

# Catalyst

## Code of Professional Ethics

### TABLE OF CONTENTS

INTRODUCTION

PREAMBLE

GENERAL PRINCIPLES

PRINCIPLE A: COMPETENCE

PRINCIPLE B: INTEGRITY

PRINCIPLE C: PROFESSIONAL RESPONSIBILITY

PRINCIPLE D: RESPECT FOR PEOPLE'S RIGHTS AND DIGNITY

PRINCIPLE E: CONCERN FOR OTHERS' WELFARE

PRINCIPLE F: SOCIAL RESPONSIBILITY

ETHICAL STANDARDS

1. GENERAL STANDARDS

- 1.01 Code of Ethics Applicability
- 1.02 Ethics and Law
- 1.03 Boundaries of Competence
- 1.04 Maintaining Expertise
- 1.05 Language
- 1.06 Human Differences
- 1.07 Nondiscrimination
- 1.08 Respecting Others
- 1.09 Sexual Harassment
- 1.10 Other Harassment
- 1.11 Personal Problems and Conflicts
- 1.12 Avoiding Harm
- 1.13 Multiple Relationships
- 1.14 Bartering
- 1.15 Documentation of Professional Work
- 1.16 Records and Data
- 1.17 Fees and Financial Arrangements
- 1.18 Referrals and Fees

## 2. FACILITATOR'S RESPONSIBILITIES TO THE PARTICIPANT

- 2.01 Accessibility
- 2.02 Personal Integrity
- 2.03 Limits of Competence
- 2.04 Surroundings
- 2.05 Confidentiality
- 2.06 Release of Information
- 2.07 Structuring the Relationship
- 2.08 Sexual Intimacies With Current Participants
- 2.09 Terminating the Professional Relationship
- 2.10 Continuation of Care
- 2.11 Interruption of Services
- 2.12 Honest Communications, Actions, and Behaviors

## 3. FACILITATOR'S RESPONSIBILITIES TO THE PROFESSION

- 3.01 Integrity of the Profession
- 3.02 Definition of Public Statements
- 3.03 Statements by Others
- 3.04 Avoidance of False or Deceptive Statements
- 3.05 Media Presentations

## 4. FACILITATOR'S RESPONSIBILITIES TO THE PUBLIC

- 4.01 Positive Solutions
- 4.02 Living Conditions
- 4.03 Public Policies and Practices
- 4.04 Advertising
- 4.05 Apprentice

## 5. RESOLVING ETHICAL ISSUES

- 5.01 Familiarity With The Code of Ethics
- 5.02 Confronting Ethical Issues
- 5.03 Conflicts Between Ethics and Organizational Demands
- 5.04 Informal Resolution of Ethical Violations
- 5.05 Reporting Ethical Violations
- 5.06 Cooperating With The Review Committees
- 5.07 Improper Complaints

## INTRODUCTION

The Catalyst Code of Professional Ethics (hereinafter referred to as The Code of Ethics) is intended to set forth values, principles, and standards to serve as a guide to the everyday professional conduct of both the Certified Catalyst Facilitator (CCF) and the Catalyst Apprentice (CA) (hereinafter referred to collectively as the Catalyst Facilitator). This Code of Ethics consists of an Introduction, a Preamble, six General Principles (A–F), and specific Ethical Standards.

The Introduction discusses the intent, procedural considerations, and scope of The Code of Ethics. The Preamble and General Principles are aspirational goals for Catalyst Facilitators toward the highest ideals of Catalyst. Although the Preamble and General Principles are not themselves enforceable rules, they should be considered by Catalyst Facilitators in support of arriving at an ethical course of action. The Preamble and General Principles may be considered by ethics bodies in interpreting the ethical standards, which set forth enforceable rules for conduct as a Catalyst Facilitator. The Ethical Standards are not exhaustive. The fact a given conduct is not specifically addressed by The Code of Ethics does not mean it is necessarily either ethical or unethical. Any given conduct not specifically addressed by The Code of Ethics is not to be implied as being either ethical or unethical.

The Catalyst Facilitator agrees to adhere to The Code of Ethics and to the rules and procedures used to implement the Code.

