

THE NTL CODE OF ETHICS – 2022-2026

The NTL Code of Ethics (CoE) – 2022-2026 is a revised and renamed version of the 2016 “NTL Institute Values and Ethics Statement” The NTL CoE includes the 31 NTL Standards of Ethical behavior from the 2016 Values and Ethics Statement and 18 new Ethical Standards which are added to address gaps in ethical standards. (5-24-22)

Introduction

The NTL Institute for Applied Behavioral Science is a professional organization committed to maintaining high ethical and moral standards consistent with NTL’s mission, core values, and code of ethics and as reflected in the values and behaviors of its members and in the quality of its programs, products, and services. The mission of the NTL Institute is to advance Applied Behavioral Science (ABS) in the service of social justice, oppression-free societies, and healthy individuals, groups, and organizations in the world

The NTL Code of Ethics provides guidelines for NTL member behaviors that are in alignment with the NTL mission and core values. These Standards of Ethical Behavior guide the behavior of members in their NTL professional activities within and outside of the NTL – and express the expectation that NTL members exemplify a high level of honesty, integrity, professionalism, and an ongoing commitment to continued learning.

The NTL Ethical Standards of Behavior apply when NTL members represent NTL in any NTL-related interaction. The Standards articulate the ethical obligations of the NTL members who are serving in NTL member roles – e.g., trainer, coach, consultant, mentor coach, apprentice, faculty member, researcher, author, editor, and leadership roles. NTL members adhere to the NTL Code of Ethics as a condition of NTL membership.

The NTL Standards of Ethical Behavior apply only to NTL members. NTL employee and contractual staff who are serving in administrative and support roles are also committed to ethical conduct and the NTL mission and core values that underpin the NTL Code of Ethics. as a condition of their employment and contractual arrangements with the NTL.

NTL members who accept the NTL Ethical Standards strive to be ethical, even when doing so involves acting courageously and making difficult decisions. Working ethically means that NTL members will encounter situations that require responses to unexpected issues, resolution of dilemmas, and solutions to problems. The Ethical Standards provide NTL members with a variety of ethical factors for identifying alternative approaches to ethical behavior.

The 2022 NTL Code of Ethics is a renamed and revised version of the 2016 “NTL Institute Values and Ethics Statement”. Codes of ethics of other professional, membership organizations were used as resources for revising the NTL’s ethics statement -- the Indian Society of Applied Behavioral Science (ISABS), International Coaching Federation (ICF), American Psychological Association (APA), American Counseling Association (ACA), and National Association of Social Workers (NASW).

The NTL’s mission and Code of Ethics are rooted in the following NTL core values:

- Social justice manifested through inclusion, equity, access, and opportunity for all people and the elimination of oppression
- Experiential Learning
- Ethical use of power
- Creation and dissemination of new knowledge and practice
- Diversity
- Continuous learning
- Collegueship and Service
- Organizational excellence and quality

The NTL Code of Ethics is administered by the NTL Ethics Committee, which is a standing committee of the NTL Board of Directors and acts on behalf of the Board. The purpose of the NTL Ethics Committee is to uphold the integrity of the NTL by:

- Setting standards of ethical behavior consistent with the NTL mission and core values;
- Guiding ethical reflection, education, and decision-making;
- Adjudicating and preserving the NTL ethical standards of behavior through the “NTL Guidelines for Making and Handling Complaints about Possible Violations of the NTL Code of Ethics”;
- Providing the basis for NTL ethics training of NTL members and staff in support of NTL programs and services; and
- Reviewing and updating the Code of Ethics every four years.

The 2022 NTL Code of Ethics includes key definitions, forty-nine (49) Standards of Ethical Behavior, and the Ethics Pledge by the NTL members to comply with the NTL Standards of Ethical Behavior as a condition of their NTL membership.

Key Definitions

Applied Behavioral Science (ABS) – The interdisciplinary field of behavioral and social science disciplines that includes laboratory education: individual, group, community, and organization development and change; coaching; diversity and social-justice experiential education: appreciative inquiry; and other behavioral and social science disciplines. ABS scholars, scientists, practitioners, their clients, and group, organization, community, nation, and world leaders use ABS methods, research, and theory to influence human behavior and improve the quality of human life.

Clients – Individuals, teams/groups, and organizations participating in NTL training and education programs or receiving coaching or consulting services from NTL.

Confidentiality – Protection of any written, recorded, and verbal information obtained from NTL clients unless consent to release is given from the owner of the information.

Conflict of Interest - A situation in which an NTL member is involved in multiple interests in which serving one interest could work against or be in conflict with another. This could be financial, personal, or otherwise.

