

ANPO

ASSOCIATION DES
NATUROPATHES PROFESSIONNELS
DU QUÉBEC

DEPUIS 1971 / SINCE 1971



CODE OF ETHICS

Required reading

FORWARD

The objective of a Code of Ethics is first and foremost to regulate and promote certain practices and principles in the area of activity to which the people to whom it is addressed are committed. As such, it will be used to guide professional practice so that members act in accordance with what is provided for by the Association. Finally, this Code and its Appendices determine and govern the duties, obligations and responsibilities of the members of the Association, regardless of their field of competence in the field of naturopathy.

DEFINITIONS

Association/ANPQ:	The «Association des Naturopathes Professionnels du Québec», a non-profit corporation.
Member:	A person who meets the admission criteria, has fulfilled his or her duties to the Association and whose status is in good standing.
Code:	Association Code of Ethics.
Recognized school:	A school that meets the Association's requirements, standards and admission criteria.
Admission criteria:	Minimum Association standards for membership.
Membership certificate:	The presidency of the Association issues a certificate to all members in good standing attesting that the therapist is a member of the ANPQ for the current year.
Official receipts:	Reçus émis par l'Association devant être remis par le membre au client, à la fin de la consultation.
Client :	A person who benefits from the services of a member.
Complainant:	A client or member who complains to the Association about a member's failure to comply with one or more sections of this Code.

1. GENERAL PROVISIONS

Each member must:

- 1.a. Join the Association as a member and read this code of ethics.
- 1.b. Use the ethical standards set out in the Code to guide their interactions with clients, the Association and other members to ensure the protection of all.
- 1.c. Comply with the standards set out in the Code, otherwise temporary suspension or expulsion of the member will follow.
- 1.d. Comply with this code to be a member of the ANPQ in good standing.

2. DUTIES AND OBLIGATIONS TOWARDS THE PUBLIC

To their clients, members of the Association must:

- 2.a. Act with dignity, honesty, honour, integrity, and respect.
- 2.b. Practice in suitable premises and use clean and well-maintained equipment.
- 2.c. Offer only those services for which they have complete and adequate training.
- 2.d. Refer to other specialists when their skills cannot meet the specific needs of the client.
- 2.e. Establish and maintain a relationship of mutual trust with the client.
- 2.f. Put the client's interest first in their professional obligations by meeting the client's needs rather than their wishes.
- 2.g. Transmit in plain language, adapted to the client's ability to understand, information related to the consultation.
- 2.h. Avoid carrying out or multiplying unnecessary actions or actions that would be contrary to the client's interest.
- 2.i. Avoid physical, verbal or psychological violence towards the client.
- 2.j. Be in full possession of their faculties during their professional practice.
- 2.k. Avoid any discrimination against people regardless of their social status, religion or nationality.
- 2.l. Demonstrate availability and due diligence.
- 2.m. Notify the client in writing within a reasonable time before discontinuing services with the client.
- 2.n. A member may accept or refuse to provide services to a client.
- 2.o. Collaborate with relatives or any other resource person if requested by the client.
- 2.p. The member must not allow another person to take actions on his or her behalf during the consultation.
- 2.q. Refrain from providing medical advice and/or diagnosis.
- 2.r. Modifying a medical treatment developed by a recognized health professional is prohibited.
- 2.s. Be honest and professional in your advertising messages and make no promises of recovery.

3. TRANSACTIONS AND RECEIPTS

The purpose of official receipts is to indicate the summary data of the consultation: the name of the client, the nature of the meeting, the date and contact information of the member.

Each member shall:

- 3.a. Refrain from requiring full payment in advance for services unless it is a gift certificate or package accepted in advance by the client.
- 3.b. Inform the client as soon as possible of the approximate cost of the consultation(s) and provide the necessary explanations to understand and appreciate the services provided.
- 3.c. Charge a price that is reasonable according to the service provided.
- 3.d. Provide a receipt to the client detailing the summary data of the consultation.
- 3.e. Ensure that receipts are properly and completely completed.

The following measures are intended to ensure the sustainability of naturopathy, as well as the protection of clients, and in this sense, it is strictly prohibited to use receipts for these purposes:

- 3.f. The consultation identified on the receipt was not received by the client.
- 3.g. The service was not provided by the member who signed the receipt.
- 3.h. The rate indicated on the receipt exceeds the actual price of the reason for the consultation.
- 3.i. The service does not constitute a treatment according to the Association's criteria. E.g., visits to saunas and whirlpools, daily follow-ups in private training, beauty treatments, etc.
- 3.j. At a session exclusively in energy. Energy treatments can be provided in addition, during a consultation, but cannot constitute the entire treatment.
- 3.k. No receipts shall be issued by members for consultations with members of their immediate family: spouse and children.
- 3.l. To the sale of products, devices and/or books.
- 3.m. For a group course or conference. However, a consultation may be semi-private in a challenging context.

E.g., in a couple or parenting relationship.

4. HARASSMENT AND ABUSE

- 4.a. This Code of Ethics prohibits any form of intimate relationship between the members and their clients as long as these persons remain clients.
- 4.b. Members are strictly prohibited from having any attitudes, behaviours, touching, words, looks, insinuations and/or jokes with a sexual connotation toward their clients during the consultations and/or outside the consultations.
- 4.c. Abusing the inexperience, naivety or poor health of a client in the performance of their duties, as well as deriving physical or psychological benefits from their clients, is strictly prohibited.
- 4.d. A member risks termination of their services as a result of loss of client trust, a conflict of interest or as a result of incitement to perform illegal acts, sexual acts or fraudulent acts.

