



INDIAN
CAREER
EDUCATION &
DEVELOPMENT
COUNCIL

Code of Ethics

- To work according to the mission of ICEDC , strive to achieve the objectives and uphold an exemplary professional image.
- Obtain qualifications necessary to provide career development services and maintain high standards of knowledge, skills, and capabilities.
- Members must present their qualifications and experience accurately and fully. They must not claim nor imply professional qualifications or professional affiliations that may imply inaccurate expertise and/or endorsement.
- High levels of integrity in all forms of communications, and solicitation must be maintained in a manner that enhances the profession.
- The members must improve their own competencies by keeping up to date with emerging trends, practices, and advances in the field.
- Members must specifically refrain from practicing in areas in which they do not have training or are not professionally experienced.
- Also, members must refrain from dictating to or coercing student choices, values, lifestyles, plans or beliefs; students must be encouraged to reflect, make independent decisions and self manage their life and career.
- Ensure assessment tools, if used, are chosen, administered and interpreted accurately, after appropriate training.
- All material and information used with client must be current , accurate, unbiased and in the best interest of the client
- Explain clearly services being provided - including goals, techniques used - and deliver services promised.
- Deal with each person fairly, equitably and without prejudice, respecting their values, beliefs and life experiences and those of their families and communities to which they belong
- Ensure that the services provided are culturally appropriate and relevant to the individuals' needs
- Take into consideration the stage at which that their clients are in their career and contextualise information and advice given

- Treat colleagues with the utmost respect, encouraging strong relations, open dialogue and referral when their own competency does not meet the client's need.
- Be committed to the values of respect for human dignity and human rights and not discriminate based on race, religion, gender, sexual orientation or other such grounds.
- Members should comply with all ethical and legal obligations and not knowingly violate or cause to be violated any legislated act, regulation, or by-law that relates to the delivery of the organisation.
- Members must be aware of their own personal values and issues and avoid imposing or projecting these on their clients or be judgemental.
- All clients, colleagues, teachers, students and parents of the students must be made aware about the Code of Ethics, which must be displayed.
- Career development practitioners must maintain privacy, confidentiality and security of all client records, whether records are written, on audiotape, or videotape, computerized or electronically stored.
- Career development practitioners should avoid and/or disclose any conflicts of interest which might influence their professional decisions or behaviours or mar the objectivity of the service provision.
- Members must not exploit any relationship to further their personal, social, professional, political, or financial gains at the expense of their clients.
- Members must ensure that when an Assessment Tool is chosen to be used, the tool must be validated and reliable for use on the population in which the client, for whom the tool may be used, belong to. The validation and reliability information must be made available publicly if and when required.
- Members must develop and continually build insights on industry, business, economic, social, technological, labour market and occupational situations prevailing in a specific country in which they practice and also on such situations prevailing in the world at large. Members must also develop and continually build insights on emerging and future scenarios in all the above mentioned areas.