

## **ECUK Community Code of Conduct Declaration**

This document is intended to help strengthen trust and confidence in the way ECUK engages in the promotion of Emotion Coaching. The Community Code of Conduct relates to the Core Values that guide our practice in relation to knowledge sharing, training and research. It also evidences our commitment to handling and securely storing personal details and emails.

### **ECUK Core Values:**

We respect and uphold the human rights (dignity, fairness, equality, respect and independence) of all those with whom we work. Therefore:

- Our intention is to act with honesty and integrity at all times, treating people fairly and without discrimination, bullying or harassment
- We adhere to relevant statutory frameworks, guidance and legislation at all times
- We endeavour to support and be aware at all times of how our behaviour can affect and influence the behaviour of others

### **ECUK Knowledge Sharing, Training and Research:**

We take seriously our role and responsibility to contribute to the development of a dependable evidence-base for the UK Educational Setting-Focussed EC Research Community: Therefore, we at ECUK:

- strive to work in equitable partnership with colleagues and practitioners and act as a role model of professional behaviour to which others aspire.
- facilitate and encourage practitioner access and engagement in critical EC discussion through knowledgeable and respectful communication and collaboration with peers, colleagues and community focussed professionals/ practitioners.
- promote and supporting EC best practice and research engagement through the provision of: evidence-based, peer-evaluated EC training opportunities; knowledgeable practitioner research support; collaborative EC Interest Group Network Meetings; critically informed Newsletters; open access to the ECUK Website and ongoing scholastic participation in academic debates at local, national and international levels.
- evidence commitment to equitable engagement and partnership by offering open access to our EC resources for ECUK Practitioner Trainers. In return, we at ECUK request that practitioners acknowledge the intellectual property of any ECUK

materials used and also evidence intellectual origins in any EC resource adapted/created from ECUK resources or research.

- believe in publishing credible and dependable EC research in peer-reviewed journals and texts to contribute academic authority to the EC evidence-base and facilitate recognition of EC in the wider academic community.
- endeavour to always be fair, respectful and acknowledging of practitioner and researcher contributions to EC knowledge accumulation. We believe in recognition of intellectual property by striving in our works to ensure we accurately acknowledge others' work and contributions. We endeavour to be inclusive, whilst aware of our responsibility to promote balanced, unbiased contributions.

## ECUK General Data Protection Promise

We at ECUK comply with the updated General Data Protection regulation and actively support the Information Commissioner's Office (IOC) Personal Information Promise. Additional to our Privacy Policy (available on the ECUK website)

### We at Emotion Coaching UK strive to:

- Value the personal information entrusted to us and make sure we respect that trust;
- Go further than just the letter of the law when it comes to handling personal information, and adopt good practice standards;
- Consider and address the privacy risks first when we are planning to use or hold personal information in new ways, such as when introducing new systems;
- Be open with individuals about how we use their information and who we give it to;
- Make it easy for individuals to access and correct their personal information;
- Keep personal information to the minimum necessary and delete it when we no longer need it;
- Have effective safeguards in place to make sure personal information is kept securely and does not fall into the wrong hands;
- Provide training to staff who handle personal information and treat it as a disciplinary matter if they misuse or don't look after personal information properly;
- Put appropriate financial and human resources into looking after personal information to make sure we can live up to our promises; and
- Regularly check that we are living up to our community code of conduct and report on how we are doing.

Reference: <https://ico.org.uk/for-organisations/resources-and-support/personal-information-promise/> April 2018

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