This Code of Ethics applies only to the professional activities and functions of the Catalyst Facilitator. These activities and functions can be distinguished from the private conduct of a Catalyst Facilitator, which is not within the scope of The Code of Ethics.

The Code of Ethics is intended to provide Catalyst with standards of professional conduct. Whether or not a Catalyst Facilitator has violated The Code of Ethics does not—by itself—determine whether legal liabilities may occur. Liabilities are determined in a court of law and are based on legal proceedings rather than ethical rules. Depending on the specific circumstances, however, compliance with or violation of The Code of Ethics may be admissible as evidence in legal proceedings.

In the process of making any decisions regarding professional conduct and behavior, Catalyst Facilitators must consider both The Code of Ethics and applicable laws. If The Code of Ethics establishes a higher standard of conduct and behavior than is required by law, Catalyst Facilitators must satisfy the higher ethical standard. If The Code of Ethics standard appears to be in conflict with the obligations of law, Catalyst Facilitators must make known their commitment to The Code of Ethics, consider the dictates of their own conscience, and take their concerns to The Review Committee in a respectful and responsible manner to resolve the conflict.

The procedure for filing a complaint of unethical conduct is available by contacting The Review Committee of the Education Department of Catalyst. The actions of The Review Committee in response to violations of The Code of Ethics include reprimand, censure, and termination of Catalyst Facilitator status. If necessary, The Review Committee may refer the matter to other governing bodies. Complainants who seek compensatory remedies such as monetary damages for alleged ethical violations by a Catalyst Facilitator must resort to private negotiations or the courts.

## PREAMBLE

The primary mission of Catalyst as a profession is to enhance human well-being with particular attention to the needs and empowerment of the client (hereinafter referred to as the Participant) who is choosing to enhance his/her quality of life.

The goal of The Code of Ethics is to strengthen ethical awareness, provide guidelines for Catalyst Facilitators, and ensure that people worldwide can confidently and with full understanding acknowledge the role of Catalyst as a non-therapeutic approach to wellness.

The Catalyst Facilitator, valuing the inherent worth, dignity, and individuality of each human being, recognizes the supreme importance of the pursuit of and devotion to greater levels of excellence. Essential to these goals is the fully accepted responsibility to adhere to the highest ethical standards and to maintain the highest possible degree of ethical conduct.

The Code of Ethics is intended to cover most situations encountered by Catalyst Facilitators. The primary goal of The Code of Ethics is the welfare and protection of Participants of Catalyst. To support this goal, Catalyst Facilitators continually develop their knowledge and skill of delivering Catalyst. They respect the objective of Catalyst—"to enhance quality of life"—by supporting Participants who choose to achieve greater levels of well-being.

The responsibility to aspire to the highest possible standards of conduct belongs to each Catalyst Facilitator individually. Each Catalyst Facilitator respects and protects human and civil rights, and does not knowingly participate in or condone unfair discriminatory practices.

The development of a dynamic set of ethical standards for a Catalyst Facilitator's professional conduct requires a personal commitment to a lifelong effort to act ethically, to encourage ethical behavior, and to consult with The Review Committee, as needed, concerning ethical issues.

## GENERAL PRINCIPLES

### PRINCIPLE A: COMPETENCE

Catalyst Facilitators strive to maintain high standards of competence in their work. They recognize the boundaries of their particular competencies and the limitations of their expertise. They provide only those services and use only those techniques for which they are qualified through instruction and experience. Catalyst Facilitators are cognizant of the varying degrees of competencies required to serve people with uniquely distinctive characteristics. In areas in which recognized professional standards do not yet exist, Catalyst Facilitators exercise careful judgment and take appropriate steps to secure the well-being of those they serve. They are responsible for their actions and recognize the need for ongoing education related to the services they render, and periodically self-assess their strengths and areas needing strengthening.

