



International Federation of Aromatherapists

TERMS AND CONDITIONS OF MEMBERSHIP

Any class of member of the IFA is expected to follow our codes of Ethics, Practice and Conduct set herein and are bound by our governing document 'the constitution'. The council are empowered at their sole discretion to amend the terms and conditions at any given time in the best interests of the federation. It is the members responsibility to familiarise themselves with these documents and are freely available to download in the members area.

CODE OF ETHICS

Introduction

Any class of member of the International Federation of Aromatherapists who is in practice will be expected to follow this code of ethics and to conduct himself/herself and to practice in such a manner as to uphold and maintain the high standards of the profession of aromatherapy. This code of ethics is divided into three sections and the aromatherapist is expected to observe all three parts of this code of ethics at all times. These three sections govern the attitude and behavior of the aromatherapist towards clients, the general public and fellow members of the Federation.

- 1 a) The member must recognize that the primary obligation is towards the client and at all times must practice his/her skills to the best of his/her ability for the benefit of the client. The comfort and welfare of the client must always have priority over any other requirement.
 - b) Consultation, assessment and treatment should only be carried out with full consent of the client (or the parent or guardian in the case of minors).
 - c) Any knowledge gained during consultation and assessment or in the course of the professional treatment must not be divulged to anyone without the client's consent, except where required by law.
 - d) A member of the Federation must not deliberately mislead for his/her own gain a client seeking advice or treatment.
 - e) All reasonable care must be taken to ensure adequate hygiene, quality of material supplied and safety of equipment used.
 - f) A member shall be free to choose whomsoever he/she shall accept for professional treatment.
 - g) A member must ensure that his/her professional practice is fully covered by a substantial professional indemnity insurance and public liability insurance.
 - h) A member should not knowingly treat any person needing medical treatment without the approval of their doctor.
- 2 a) The member's premises or clinic should be maintained in such condition as to reflect credit on the profession of aromatherapy.
- b) A member shall be free to advertise his/her professional services in any way provided that it does not bring discredit on the profession of aromatherapy.
- c) Contributions to newspapers, journals, professional papers and other published works may appear over a member's name and qualifications.



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d) Professional stationery should be of an acceptable standard stating name, qualifications, relevant professional activities, address, telephone number and practice hours.

3 a) A member must not attempt by any means to entice a client to leave another aromatherapy practitioner to become his/her own client.

b) In cases of referral of a client to a member by a colleague, no form of commission or split fee may be paid or accepted.

c) Members must present a united front to the public and should not imply criticism of colleagues either in writing or verbally, before clients or the general public.

CODE OF PRACTICE AND CONDUCT

1. AIMS

- a. To set down the basic standards the International Federation of Aromatherapists expects its members to maintain.
- b. To set down the minimum standards necessary to be a member of the International Federation of Aromatherapists.
- c. To maintain the highest professional environment at all times.

2. INSURANCE

Adequate public liability and professional insurance **must be held** by all practicing IFA members.

3. PREMISES

- a. Consultation and treatment rooms must be clean, adequately lit, properly ventilated and in a good state of general repair.
- b. All entrance ways to consultation / treatment rooms to be adequately lit.
- c. Toilet facilities to be clean, good repair & easily accessible.
- d. Sign indicating "consultation / treatment room in use" may be placed in relevant position if necessary.

4. PERSONAL HYGIENE

- a. The aromatherapist to ensure that his / her health and personal hygiene is such as to cause no harm to the client.
- b. The aromatherapist must not eat, drink or smoke while working.
- c. The aromatherapist must be aware of the elements of public hygiene and local safety-by-laws.

5. FURNITURE

- a. Massage couches, trolleys, chairs etc. must be sturdy and safe and disinfected.
- b. Trolleys, table tops and work surfaces to have an impermeable surface.

6. CLIENT'S RECORD

To install a record system of client information:

Name, address, telephone number, date of attendance
Information on client's medical history



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Signature of client taken at initial consultation
Reports and records of any referrals or tests carried out on the client
Visits to other practitioners
Medication etc.

7. CONFIDENTIALITY

- a. Members must keep all records and treatment contents confidential.
- b. Members must never disclose the confidential information from a client including all third parties and family members unless given expressed and written consent.
- c. All members must keep a record of client records for a minimum of 5 years.
- d. Members may only treat minors under the age of 16 in the presence of an appropriate adult or guardian.
- e. Members using their clients details as a case study or for research purposes must have retained the expressed consent of the client
- f. Members shall not use information gained from another member and share the information or present it as their own unless given expressed consent.

8. OTHER PROFESSIONS AND PROFESSIONAL BODIES

- a. To liaise with medical doctors and other practitioners.
- b. To promote the aims and objectives of aromatherapy by lecturing to other professional bodies and organizations.
- c. The therapist treats an individual on a 'complementary' or alternative health' basis and does not try to replace medicinal use as prescribed by a doctor.
- d. Therapists can never claim to cure ailments only assist in bringing about good health.

9. INTERACTION WITH THE PUBLIC

- a. Members will treat each other and the general public with respect and in a dignified manner in all dealings in their professional capacity.
- b. Members must be courteous in all dealings with the IFA including members, office staff and trustees.
- c. Member's attitude must be professional at all times to the public.
- d. Members shall not discriminate clients against age, gender, sexuality, religious or cultural grounds and not enforce their personal beliefs on an individual.
- e. Members shall conduct themselves in a truthful manner at all times.
- f. All members including fellow members are subject to disciplinary procedures.

GROSS MISCONDUCT

In the event that a member commits an act of gross misconduct, or fails in their duty, the Federation will be entitled to terminate the individual's membership henceforth.

Section 1

- a) The deliberate falsifications of qualifications, documents and information

Section 2

- a) Abusive and threatening behaviour towards fellow members, members of the public, IFA trustees and IFA staff members
- b) Assault on another person



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c) Sexual misconduct

Section 3

- a) Serious negligence (even a single error where the actual or potential consequences are extremely serious), which causes unacceptable loss, damage or injury.
- b) Drunkenness or being under the influence of illegal drugs.

Section 4

- a) Failure to comply with the Care Standards Act, Adult Protection Policy or Child Protection Policy
- b) Breach of duty regarding non-disclosure of confidential information

Section 5

- a) Conduct that brings the name of the Federation into disrepute
- b) Misappropriation of the federations funds
- c) Discrimination or harassment of a fellow worker, including, but not restricted on the grounds of sex, sexual orientation, race, age, disability, religion or belief

Other acts of misconduct may come within the general definition of gross misconduct.