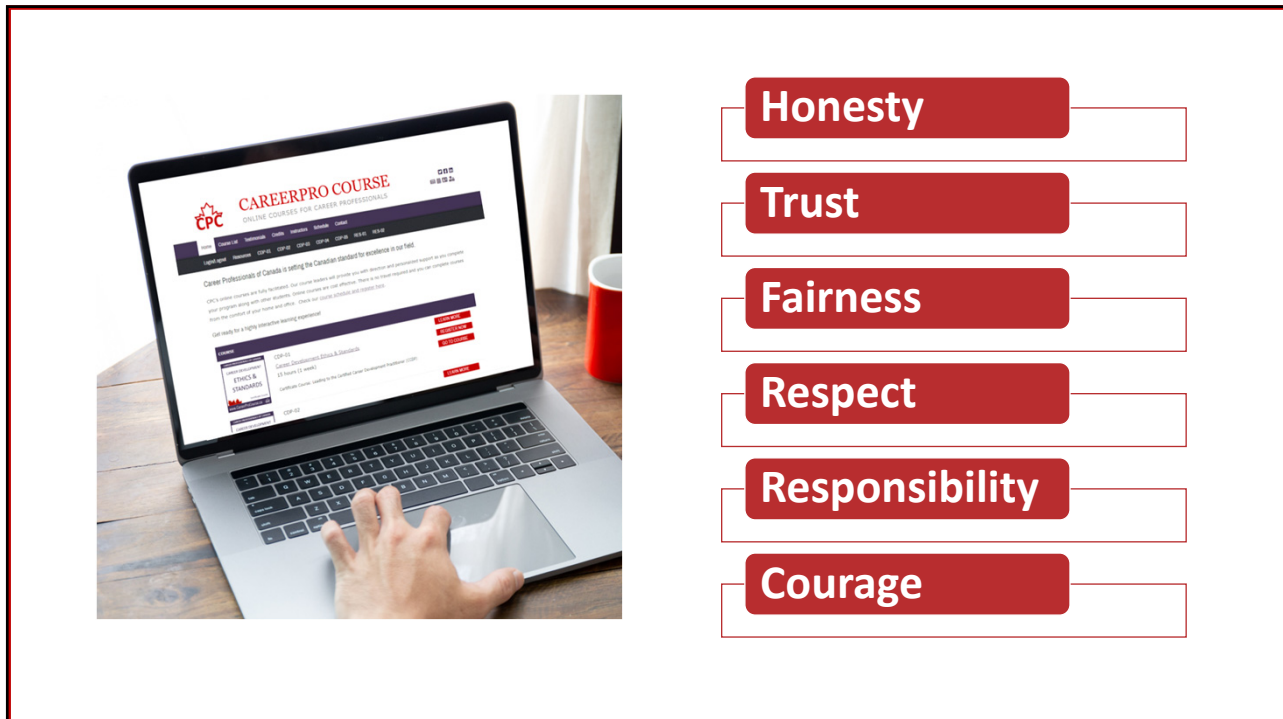
**Principle 4**

- Community & Relationships

14



15



16



**Career Professionals of Canada** 

We embody ethics and integrity  
in all that we do!

17

**FOUNDATIONAL ETHICS & THEORY TRAINING** 

 [www.CareerProCourse.ca](http://www.CareerProCourse.ca)

**CAREER DEVELOPMENT  
FOUNDATIONS**  
CERTIFICATE COURSE

**CDP-101**

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18

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