### PRINCIPLE B: INTEGRITY

Catalyst Facilitators seek to promote integrity in the science and art of practicing Catalyst, and are honest, fair, and respectful of others. In describing or reporting their services, qualifications, or fees, they do not make false, misleading, or deceptive statements. They strive to be aware of their own beliefs, values, needs, and limitations, and the influence these factors have on their delivery of Catalyst. Catalyst Facilitators clearly articulate the roles they perform and function properly in accordance with those roles.

#### PRINCIPLE C: PROFESSIONAL RESPONSIBILITY

Catalyst Facilitators uphold professional standards of conduct, clarify their professional roles and obligations, accept appropriate responsibility for their behavior, and adapt their methods to meet the needs of the wide variety of people they serve. They consult with, refer to, or cooperate with other Catalyst Facilitators to the extent needed to serve the best interests of their Participants. Catalyst Facilitators uphold moral standards to neither compromise their professional responsibilities nor reduce the public's trust in Catalyst. They are concerned about the ethical compliance of their colleagues' professional conduct. When appropriate, they consult with colleagues to prevent or avoid unethical conduct.

#### PRINCIPLE D: RESPECT FOR PEOPLE'S RIGHTS AND DIGNITY

Catalyst Facilitators accord appropriate respect to the fundamental rights, dignity, and worth of all people. They respect the rights of individuals to privacy, confidentiality, self-determination, and autonomy. Catalyst Facilitators are aware of cultural, individual, and role differences, including those due to age, gender, race, ethnicity, national origin, religion, sexual orientation, disability, language, and socioeconomic status. They strive to eliminate biases and do not knowingly participate in or condone unfair discriminatory practices.

#### PRINCIPLE E: CONCERN FOR OTHERS' WELFARE

Catalyst Facilitators seek to contribute to the welfare of those with whom they interact professionally. In their professional actions, they weigh the welfare and rights of their Participants, Apprentices, and other affected persons. When conflicts occur among their obligations or concerns, they attempt to resolve these conflicts and perform their roles in a responsible fashion, avoiding or minimizing harm. Catalyst Facilitators are sensitive to real and ascribed differences in power between themselves and others, and do not exploit or mislead other people during or after professional relationships.

#### PRINCIPLE F: SOCIAL RESPONSIBILITY

Catalyst Facilitators are aware of their professional responsibilities to the community and the society in which they work and live. They apply and make public their knowledge of Catalyst to contribute to the betterment of the human experience. They try to avoid misuse of their work. Catalyst Facilitators comply with the law and encourage the development of law and social policy serving the interests of their Participants and the public. They are encouraged to contribute a portion of their professional time for little or no personal advantage.

## ETHICAL STANDARDS

### 1. GENERAL STANDARDS

These General Standards are potentially applicable to the professional activities of all authorized Catalyst Facilitators engaged in the practice of Catalyst.

#### 1.01 Applicability.

The activity of a Catalyst Facilitator may be reviewed under The Code of Ethics only if the activity is part of his/her work-related function or is related to Catalyst. Personal activities having no connection to or effect on the roles of a Catalyst Facilitator are not subject to The Code of Ethics.

#### 1.02 Ethics and Law.

If the ethical responsibilities of the Catalyst Facilitator conflicts with law, he/she makes known his/her commitment to The Code of Ethics and takes steps to resolve the conflict in a responsible manner.

#### 1.03 Boundaries of Competence.

(a) Catalyst Facilitators provide services and educational information only within the boundaries of their competence, based on their education, training, certification, supervised experience, or other relevant professional experience.

(b) When standards do not exist with respect to an emerging area of practice, including but not limited to, emerging techniques or procedures of Catalyst or the modification of established techniques or procedures of Catalyst, Catalyst Facilitators exercise careful judgment and take reasonable steps (including appropriate education, training, consultation, and supervision) to ensure the competence of their work.

#### 1.04 Maintaining Competence.

Catalyst Facilitators maintain a reasonable level of awareness of emerging information in Catalyst and undertake ongoing efforts to maintain competence in their skills.

#### 1.05 Language.

When providing educational information such as assessments, evaluations, and the objectives and applicability of Catalyst, Catalyst Facilitators use language reasonably understandable to their Participants and relative to the practice of Catalyst.

