

# **All International Hypnosis Association Members And IHA Approved Course Providers Agree To The Following:**

1. Maintain strict confidentiality about clients and their sessions at all times, with the following exceptions:
  1. Disclosure of private information at the request of the client and accompanied by written permission from the client.
  2. Disclosure of private information by court order.
  3. Disclosure of private information is legally required due to suspected abuse, neglect or violence toward a child or an elderly adult.
2. Ensure that client notes and records be kept secure and confidential.
3. Maintain a scope of practice that is within the recognized knowledge and competence of the profession and individual training.
4. Remain aware of personal and professional limitations and wherever appropriate, refer a client to another practitioner (regardless of discipline) who may better serve the client's needs.
5. Maintain and improve skills and professional competence through ongoing training, experience, and awareness of research and developments in the field.
6. Advertising must be truthful, honest, and accurate. Do not mislead people about what you do, who you are, or what you can offer.
7. If the practitioner is not legally qualified and licensed according to local regulations to deliver relevant mental or physical health care:
  1. Ensure that any client seeking assistance for the relief of physical or mental health symptoms provide a referral in writing from a relevant legally qualified health practitioner, or be advised to contact a licensed medical or mental health

practitioner for said referral, prior to establishing a practitioner/client affiliation.

8. Never knowingly offer advice to a client which conflicts with or is contrary to that given by the client's medical or mental health practitioners.
9. Cooperate with other practitioners upon the request and consent of the client.
10. Obtain written permission from the client (or if appropriate, the client's parent/s or legal guardian/s) before recording client sessions.
11. Obtain the consent of an appropriate adult (i.e. parent or legal guardian) wherever possible, before conducting sessions with clients who are under the age of majority, or who have been deemed unable to manage their own care.
12. Take all reasonable steps to ensure the safety of the client and any person who may be accompanying them.
13. Ensure that the workplace and all facilities offered to both clients and visitors is in every respect suitable and appropriate for the service provided.
14. Never use a position of authority, trust or confidence to:
  1. Exploit a client emotionally, sexually, financially or in any other way.
    1. If an intimate relationship develops between a practitioner and client (or members of their respective immediate families), the practitioner must immediately cease to accept fees, terminate the practitioner/client affiliation, and refer the client to another suitable practitioner.
    2. If a financial relationship, other than for the payment of relevant products or services, develops between a practitioner and client (or members of their respective immediate families), the practitioner must immediately cease to

accept fees, terminate the practitioner/client affiliation, and refer the client to another suitable practitioner.

15. Never touch the client in any way *without explanation AND explicit consent*. (e.g. Before employing tactile induction or deepening techniques, an explanation should be given and understood, and informed consent received).
16. Always remain focused on a client's stated goals, and refrain from extending sessions unnecessarily.
17. Upon request, disclose and make easily accessible the full details of all relevant memberships, training, experience, qualifications and appropriate avenues of communication.
18. Make no false claims whatsoever, including but not limited to:
  1. Claiming specific qualifications without substantiation.
  2. Using any titles or honorifics, i.e. 'Doctor', in a manner that is misleading in any way.
19. Present all services and products with clear and factual explanations, including but not limited to explaining any limitations and realistic outcomes.
20. Provide full verifiable details of any client costs/charges associated with services, including fee levels, precise terms of payment and any charges which might be imposed for non-attendance or cancelled appointments.
21. Do not require payment for any service or product that is not delivered, with the exception of clearly stated cancellation or non-attendance fees.
  1. Example: If a 6 session bundle/package is purchased by a client, ensure clarity regarding fee structure. Is the price equal to 5 sessions, with the 6th session free? Or is the price spread out over 6 sessions equally, and if they quit after 3

sessions, will they receive a refund for the other 3 sessions equal to that amount?

22. Ensure that the client retains complete control over the decision to purchase any service or product.

23. Ensure that the client knows they are at choice, and can terminate sessions at any time.

1. If the practitioner is recognized and providing services under a government or legal mandate, clearly explain and adhere to the applicable rules and regulations.

24. Never discriminate against any client for any reason, including but not limited to:

1. Discrimination based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, or political beliefs.

25. Be aware of and abide by local regulations and legal requirements regarding the practice of this profession and business.

26. Always maintain standards of the highest professional conduct.