



Enhancing the counseling profession  
and the professional counselors who serve others.

## ICA Code of Conduct

The Indiana Counseling Association (“ICA”) is honored to provide a safe environment for the counselor community to come together to connect, engage and learn. ICA is committed to providing a professional environment that encourages the free expression and exchange of information, promoting equal opportunities and respectful treatment of all participants.

- This code of conduct applies to all attendees, speakers, exhibitors, sponsors, contractors, volunteers, staff and guests at ICA sponsored events.
- An event is considered to be an ICA sponsored event if it was organized by or with the assistance of ICA staff or committees
- All participants are expected to treat others with respect and consideration, follow venue rules and local laws and regulations, and alert ICA staff or venue security of any dangerous situations or anyone in distress.

### **Misconduct Includes (but is not limited to)**

- Unsafe and Disruptive Behaviors
  - Exhibiting disorderly conduct, including but not limited to abuse of controlled substances or overt drunkenness.
  - Bringing any weapons, firearms, dangerous chemicals specifically banned by the venue space to an ICA sponsored event.
  - Conducting oneself in a manner endangering the health or safety of another person.
  - Intentionally disrupting a meeting or presentation.
    - Peaceful protest outside of the meeting venue is not deemed to be an intentional disruption of the meeting or presentation.
  - Defacing or intentionally damaging property belonging to ICA, the venue or other attendees.
  - Any social media posting reflecting any behavior of misconduct occurring or relating to an ICA sponsored event.
- Discrimination
  - Race, ethnicity, age, gender, religion, disability, sexual orientation, gender identity or expression, national origin, native language, or any other personal characteristic.
- Harassment

Aggressive pressure or intimidation through physical, verbal or other means including ridiculing, bullying, insulting, profanity or yelling at, etc.
- Sexual harassment
  - Publicly indecent behavior,



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- Subtle or overt pressure for sexual favors,
- Repeated and unwelcome sexual jokes, innuendo, advances and propositions;
- Repeated verbal abuse of a sexual nature including repeated and unwelcome commentary about an individual's body, sexual prowess or sexual deficiencies or repeated leering or insulting or obscene comments or gestures
- Other physical, verbal or visual conduct of a sexual nature.

### **Reporting Misconduct**

The safety, well-being and professional reputations of our members and participants is of the utmost importance. If someone engages in behavior that violates this code of conduct, you are urged to immediately report the situation.

- If an individual experiences or witnesses a violation of this Code of Conduct, they should contact the ICA staff or leadership as soon as possible or contact event security if they feel unsafe.
- All complaints will be responded to promptly and treated seriously and to the extent possible, confidentially.
- While confidentiality will be respected to the extent possible, allegations of illegal or unethical behavior must be investigated and must be based on a written complaint. While reports may be made anonymously, it can be more difficult to investigate an anonymous complaint.
- ICA expressly forbids any retaliation against individuals for reporting misconduct in good faith.

### **How Complaints are Handled**

- Violation of this Code of Conduct may result in an individual being asked to leave the event at which the incident occurred, without warning or refund, or being barred from attending ICA sponsored events in the future. Event security and local police may be contacted if violators pose an imminent threat to others or are disrupting the event.
- The ICA Board of Directors will appoint a Task Force led by a lead investigator to investigate all formal claims of misconduct. All members of the Task Force shall be active members of ICA at the time of their appointment. Lead investigators or their designees will interview complainants, asking for the identification of relevant witnesses and production of relevant documents.
- Persons named by a complainant will be invited to be interviewed. They will be provided with a copy of the written complaint against them, asked to respond, and asked to identify any relevant witnesses and produce relevant documents.  
They also will be warned about the need to protect the complainant from retaliation.
- Persons with relevant information will also be interviewed. During the interview, they will



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be told of the need for confidentiality and the need to protect complainants from retaliation. Relevant documents and electronic records will be reviewed.

- The lead investigator will prepare a report for the ICA Board of Directors summarizing their findings and the basis for those findings. If complaint charges are upheld, the ICA Board of Directors will determine an appropriate sanction.

### **How Sanctions are Imposed**

- Sanctions will be imposed and enforced by the ICA Board of Directors.
- Sanctions can include temporary or permanent prohibition on attending future ICA sponsored events.
- Membership sanctions must be imposed with a two-thirds vote from the Board of Directors.
- A violation of this code of conduct could also lead to an ethics charge being brought against a counselor under the ACA Code of Ethics. The policies and procedures for enforcement of the ACA Code of Ethics are separate and apart from the enforcement of the ICA Code of Conduct. Complaints that require a broader investigation than that set forth in this Code of Conduct may require a special Task Force.
- If an ICA staff member is found to be in violation, action regarding an ICA staff member may result in termination of employment.
- Similar disciplinary action as that stated above may also be taken against any individual who knowingly provides false information regarding a violation of this Code of Conduct.