#### 1.06 Human Differences.

Where differences of gender, age, national origin, ethnicity, race, religion, sexual orientation, disability, or socioeconomic status significantly affect the quality of service a Catalyst Facilitator provides to a particular individual or group, he/she obtains the training, consultation, or supervision necessary to ensure competence of services or he/she makes the appropriate referral to another Catalyst Facilitator.

#### 1.07 Nondiscrimination.

Catalyst Facilitators do not engage in unfair discrimination based on gender, age, national origin, ethnicity, race, religion, sexual orientation, disability, socioeconomic status, or any basis proscribed by law.

#### 1.08 Respecting Others.

Catalyst Facilitators respect the rights of others to hold values, attitudes, and opinions differing from their own.

#### 1.09 Sexual Harassment.

Catalyst Facilitators do not engage in sexual solicitation, physical advances, or verbal or nonverbal conduct sexual in nature, occurring in connection with their activities or roles as a Catalyst Facilitator, and that either: (1) is unwelcome, is offensive, or creates a hostile workplace environment, and the Catalyst Facilitator knows or is told this; or (2) is sufficiently severe or intense in the context to be abusive to a reasonable person.

#### 1.10 Other Harassment.

Catalyst Facilitators do not knowingly engage in behavior harassing or demeaning to persons with whom they interact in their work based on gender, age, national origin, ethnicity, race, religion, sexual orientation, disability, or socioeconomic status.

#### 1.11 Personal Problems and Conflicts.

(a) Catalyst Facilitators recognize that their personal problems and conflicts may interfere with their competence. Accordingly, they refrain from undertaking an activity when they know or should know their personal problems are likely to significantly compromise their competence and cause harm to a Participant.

(b) In addition, Catalyst Facilitators have an obligation to be alert to signs of, and to obtain assistance for, their personal problems at an early stage to prevent significantly impaired performance.

(c) When Catalyst Facilitators become aware of personal problems possibly preventing them from performing their work-related duties adequately, they take appropriate measures, such as obtaining professional consultation or assistance, and determine whether they should limit, suspend, or terminate their practice of Catalyst.

#### 1.12 Avoiding Harm.

Catalyst Facilitators take reasonable steps to avoid harming their Participants.

### 1.13 Multiple Relationships.

(a) Avoiding social or other nonprofessional contacts with Participants may not be reasonable for Catalyst Facilitators. Catalyst Facilitators, however, must always be sensitive to their influence on persons with whom they work. They refrain from entering into a social or nonprofessional relationship with a Participant if it appears likely such a relationship will impair their objectivity or will interfere with their effectively performing their functions as a Catalyst Facilitator.

(b) If a Catalyst Facilitator finds a conflicting multiple relationship arising, he/she attempts to resolve it ethically with due regard for the best interests of the Participant.

### 1.14 Bartering.

A Catalyst Facilitator may barter services only if it will not likely distort the professional relationship.

### 1.15 Documentation of Professional Work.

Catalyst Facilitators may document their professional work.

### 1.16 Records and Data.

Catalyst Facilitators create, maintain, disseminate, store, retain, and dispose of records and data relating to their practice in accordance with law in a manner complying with The Code of Ethics.

### 1.17 Fees and Financial Arrangements.

(a) A Catalyst Facilitator is entitled to receive compensation for services.

(b) As early as is feasible in a professional relationship, the Catalyst Facilitator and the Participant reach an agreement specifying the compensation for services and billing/payment arrangements.

(c) If limitations to services can be anticipated because of limitations in financing, this is discussed with the Participant as early as is feasible.

(d) Quality of life shall always be of paramount importance. A Participant's financial ability or inability shall not affect the quality of service he/she receives from a Facilitator.

(e) A Catalyst Facilitator shall offer proper alternatives to permit access to Catalyst to individuals lacking the ability to pay reasonable fees.

(f) If the Participant does not pay for services as agreed, and if the Catalyst Facilitator wishes to use collection agencies or legal measures to collect the fees, the Catalyst Facilitator first informs the person such measures will be taken and provides the person an opportunity to make prompt payment.