Sponsor – An entity (including its representatives) paying for and/or arranging for provision of an NTL education program or for consulting or coaching services.

Stakeholder – Individual, group, or organization that has an interest or investment in NTL training and education programs and consulting and coaching services.

Staff - Administrative and support personnel employed or contracted by NTL.

Student – Person who is enrolled in an NTL education or training program.

Faculty – The education or training staff for an NTL program.

Standards of Ethical Behavior by the NTL Members

NTL Standards of Ethical Behavior are based on the NTL core values and mission. NTL members showcase and propagate NTL values and ethical standards in their interactions with each other and clients. The NTL Standards of Ethical Behavior are listed in this section. They are organized into five areas of ethical responsibility by NTL members -- to clients, to ABS Profession, to self and professionalism, to NTL, and to community and society.

I. Ethical Responsibility to Clients

The roles played by NTL members (e.g., trainer, coach, consultant, faculty member) provide members with the opportunity to promote the development and growth of clients; consider values and ethics in designing the process and content of NTL programs; and affirm and respect the dignity of clients.

Ethical Standards

As a Member of NTL Institute for Applied Behavioral Science, I:

1. Am aware of my personal, economic, and emotional needs and the impact of my needs on my professional work and do not satisfy my needs at the expense of client needs.
2. Avoid discrimination by maintaining fairness and equity in all activities and operations, while respecting local rules and cultural practices. This includes, but is not limited to, discrimination based on race, color, gender, gender identity, ethnicity, sexual orientation, class, age, religion, national origin, ability, and other social-group identities.
3. Am aware of and actively manage power- and status-differences in NTL member-client relationships that may be caused by social-group identity, cultural, relational, psychological, or contextual dynamics and issues.
4. Set clear, appropriate, and culturally-sensitive boundaries that govern physical and other interactions with clients; and do not engage in erotic contact, sexual intimacies, or romantic involvement with clients during NTL programs and provision of NTL services.
5. Do not divulge confidential information obtained from clients unless written permission is received from clients to share specific information with others or if the reporting of information is required by law, e.g., illegal activity, pursuant to valid court order or subpoena, or imminent or likely risk of danger to self, others, or property.
6. Safeguard written or recorded materials that contain confidential or sensitive information by maintaining, storing, and disposing of records, including electronic files and communications, from clients in a manner that promotes confidentiality, security, and privacy, and complies with applicable laws and agreements. Clients need to be advised that Information is not being handled in a confidential manner when communicated through internet services like Zoom, kept on a device that is owned by an organization, or sent to a organization-owned email address.
7. Identify and respond to individual clients who show signs of extreme stress or insufficient ability to cope with the demands of an experiential-learning process.
8. Honor clients' freedom to choose whether to engage in program activities and do not (overtly or covertly) coerce clients to take part in activities.
9. Recognize the potential value of self-disclosure of personal facts and emotions, and guide clients toward appropriate, voluntary, and useful self-disclosure.
10. Assess the ability of clients to benefit from participating in further NTL programs; share those assessments only with the client and NTL Institute; and provide feedback to clients on their participation as appropriate to the program and to the client's willingness to receive it.
11. Support clients to apply program learnings to back-home situations.
12. Share NTL core values and ethical and behavioral norms for NTL programs; engage with clients to identify client values and ethics; and support development of client skills for inquiry, self-control, right of choice, and range of choice involving ethical behavior.
13. Respect clients' values; identify major NTL member-client differences about professionally relevant values and ethics; support dialogue about the differences; respectfully express disagreement about those differences without imposing my values or views on clients; and understand that continuation of the client relationship may not be possible under such circumstances.

14. Understand that the values of clients may affect the appropriateness of using various professional techniques and I am accountable for determining the appropriateness of those techniques for specific clients and for achieving the larger goals of NTL programs and services.

II. Ethical Responsibility to ABS Profession

NTL members are committed to professional service, growth, and ethics and they use their knowledge and skills to apply theory- and data-based techniques to assist clients' awareness and ability to address characteristics such as social-group identity, life experience, emotions, beliefs, values, attitudes, interpersonal behaviors, skills, and norms and to achieve greater effectiveness as individuals, as organizations, and as citizens of a multi-racial, multi-cultural, and gender-equal society.

