

## AFAA's Code of Professional Conduct

AFAA has established a code of ethics and guidelines in order to protect the public and the profession. Candidates are expected and Certified Professionals are required to agree to and follow the AFAA Code of Professional Conduct, stated below.

**Professionalism.** Each Certified Professional must provide optimal professional service and demonstrate excellent participant care in their practice. Each Certified Professional must:

1. Abide fully by this AFAA Code of Professional Conduct and continue to abide by the applicable provisions of the Testing Rules of Conduct;
2. Conduct themselves in a manner that merits the respect of the public and other colleagues;
3. Treat each colleague and participant with the utmost respect and dignity;
4. Not make false or derogatory assumptions concerning the practices of colleagues and participants;
5. Use appropriate professional communication in all verbal, non-verbal, and written transactions;
6. Provide and maintain an environment that ensures participant safety that, at a minimum, requires that the Certified Professional must:
  - a. Not diagnose or treat illness or injury unless for basic first aid or if the Certified Professional is legally licensed to do so and is working in that capacity at that time;
  - b. Hold a current cardio pulmonary resuscitation (CPR) and automated external defibrillator (AED) certification at all times.
7. Refer the participant to the appropriate medical practitioner when, at a minimum, the Certified Professional:
  - a. Becomes aware of any change in the participant's health status or medication;
  - b. Becomes aware of an undiagnosed illness, injury, or risk factor; or
  - c. Becomes aware of any unusual participant pain and/or discomfort during the course of the class that warrants professional care, in which case the Certified Professional will immediately discontinue the class for that participant.
8. Refer the participant to other healthcare professionals when nutritional and supplemental advice is requested unless the Certified Professional has been specifically trained to do so or holds a credential to do so and is acting in that capacity at the time;
9. Maintain a level of personal hygiene appropriate for a health and fitness setting;

10. Wear clothing that is clean, professional, and appropriate to the work environment;
11. Remaining in good standing and maintain current certification status by acquiring all necessary continuing education requirements.

**Confidentiality.** Each Certified Professional must respect the confidentiality of all participant information. In his/her professional role, the Certified Professional must:

1. Protect the participant's confidentiality in conversations, advertisement and any other arena unless otherwise agreed upon by the participant in writing or, when necessary due to a medical occurrence or when legally required;
2. Protect the interest of participants who are minors by law or unable to give voluntary consent by securing the legal permission of the appropriate third party or guardian; and

**Legal and Ethical.** Each Certified Professional must comply with all legal requirements within the applicable jurisdiction. In his/her professional role, the Certified Professional must:

1. Obey all local, state, federal, and provincial laws, regulations and professional rules;
2. Accept complete responsibility for his/her actions; and
3. Respect and uphold all existing copyright, trademark and intellectual property right laws.

AFAA may revoke or otherwise take action with regard to the certification of an individual who is or has been convicted of, plead guilty to, or plead nolo contendere (no contest) to a felony or misdemeanor or has been found through legal process to have been negligent or responsible for injury or harm in performing in his/her professional capacity or have misrepresented his/her qualifications to provide services, including opinions or advice, to the public.

**Business Practice.** Each Certified Professional must practice with honesty, integrity, and lawfulness. In his/her professional role, the Certified Professional must:

1. Maintain adequate liability insurance;
2. Accurately and truthfully inform the public of services rendered and his/her qualification to render such services;
3. Honestly and truthfully represent all professional qualifications and affiliations;
4. Advertise in a manner that is honest, dignified and representation of services that can be delivered without the use of provocative and/or sexual language and/or pictures;
5. Maintain accurate financial, contract, appointment, and tax records including original receipts for a minimum of four years; and
6. Comply with all local, state, federal, and providence laws and employer rules regarding harassment and discrimination, including sexual harassment.