

## **ETHICS COMPLAINT/DISCIPLINARY POLICY & PROCEDURES**

**Policy Title:** Ethics Complaint/Disciplinary Policy & Procedures

**Draft Date:** 30 May 2024

**Board Adoption Date:** 1 August 2024

**Revision Dates:** 17 July 2025, 15 January 2026

**Next Review Due:** 2 Years Following Adoption

### **Policy**

The International Association for Eating Disorder Professionals Foundation (iaedp™) Ethics Committee is responsible for investigating alleged violations of its Standards for Certification and ethics policies and for imposing sanctions in accordance with this Policy.

When the Ethics Committee determines that a violation has occurred, it may impose sanctions, including but not limited to:

- written reprimand
- mandatory correction
- suspension of accreditation
- revocation of accreditation
- reaccreditation ineligibility
- membership revocation

Relevant documentation considered in the course of the disciplinary process and a record of any action taken will be placed in the member or certification holder's permanent file and will be available for review by the member or certification holder should subsequent complaints be received or for other appropriate review. The fact of a suspension and of any final sanction imposed may be made public by the Foundation.

### **iaedp Foundation Code of Ethics (August 1, 2024)**

The International Association of Eating Disorder Professionals Foundation (the iaedp™ Foundation or the Foundation) is an educational, and professional organization whose members work in a variety of settings and serve in multiple capacities. Eating disorder professionals facilitate relationships that empower diverse individuals, families, and groups to accomplish mental health and wellness goals. Professional values are an important way of living out an ethical commitment.

The following are core professional values of eating disorders professionals:

1. enhancing human development throughout the life span;
2. honoring diversity and embracing a multicultural approach in support of the worth, dignity, potential, and uniqueness of people within their social and cultural contexts;
3. safeguarding the integrity of the professional–client relationship; and
4. practicing in a competent and ethical manner.

These professional values provide a conceptual basis for the ethical principles enumerated below. These principles are the foundation for ethical behavior and decision making. The fundamental principles of professional ethical behavior are:

- autonomy, or fostering the right to control the direction of one’s life;
- nonmaleficence, or avoiding actions that cause harm;
- beneficence, or working for the good of the individual and society by promoting mental health and well-being;
- justice, or treating individuals equitably and fostering fairness and equality;
- fidelity, or honoring commitments and keeping promises, including fulfilling one’s responsibilities of trust in professional relationships; and
- veracity, or dealing truthfully with individuals with whom professionals’ contact.

This Foundation Code of Ethics establishes the minimum ethical behaviors for professionals certified by the iaedp™ Foundation and candidates and provides an expectation of and assurance for ethical practice for all who use the professional services of persons credentialed by the iaedp™ Foundation.

Central to the purpose of this Code of Ethics is the commitment to maintain behavioral standards that will be used to enforce required disclosure procedures and compliance concerns brought forward through complaints. The Code serves as the foundation of an effective and fair method for submitting complaints and disclosures for the protection of both the public and professionals.

The Foundation recognizes that ethical decision-making by eating disorder professionals exists within the context of the legal parameters and licensure requirements enacted by States, territories, and other jurisdictions.

## **Procedure**

1. Complaints alleging violations of the Foundation’s Code of Ethics, or a written Foundation Policy may be submitted by any interested party or may be self-initiated by the Foundation. The complainant's identity shall remain confidential, unless the circumstances reasonably require

disclosure, or the complainant waives confidentiality protection. The complainant also agrees to keep confidential the complaint filing and all other correspondence or communications with the Ethics Committee