### 1.18 Referrals and Fees.

When a Catalyst Facilitator pays, receives payment from, or divides fees with another professional other than in an employer/employee relationship, the payment to each is based on the services (clinical, consultative, administrative, or other) provided and is not based on the referral itself.

## 2. FACILITATOR'S RESPONSIBILITIES TO THE PARTICIPANT

### 2.01 Accessibility.

The Catalyst Facilitator is reasonably accessible to any Participant seeking Catalyst.

### 2.02 Personal Integrity.

Catalyst Facilitators behave with personal integrity while also trying to acquire and maintain the trust, confidence, and respect of their Participants.

### 2.03 Limits of Competence.

Catalyst Facilitators offer their Catalyst services within the limits of their professional and personal competence.

### 2.04 Surroundings.

Catalyst Facilitators offer their services in surroundings not compromising the quality of care offered.

### 2.05 Confidentiality.

(a) The Catalyst Facilitator shall not discuss or share a Participant's information or record with others, including family members, without written consent of the Participant, and shall protect the confidentiality of all information obtained during the course of care. Catalyst Facilitators have a primary obligation to take reasonable precautions to respect the confidentiality rights of all Participants.

(b) Catalyst Facilitators may disclose confidential information only with the appropriate consent of the Participant or of another legally authorized person on behalf of the Participant, unless prohibited by law.

### 2.06 Release of Information.

Release of personal information to those not authorized to receive it requires written consent from the Participant or from the Participant's legally qualified representative.

### 2.07 Structuring the Relationship.

(a) Catalyst Facilitators discuss with Participants as early as is feasible in the professional relationship appropriate issues, such as the nature and anticipated course of care, fees, and work-related policies.

(b) Catalyst Facilitators make reasonable efforts to answer Participants' questions and to avoid apparent misunderstandings about Catalyst. If necessary, Catalyst Facilitators provide oral and/or written information, using language reasonably understandable to the Participant.

(c) Catalyst Facilitators will provide Participants with a written notice outlining the objectives of care for Participants to sign and date before beginning care and provide Participants with a copy if requested or if Facilitator chooses to do so as part of his or her common practice.

#### 2.08 Sexual Intimacies With Current Participants.

Catalyst Facilitators do not engage in sexual intimacies with current Participants.

#### 2.09 Terminating the Professional Relationship.

(a) Catalyst Facilitators do not abandon a Participant.

(b) Catalyst Facilitators terminate a professional relationship when it becomes reasonably clear the Participant is not benefiting from Catalyst.

(c) Prior to termination for whatever reason, except in extreme cases where the Participant's conduct is unacceptable, the Catalyst Facilitator discusses the Participant's views and needs, and suggests other Catalyst Facilitators as appropriate, and, if requested by the Participant, takes other reasonable steps to facilitate the transfer of care.

(d) Catalyst Facilitators may terminate their professional services by giving appropriate notice, allowing the Participant reasonable time to obtain a new Catalyst facilitator if so desired to do so.

#### 2.10 Continuation of Care.

The Catalyst facilitator shall attend to his/her participant as often as necessary, according to his/her professional judgment, to ensure continued progress of the participant's well-being.

#### 2.11 Interruption of Services.

Catalyst Facilitators make reasonable efforts, such as planning ahead or directing a contact between Participants and other Catalyst Facilitators, to ensure continuity of Catalyst services in the event services are interrupted for an extended time by factors such as the Catalyst Facilitator's unavailability, relocation, illness, disability, or death; or a Participant's relocation.

#### 2.12 Honest Communications, Actions, and Behaviors.

Catalyst Facilitators shall neither make any claims of Catalyst being therapeutic in nature nor discourage Participants from seeking conventional care for the diagnosis and treatment of symptoms, conditions, illness, and disease. Catalyst Facilitators shall communicate openly (1) the role of Catalyst as "thrive-apeutic," as a non-therapeutic approach to wellness that neither diagnoses nor treats conditions of any kind and (2) the primary focus of Catalyst being to support "Forward Healing" (the overall practice of stepping well and/or better into each new phase of life) for improvements in quality of life.