Ethical Standards

As a Member of NTL Institute for Applied Behavioral Science, I:

15. Accurately represent my skills, knowledge, expertise, experience, training, education, degrees, credentials, and certifications; do not knowingly mislead or make false claims about what the client or client system will receive from me; and serve the long-term well-being, interests, and development of the client, client system, and all its stakeholders, even when the work being done has a short-term focus.
16. Avoid conflicts-of-interest and potential conflicts-of-interest; openly disclose any such conflicts and offer to step aside from NTL program activities and services when such a conflict arises. Do not take personal, professional, or monetary advantage or benefit from client relationships, except in a form of compensation as agreed in the agreement or contract.
17. Work within my professional and personal limits, competence, culture, and experience and adhere to those limits when accepting NTL program-staff responsibilities and providing NTL coaching, consulting, and other services.
18. Recognize my personal issues that may interfere with my performance and, when necessary, seek professional assistance and determine the action to be taken, including suspending, or ending my work with NTL programs and provision of NTL services.
19. Avoid substances which may interfere with my ability to be "fully present" during the time I am representing NTL; am aware of any possible impairment of my ability to function when taking prescription medications -- and limit my activities accordingly.
20. Have the education and experience necessary to fulfill my ABS roles at a high level of competence, when engaged in NTL programs, coaching, consulting, and other NTL-sponsored endeavors, unless I am designated as an "apprentice" member of a program staff.
21. Support and contribute to continuing professional development for myself and other ABS professionals.
22. Share my knowledge and expertise; add to the knowledge base and practices of the ABS profession; and present, write, publish, and educate about ABS knowledge and skills.
23. Promote the sharing of ABS knowledge and skills; acknowledge and give full attribution for the efforts, contributions, and intellectual property of others; comply with copyrights; and avoid representing others' work as my own.
24. Conduct and report research within recognized scientific standards and applicable subject guidelines; obtain the necessary consent and approval of those involved, with an approach

that protects participants from any potential harm, and in compliance with all the applicable laws of the nations in which the research is conducted; and interpret and report data collected through instrumentation, research, and client-sharing, without bias.

25. Recognize the importance of building and using networks and support systems; collaborate with other professionals working with clients and client systems when designing, implementing, and evaluating programs; partner with others – both within and across multiple social-group identities.

III. Ethical Responsibility to Self and Professionalism

NTL members are committed to life-long learning, continuous personal, professional, and ethical development; developing new skills, competencies, and self-knowledge for emotional, physical, social, and spiritual health and well-being; and on-going work to deepen their understanding and ability to address social-group identity differences, systemic-power dynamics, privilege, systemic racism, colorism, classism, and other forms of systemic oppression.

Ethical Standards

As a Member of NTL Institute for Applied Behavioral Science, I:

26. Commit to life-long learning; being knowledgeable and forthright about my strengths and areas for personal, professional, and ethical development; developing new skills and competencies; and being responsible for my personal, professional, and ethical development.
27. Commit to ongoing reflection, education, and development about social-group identity, systemic dominant- and marginalized-power dynamics; systemic racism, colorism, sexism, heterosexism, classism, and other forms of systemic oppression; learning about how they show up in my life and work; and what actions I need to be taking based on my learning.
28. Engage in life-long professional development; continuously expanding my knowledge base; improving my competence and practice; maintaining awareness of current scientific and professional information in the ABS profession and new approaches; and ongoing participation in education, workshops, training, and having a coach.
29. Work continually for self-knowledge and emotional, physical, social, and spiritual health and well-being. Know what I stand for by identifying my purpose, vision, values and being congruent with them in my behaviors, words, thoughts, feelings, body experiences, sexuality, and intentions. Seek deeper cultural, emotional, and social self-awareness and understanding of myself as a racial, human, and cultural being. Own my personal biases and prejudices involving race, color, ethnicity, gender, gender identity, sexual orientation, class/rank/caste/status, nationality, spiritual practice, age, ability, and other social-group identities -- and their effects on my behavior. Know and own my personal history and culture; my dominant and marginalized social-group identities; my areas of internalized privilege, dominance, and oppression -- and how they impact my behavior. Identify limiting beliefs and reclaim repressed, disowned, and projected parts of myself with information gained through disclosure, feedback, bodywork, coaching, therapy, and meditation and through my dreams, memories, body sensations, and emotions.

IV. Ethical Responsibility to NTL Institute

NTL members expand NTL Institute's visibility within society by acknowledging their affiliation with NTL; demonstrating a range of skills and interests consistent with NTL's mission, values, and ethics; describing NTL's programs in easily understandable ways for individual, group, community, and organizational clients; actively seeking feedback on their quality, effectiveness, and impact; inquiring into ethical issues and challenges to NTL mission and core values that arise as NTL's environment and circumstances change and as NTL takes up new work and builds new

partnerships; and providing timely, respectful feedback to each other about the impact and quality of NTL's program offerings; and continuously seeking to improve program design and delivery.

