

Hong Kong Satir Center for Human Development
The Code of Ethics in Counseling and Supervision Service

I. Preamble

1. The Hong Kong Satir Center for Human Development aims to promote professionalism in counseling and supervision using Satir Model. In our profession, we value integrity, impartiality and respect for persons and shall seek to establish the highest ethical standard in our work. We seek to hold the interest and welfare of our clients to be paramount at all times.

II. Definitions

2. The Center means the Hong Kong Satir Center for Human Development.
3. Counselor includes Senior Counselors, Counselors and Counselors-in-training.
4. Supervisor includes Senior Supervisors, Supervisors and Supervisors-in-training.
5. Client means user of counseling service.
6. Counseling means individual, couple, family and group counseling or therapy.
7. Supervisee means user of supervision service.

III. Code of Ethics

Competence

8. We counselors and supervisors shall maintain and develop our professional competence, to recognize and work within our limits, and to identify and improve such limits.
Specifically we shall:
 - 8.1 neither claim nor imply professional qualifications which exceed we possess and are responsible for correcting any misrepresentations of those qualifications by others;
 - 8.2 recognize our own limitations and provide services or use techniques for only which we are qualified by training and experience;
 - 8.3 recognize the need to assure competent services and to seek continued education and professional growth through supervision, consultation, training and personal therapy;
 - 8.4 if requested to provide services outside our personal competence, give reasonable assistance towards obtaining such services from others who are qualified to provide them;
 - 8.5 take all reasonable steps to ensure our supervisees to comply with each of the foregoing.

Relationship with Client and Supervisee

9. We counselors and supervisors shall respect and promote the integrity and welfare of our clients and supervisees. We shall not engage in any action which would adversely affect the rights or interests of them.
Specifically we shall:
 - 9.1 provide our clients and supervisees with accurate and complete information as far as possible regarding the extent and nature of the services available to them;
 - 9.2 not exploit relationship with clients and supervisees for personal advantage or shall avoid relationship or commitments that conflict with their interests;
 - 9.3 under no circumstances engage in sexual or intimate relationship with our clients and supervisees;

- 9.4 avoid dual or multiple relationship that is reasonably likely to impair professional judgment and lead to exploitation;
- 9.5 terminate services to clients and supervisees when such services are no longer required or no longer serve their needs or interest;
- 9.6 take responsibility for clarifying the roles and obligations, setting clear and culturally sensitive boundaries with our clients and supervisees.

Confidentiality

- 10. We counselors and supervisors shall take all reasonable steps to preserve and protect the confidentiality of information acquired through our professional practice.

Specifically we shall:

- 10.1 inform our clients and supervisees of any known possible limitations in maintaining confidentiality with regard to information gathered;
- 10.2 only with prior written consent of our clients or supervisees, share with a third party any confidential information that could reasonably lead to the identification of clients or supervisees;
- 10.3 in exceptional circumstances, where there is serious concern about the safety or interests of our clients and supervisees, or about others who may be threatened by our clients and supervisees, inform appropriate third parties even without the prior consent of our clients and supervisees, whenever possible, we shall consult with the management of the Center beforehand;
- 10.4 ensure that any self-disclosure and engagement in self-growth activities in counseling and supervision are managed in a manner consistent with the principles of informed consent, confidentiality, and safeguarding against any harmful effects;
- 10.5 take all reasonable steps to ensure that our co-workers adhere to keeping the confidentiality of information obtained from client and supervisee through our professional practice;
- 10.6 release record, even without the prior consent of our clients and supervisees, when legally required.

Obtaining Consent

- 11. We counselors and supervisors shall normally carry out interventions only with the valid consent of our clients and supervisees, having taken reasonable steps to ensure that they have adequately understood the nature of the intervention.

Specifically we shall:

- 11.1 recognize and uphold the rights of our clients whose capacity to give valid consent to interventions may be diminished, including those in the care of an institution or detained under the provisions of the law;
- 11.2 recognize and uphold the rights of our clients to withdraw previously given consent to interventions or other professional procedures after the commencement of such procedures;
- 11.3 obtain informed consent from our clients with regard to video or audio recording and permitting third party observation of the activities.

Maintenance and Access to Records

- 12. We counselors and supervisors shall maintain and access to records in compliance with specific

requirements of the law.

Specifically we shall:

- 12.1 only record information which is necessary for continuous services;
- 12.2 ensure that our case and supervision records remain anonymous unless it is in the interests of the concerned parties;
- 12.3 destroy any records under our control that no longer need to be personally identifiable for these purposes;
- 12.4 adhere to the policy of the Center with regard to the retention and disposal of records under the principles for the proper protection of confidentiality;
- 12.5 safeguard the security of our records including records held on computers, and where we have limited control over access to such records, we shall exercise discretion with regard to the information entered in the record;
- 12.6 make proper and timely case and supervision records.