### 3. FACILITATOR'S RESPONSIBILITIES TO THE PROFESSION

#### 3.01 Integrity of the Profession.

(a) The Catalyst Facilitator shall uphold the integrity of Catalyst by (1) maintaining the values, ethics, knowledge, and mission of the profession; and (2) continuously striving to improve his/her skills through appropriate study and research.

(b) The Catalyst Facilitator shall honor the continuing education requirements of Catalyst to maintain competence, to be informed of current and emerging developments in Catalyst, and to support the integrity of the profession.

(c) To uphold the objectives of Catalyst and avoid misrepresentation of Catalyst, Catalyst Facilitators shall not administer therapeutic disciplines or modalities concurrently with Catalyst.

(d) Catalyst Facilitators who are lettered in and practicing a therapeutic discipline or modality shall neither introduce Catalyst into their therapeutic practice nor combine their therapeutic discipline or modality with the practice of Catalyst.

(e) The Catalyst Facilitator is encouraged to attend gatherings involving other Catalyst Facilitators, such as The Association for Catalyst Board Meetings, to engage in active discussions involving Catalyst.

(f) Catalyst Facilitators should contribute to the knowledge base of Catalyst and share with colleagues their knowledge related to its practice and ethics.

(g) Catalyst Facilitators who choose to present facts, ideas, perspectives, suggestions, and contributions to advance the science and art of Catalyst shall maintain the integrity of Catalyst by making such contributions responsibly and respectfully in support of diverse views, beliefs, and objectives.

(h) Catalyst Facilitators shall maintain the highest standards of accuracy in the dissemination of facts and ideas.

(i) The Catalyst Facilitator is encouraged to attend courses relevant to Catalyst, such as anatomy, physiology, neurology, and others enhancing professional competence, and, when conflicts arise, make exhaustive attempts to uphold or contribute to the integrity of the profession.

(j) Catalyst Facilitators shall endeavor to promote the public's confidence in Catalyst.

(k) Catalyst Facilitators should contribute time and professional expertise to activities promoting respect for the value, integrity, and competence of the Catalyst profession. These activities may be voluntary and may include service and presentations in the community.

(l) Catalyst Facilitators shall avoid the appearance of professional impropriety and recognize behavior unbecoming of a Catalyst Facilitator and the negative impact such behavior has on the ability of the Catalyst profession to serve the public.

(m) Catalyst Facilitators should act to prevent the unauthorized and unqualified practice of Catalyst.

(n) Catalyst Facilitators shall avoid impugning the reputation of their colleagues as well as other professionals.

### 3.02 Definition of Public Statements.

Catalyst Facilitators shall comply with this Code of Ethics in public statements relating to their professional services. Public statements include but are not limited to paid or unpaid advertising, brochures, printed materials, directory listings, personal resumes, curriculum vitae, interviews, comments for use in media, statements in legal proceedings, lectures, public oral presentations, and published materials.

### 3.03 Statements by Others.

(a) Catalyst Facilitators who engage others to create or place public statements promoting their professional practice retain professional responsibility for such statements.

(b) If Catalyst Facilitators learn of deceptive statements about their work made by others, Catalyst Facilitators make reasonable efforts to correct such statements.

### 3.04 Avoidance of False or Deceptive Statements.

Catalyst Facilitators do not make false, deceptive, misleading, or fraudulent public statements in what they state, convey, or suggest or what they omit concerning their practice. As examples, Catalyst Facilitators do not make false or deceptive statements concerning their (1) training, experience, and competence; (2) academic degrees; (3) credentials; (4) services; (5) fees; (6) practice objectives.

### 3.05 Media Presentations.

When Catalyst Facilitators provide advice or comment by means of public lectures, demonstrations, radio or television programs, prerecorded tapes, printed articles, mailed material, or other media, they take reasonable precautions to ensure that (1) the statements are based on appropriate Catalyst literature and practice; and (2) the statements are consistent with this Code of Ethics.

## 4. FACILITATOR'S RESPONSIBILITIES TO THE PUBLIC

### 4.01 Positive Solutions.

Catalyst Facilitators should advance the general welfare of society, from local to global levels, through efforts focusing on positive solutions for individuals, their communities, and their environments.