Ethical Standards

As a Member of NTL Institute for Applied Behavioral Science, I:

30. Represent NTL to clients, partners, colleagues, institutions, and associations; make known my membership in NTL in professional publications, at professional conferences, and speaking engagements, and with other academic, professional, and research endeavors; and seek opportunities for NTL to be proactive in the world.
31. Describe NTL programs to prospective clients fully -- including goals, risks, limitations, and anticipated outcomes.
32. Adhere to the published descriptions of NTL programs when implementing programs with clients and deviate from program descriptions only with clients' consent for proposed changes and with a clearly defined rationale based on clients' learning goals.
33. Determine the effects of NTL programs; am transparent about unintended or undesired impacts for clients; celebrate positive outcomes; and remedy any undesired program results.
34. Accept responsibilities to lead training groups, publicly present lectures on basic theory and learning topics, and participate fully in my designated professional roles when serving on a program staff
35. Solicit feedback about my performance with delivery of NTL programs and services; respond with an open mind; examine program designs and my professional skills for ways to improve; and provide respectful feedback to NTL colleagues in a timely fashion about their performance as program staff members.
36. Agree that NTL member information – e.g., email addresses, telephone numbers, and other contact information -- is confidential and that its use is prohibited for mass emailing, spam, any publicity, or other use without prior written authorization from NTL or NTL members.
37. Do not use NTL membership as an indication of superior competence relative to others who are not NTL members.
38. Do not solicit training, consulting, coaching, or other business for myself in competition with NTL, while engaged in NTL work.
39. Know NTL's mission, core values, and standards of ethical behavior; apply them in my professional activities within and outside of NTL; examine my NTL-related activities for ethical issues and concerns; work actively for ethical practice by NTL members; and consult with other NTL members when they have questions regarding ethical obligations.
40. Confront potential breaches of NTL's Standards of Ethical Behavior by me or by another NTL member; respectfully raise the matter with those involved; and if this does not resolve the matter, follow the Guidelines for Making and Handling Ethics Complaints when I have evidence that NTL members have violated the ethical standards of NTL Institute.

V. Ethical Responsibility to Community and Society

NTL members combat systemic oppression and promote justice and equitable relationships in organizations, communities, and societies. They adhere to the laws and regulations of the communities and nations in which NTL operates and are welcome visitors and responsible citizens in NTL's host environments.

Ethical Standards

As a Member of NTL Institute for Applied Behavioral Science, I:

41. Recognize and abide by the applicable laws, regulations, and codes of ethics of nations, municipalities, local governing bodies, and regulatory bodies and of professional associations and NTL Institute.
42. Do not engage in or collude with comments or actions, which affront the dignity and rights of another individual or group.
43. Identify and respond to affronts to the dignity of racial minorities, women, cultural minorities, and other marginalized and oppressed groups whenever they occur in an NTL program or with NTL services.
44. Integrate a focus against systemic racism, colorism, and other forms of systemic oppression and in support of racial and social justice into all NTL-sponsored programs and services.
45. Promote equity and social justice; actively challenge and/or intervene in any situation in which discrimination, bias, prejudice, and oppression occurs; and serve the well-being of all life on Earth.
46. Act with awareness of the cultural filters which affect my view of the world; respect cultures different from my own; and am sensitive to cross-cultural and multicultural differences and their implications.
47. Understand and apply the NTL Standards of Ethical Behavior in a global context.
48. Work with a consideration of the larger-system impacts of NTL programs and services -- impacts beyond individuals and organizations -- and act with sensitivity to the fact that these impacts may alter the lives and well-being of people within client systems and the larger systems of which they are a part.
49. Provide discounted and pro-bono support to individuals and organizations that do not have resources needed to participate in NTL programs and use of NTL coaching and consulting services.

Ethics Pledge by NTL Members

As a member of the NTL Institute for Applied Behavioral Science, I have read the NTL Standards of Ethical Behavior and agree to abide by the NTL Standards of Ethical Behavior as a condition of my NTL membership; and to fulfill my ethical obligations to clients, colleagues, and the public at large.

As an NTL member and in accordance with the NTL Standards of Ethical Behavior, if I breach any part of the NTL Standards of Ethical Behavior, I agree that NTL in its sole discretion may hold me accountable for so doing. I further agree that my accountability to NTL Institute for any breach may include sanctions, such as mandatory additional ethics training, other education, or loss of my NTL membership.