2. Related to the Ethics Committee's investigation and review of the complaint and to the outcome of the review. The Ethics Committee reserves the right to terminate its investigation if confidentiality is breached.
3. Complaints must be in writing via email to the Foundation's Executive Director, Dawn Gannon, at [dawn@iaedpfoundation.com](mailto:dawn@iaedpfoundation.com) and provide details, with appropriate supporting documentation of how a particular Standard or Policy is being or has been violated by a member or certificate holder.
4. Preliminary Review: The Ethics Committee will determine, within twenty-one (21) calendar days of receipt of a complaint, if there are sufficient grounds to warrant an investigation.
  - a. No Further Investigation Indicated: The Ethics Committee may determine, in their sole discretion, that the complaint warrants no further action.
  - b. Further Investigation Indicated: If there appears to be sufficient grounds to warrant investigation, the Ethics Committee will investigate the complaint and determine whether any violations may have occurred. Written notice of the investigation will be provided to the member or certification holder identifying any potential violations and may be accompanied by appropriate documents or other evidence of the potential violation and a copy of the Foundation's Ethics Complaint/Disciplinary Policy & Procedures. The committee also may request additional information and seek counsel from the Foundation's legal team if necessary.
5. Member or Certificate Holder Response: The member or certification holder will have thirty (30) calendar days from receipt of the notice of the potential violations to respond by submitting electronically to the Ethics Committee via email to the Foundation's Executive Director, Dawn Gannon, at [dawn@iaedpfoundation.com](mailto:dawn@iaedpfoundation.com) with any requested information, refuting or admitting to the facts or the substance of the allegations, or proposing remedies.
6. Ethics Committee Review of Response: If the information provided and the proposed remedies resolve the complaint to the satisfaction of the committee, then (i) a report of the resolution will be made to the Executive Director, (ii) the complainant will be informed of the resolution, and (iii) the member or certification holder will be notified of the resolution within sixty (60) calendar days of receipt of the information by the Ethics Committee.
7. Full Foundation Board Review: If the member or certification holder's response is unsatisfactory to the committee, the committee will prepare a written analysis and recommendation for the Foundation Board of Directors. The committee will notify the member or certification holder of its recommendation and provide a copy of its written analysis to the member or certification holder. The member certification holder may, within thirty (30) calendar days of the date the committee sends the notice, submit an additional written response that addresses the committee's analysis and recommendations.

The full Foundation Board will then review the complaint, the member's or certification holder's response(s), and the Ethics Committee's analysis and recommendation at the next available

opportunity and will determine by majority vote whether the member or certification holder committed any violations and will specify the sanctions imposed. Written notice of the Foundation's Board of Directors determination will be sent to the member or certification holder by email and messenger service, such as FedEx or UPS.

8. **Effective Date:** At the Foundation Board of Directors' discretion, any sanction imposed may be made effective immediately notwithstanding that the member or certification holder may request or has requested a reconsideration of the decision as provided below. If the sanction entails loss of active certification status (e.g., suspension or revocation of certification), the Ethics Committee will make that status change public. A certification holder that has lost active certification status through suspension or revocation of certification must not hold itself out as certified by the Foundation's Certification Committee unless and until the sanction expires or is withdrawn or lifted.
9. **Request for Reconsideration:** A member or certification holder that is sanctioned with a suspension, revocation of certification, or renewal ineligibility decision under this Policy may request that the Foundation Board of Directors reconsider its decision, pursuant to the terms and conditions of the Foundation's Reconsideration Policy, which shall govern the review process in all respects. A request for reconsideration, including a statement of the basis for the request, must be submitted electronically to the Board of Directors via email through the Foundation Executive Director, Dawn Gannon, at [dawn@iaedpfoundation.com](mailto:dawn@iaedpfoundation.com), within thirty (30) calendar days of the date of the Foundation Board of Directors notice of sanction.
10. **Final Sanctions:** The communications issued by the Ethics Committee and Foundation Board of Directors to the complainant and the certification holder are confidential; provided, however, the Ethics Committee and/or Foundation Board of Directors may make public any sanction that is imposed with immediate effect. If no request for reconsideration is filed, sanctions that have not been imposed with immediate effect are considered final after the deadline to file a request for reconsideration. If a request for reconsideration is filed within thirty (30) calendar days, such sanctions are considered final upon the date the Foundation Board of Directors sends notice of its decision on reconsideration. If the final sanction affects a member's membership or certification holder's certification status, that determination will be made public. As noted above, suspensions and other sanctions may be made immediately effective upon the initial decision of the Ethics Committee, regardless of whether a request for reconsideration may be or has been filed.