### 4.02 Living Conditions.

Catalyst Facilitators should support living conditions conducive to the fulfillment of basic human needs and promote conditions encouraging respect for cultural and social diversity.

### 4.03 Public Policies.

A Catalyst Facilitator supports the expansion of public knowledge and resources. On behalf of the people, a Catalyst Facilitator takes the necessary steps with state or local authorities to improve public policies pertaining to the professional practice of Catalyst.

#### 4.04 Advertising.

All advertising shall be truthful and in good taste. Catalyst Facilitators shall accurately represent their status and the objectives of Catalyst, and shall neither guarantee results nor mislead or deceive the public. Facilitators are encouraged to share their prospective advertisement with The Education Department. The Catalyst Facilitator shall ensure compliance between an advertisement and all applicable state laws and regulations.

#### 4.05 Apprentice.

A Catalyst Apprentice must identify him/herself as such and not as a “Catalyst” or “Catalyst Facilitator”.

### 5. RESOLVING ETHICAL ISSUES

#### 5.01 Familiarity With The Code of Ethics.

Catalyst Facilitators have an obligation to be familiar with this Code of Ethics, other applicable ethics codes, and their application to Catalyst Facilitators' work. Lack of awareness or misunderstanding of an ethical standard is not itself a defense to a charge of unethical conduct.

#### 5.02 Confronting Ethical Issues.

When a Catalyst Facilitator is uncertain whether a particular situation or course of action would violate this Code of Ethics, he/she ordinarily consults with other Catalyst Facilitators knowledgeable about ethical issues, with state or national ethics committees, or with other appropriate authorities to choose a proper response.

#### 5.03 Conflicts Between Ethics and Organizational Demands.

If the demands of an organization with which a Catalyst Facilitator is affiliated conflict with The Code of Ethics, he/she clarifies the nature of the conflict, makes known his/her commitment to The Code of Ethics, and to the extent feasible, seeks to resolve the conflict in a way permitting the fullest adherence to The Code of Ethics.

#### 5.04 Informal Resolution of Ethical Violations.

When a Catalyst Facilitator believes a violation of The Code of Ethics has occurred by another Catalyst Facilitator, he/she attempts to resolve the issue by bringing it to the attention of that individual only if an informal resolution appears appropriate and the contact does not violate confidentiality rights.

#### 5.05 Reporting Ethical Violations.

If an apparent violation of The Code of Ethics is not appropriate for an informal resolution under Standard 5.04 or is not resolved properly, a Catalyst Facilitator takes further action appropriate to the situation, unless such action conflicts with confidentiality rights. Such action usually includes referral to The Review Committee. In extreme cases involving a severe disregard for human welfare, a Catalyst Facilitator must report the violation to The Review Committee, and, if appropriate, to law enforcement officials.

#### 5.06 Cooperating With The Review Committees.

Catalyst Facilitators cooperate in ethics investigations, proceedings, and resulting requirements of The Review Committee. In doing so, they make reasonable efforts to resolve issues of confidentiality. Failure to cooperate is itself an ethics violation.

#### 5.07 Improper Complaints.

Catalyst Facilitators do not file or encourage the filing of frivolous ethical complaints intended to harm the respondent rather than protect the public.

#### History and Effective Date

This version of the Catalyst Code of Professional Ethics was adopted by the Education Department of Catalyst during a meeting on August 14, 2004, was effective beginning September 1, 2004, and was most recently updated on March 2, 2013. Inquiries concerning the substance or interpretation of The Code of Ethics should be addressed to the Director of Education c/o Living Well Education, 1182 Grimes Bridge Rd., Ste. 400, Roswell, GA 30075.

This Code will be used to adjudicate complaints concerning alleged conduct occurring after March 2, 2013. Complaints regarding conduct occurring prior to the effective date will be adjudicated on the basis of the version of the Code in effect at the time the conduct occurred. This Code of Ethics will undergo review and study for future revisions. Comments on the Code may be sent to the above address.