5. CONSULTATION FILE AND PROFESSIONAL SECRECY

Each member must have a consultation file for their clients, in this context:

- 5.a. The member must keep a file for each of their clients and keep it up to date. This should include, at a minimum, the following information: name / gender / age / address / telephone number / assessment / dates of consultations / nature of care and recommendations provided.
- 5.b. Clients may review the documents concerning them in their client file and obtain copies of these documents. The member must, within a reasonable time, provide the client with all the information contained in the client file.
- 5.c. No person shall make a false statement, false report relating to a client's situation or the service provided to the client.
- 5.d. Members are bound by professional secrecy with respect to all information contained in their clients' files.
- 5.e. Members must keep the identity of their clients secret and refrain from any communication that may reveal to anyone else the confidential information they hold.

6. LIFTING OF PROFESSIONAL SECRECY

Since members comply with Québec's legislation on the protection of personal information in the private sector, it is only in specific and exceptional circumstances that they will be able to do so:

- 6.a. Communicate information protected by professional secrecy to the appropriate and authorized authorities for the purpose of preventing an act of violence, suicide or reasonable grounds to believe that an imminent danger of death or injury or threats to a person or group exists.
- 6.b. Provide information regarding proposed recommendations to their client or representative whose consent may be required by law.
- 6.c. Communicating information protected by professional secrecy to the competent authorities is permitted if the client gives written consent, in particular by positively signing the information request form that all members possess.

7. USE OF ASSOCIATION LOGOS

The ANPQ is represented by a logo, the original of which is kept at the Association's head office. The Association's logo is also the member's logo, in this respect:

- 7.a. The use of the logo is strictly related to the member's professional activities.
- 7.b. Reproduction of the Association's logo for the purpose of advertising a member is permitted. The member must ensure that the logo is compliant. A written communication from the Association will ensure compliance by the member.
- 7.c. The use of the ANPQ logo must not create the impression that such use results from a publication of the Association.

8. INDEPENDENCE AND IMPARTIALITY

Each member shall:

- 8.a. Respect the client's right to choose as therapist.
- 8.b. Maintain professional independence.
- 8.c. Arrange the products available for sale out of sight of clients at the time of consultation. The sale of products is accepted as an additional service. However, the sale must not be made at the expense of the quality of the consultation.
- 8.d. Ensure that information is provided to the general public when providing advice on natural products so that clients can choose their product supplier independently of the member.

- 8.e. Respect the client's right to choose a supplier of natural products, other products or devices.
- 8.f. Address the client by avoiding promoting a single product or care technique.
- 8.g. All written or verbal publicity must be made in the name of the member, engaging their sole responsibility and not that of the profession or the Association.

9. RELATIONSHIP BETWEEN THE MEMBER AND THE ASSOCIATION

The member of the ANPQ has the duty to:

- 9.a. Contribute to the development of their skills through continuing education in accordance with the Association's standards.
- 9.b. Obtain their credentials honestly, legally, through real and qualifying training.
- 9.c. Report to the Association any ANPQ member practising their profession incompetently, dishonestly or in contravention of the provisions of this Code.
- 9.d. Keep their member file up to date by modifying their personal and professional information when necessary and by adding their diplomas, certificates or certifications.
- 9.e. Participate, according to their availability, in the active life of their Association by participating in various meetings, training courses and seminars.
- 9.f. Inform the Association as soon as they are the subject of an investigation, judicial or disciplinary decision by a professional order or other professional association.
- 9.g. Display the ANPQ accreditation certificate in public view in their primary place of practice.
- 9.h. Act with respect, caution and diligence with regard to all actors within the ANPQ, avoiding any comments or actions that could harm the reputation or business activities of other members, the Association or the profession.

With regard to the member, the Association shall:

- 9.i. Maintain a member file in which the member's personal and professional information, diplomas, certificates and certifications obtained, specializations and a register including the member's date of entry as a member and renewal history will be kept.
- 9.j. Make available the member file which will be available for consultation at any time by the member.

10. DISCIPLINE PROCEDURE

Compliance with this Code of Ethics is essential. The ANPQ will treat any complaint received with diligence and respect toward the complainant and the member, as well as:

- 10.a. Any complaint received concerning a member's practice or in connection with non-compliance with this Code shall be referred without delay to the ANPQ Board of Directors Committee.
- 10.b. Any complaint must be in writing and signed by the complainant before being forwarded to the ANPQ Board of Directors.
- 10.c. An acknowledgement of receipt shall be issued without delay to the complainant and the member concerned.
- 10.d. The two parties involved shall be contacted separately by a representative of the Association appointed by the Board of Directors within one month of receipt of the complaint.
- 10.e. The complaint investigation procedure shall be initiated.
- 10.f. The final decision procedure is pronounced within three (3) months of receipt of the complaint.
- 10.g. When a member of the ANPQ is found to be at fault (by the Board of Directors or by a court judgment) for non-compliance with this Code or for unprofessional conduct related to their practice, the member will be suspended or expelled.
- 10.h. The sanction can range from a few months of suspension to complete removal. In which case, we will notify the participating insurance companies. As a result, the member loses the privileges of their practice that the ANPQ provides them during the period in question.

11. FINAL PROVISION

- 11.a. This Code of Ethics comes into effect on the fifteenth day following the date of its publication, of which the members have been duly informed.



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As adopted by the Board of Directors on:
15/08/2019

Entry into force of this Code of Ethics dated:
01/09/2019

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