

# Code of Conduct

The purpose of a Code of Conduct is to establish and maintain standards for instructors and, to inform and protect members of the public using their services. It is a series of guidelines rather than a set of instructions; however, certificated instructors should understand that teaching is a responsibility and should fully comply with the principles embodied within this Code of Conduct. All documents, policies and procedures referred to in this document can be obtained from the EMD UK office and the website.

## Humanity

- All instructors must respect the rights, dignity and worth of everyone they work with, and their ultimate right to self-determination. In line with the EMD UK Equality Policy, they must treat everyone equally, within the context of the activity, including written material, regardless of age, ability, gender, sexual orientation, domestic circumstances, ethnic background, religious beliefs, political persuasion and social or cross-cultural differences.
- The instructor will be concerned primarily with the well-being, health and future of the individual and only secondarily with the improvement of performance.
- A key element in the instructor/participant relationship is the development of independence. Participants should be encouraged to accept responsibility for their own behaviour and performance both in class and outside.
- Instructors are responsible for setting and monitoring the boundaries between a working relationship and friendship with their participants.
- Any relationship between instructor and participant relies on mutual trust and respect.
- The participant should be made aware of the qualifications and experience of the instructor and given the opportunity to consent to or decline proposals for training and performance.
- Each participant is unique and should feel valued as such, being supported by the instructor to express, and develop their individuality.
- Every participant has a right to an environment which provides for their physical and personal safety, and within which they feel physically and personally safe.
- Activities should be provided according to current good practice and in line with existing Health & Safety regulations.
- Instructors must be familiar with and strictly adhere to the EMD UK Safeguarding Children and Young People and Safeguarding Adults policy and procedures.

## Commitment

- Instructors should clarify in advance with participants and/or employers the number of sessions, fees, and method of payment. They should also explore with participants and/or employers the expectation of the outcome of class attendance.
- Instructors who become aware of a conflict between their obligation to their participants and their obligation to their governing body or other organisation employing them, must make explicit the nature of the conflict and the loyalties and responsibilities involved, to all parties concerned.

## Co-operation

- Instructors should communicate and co-operate with each other and with other allied professions in the best interests of their participants and the organisation.
- Instructors should make every attempt to be aware of any medical or physical conditions which require special consideration, and plan accordingly. Participants should be made aware, however, that ultimately, they are responsible for their own health and medical condition.
- Instructors should welcome evaluation of their work by colleagues and be able to account to participants, employers, trade associations, professional bodies for what they do, and why.

## Integrity

- The instructor should undertake all professional actions with integrity and inclusivity.
- The instructor should refrain from public criticism of colleagues. Differences of opinion should be dealt with on a personal basis.
- Instructors must encourage participants to behave in accordance with the Code of Conduct.
- Instructors must accept responsibility for the conduct of their participants insofar as they will undertake to discourage inappropriate behaviour.
- Instructors must never advocate or condone the use of performance enhancing substances, products, or practices, that may be hazardous to health.
- Instructors should treat instructors of other group exercise organisations, and their work, with respect.
- Instructors should uphold the professional reputation of EMD UK, this includes but is not exhaustive of supporting the vision and mission of EMD UK, comply with all reasonable requests and work within confines and requirements of applicable law and EMD UK guidelines.
- Instructors should comply with all reasonable requests made by EMD UK in the event of any investigations.

## Confidentiality

Instructors inevitably gather a great deal of personal information about participants during a working relationship. All instructors should be fully committed to comply with the General Data Protection Regulation (GDPR).

- Confidentiality does not preclude disclosure of information on a right to know basis, for example when assessing participant instructors for qualification, when recommending them for professional purposes, or if abuse is suspected.

## Personal Standards

- The instructor must consistently display high personal standards and project a favourable image of the organisation and its work to participants, other instructors, other organisations, the media, and the public.
- The instructor has an obligation to act as a positive role model in terms of health, cleanliness and functional efficiency and should not engage in any behaviour that adversely affects other instructors or participants.

## Safety

- Instructors have an obligation to ensure the safety of their participants as far as possible within the limits of their control.

- All reasonable steps should be taken to ensure a safe working environment for all concerned. All work and the way it is done should be in keeping with regular and approved Health and Safety practice.
- All activity being undertaken should be suitable for the age, experience, and ability of the participants.
- All resources used must be appropriate for the activity and the participants concerned and maintained in a safe condition.
- Participants should be made aware of their personal responsibilities in terms of safety.
- A Risk Assessment for each teaching venue must be undertaken yearly (or following any change such as building work) and held on file.
- All participants must complete a pre-exercise checklist (and confer with their GP if necessary) prior to commencing activity.
- All accidents must be recorded and reported to as appropriate.
- All instructors should hold a valid First Aid Certificate.
- Any advertising by instructors in respect of qualifications and/or services should be accurate, professional, and restrained.
- Instructors should not display an affiliation with any organisation in a manner that falsely implies sponsorship or accreditation by that organisation.

## Competence

- Instructors should confine themselves to practice within group exercise activities in which they have been trained/educated and certificated.
- Instructors should engage in self-analysis and reflection to identify professional needs, and to develop a concept of lifelong learning and a commitment to Continuing Professional Development (CPD).
- CPD should include the accumulation of knowledge and skills through formal education, independent research, and the accumulation of relevant, verifiable experience.
- Instructors should ensure that they have adequate insurance cover in terms of indemnity and civil liability and that any necessary licenses to use music have been obtained.
- Instructors shall consider entry to the CIMSPA membership directory as a commitment to their status as a professional group exercise practitioner.

## Duty to report

Instructors should report to EMD UK any acts or matters that indicate that peers or an EMD UK member, has not adhered to the Code. EMD UK does not require its members to report minor perceived faults, but to report acts or matters which constitute a breach of the Code or other EMD UK policies or which could, if unreported, adversely affect the reputation of EMD UK, the profession, or the sport and physical activity sector. This duty is in addition to other obligations on Instructors to report matters, for example to an employer, the police, professional body, or insurer. Anyone in doubt of whether to report an act or matter should contact EMD UK for further guidance.