

# ORGANIZATIONAL DEVELOPMENT



## ACCGOV CoachABLE Program Terms and Conditions and Confidentiality Agreement

1. I understand and agree that I am fully responsible for my physical, mental, and emotional well-being during my coaching sessions, including my choices and decisions. I am not obligated to participate in this program, and I may choose to discontinue coaching at any time. I am also aware that the Coach may choose to discontinue coaching at any time.
2. I understand that "coaching" is a relationship I have with my Coach that is designed to facilitate the creation/development of personal, professional, or business goals and to develop and carry out a strategy/plan for achieving those goals.
3. I understand that the Coach will not make any professional recommendations for dismissal, disciplinary actions, promotion, or any other requests that may arise in ACCGOV.
4. I understand my participation in a coaching program does not guarantee that I will receive any promotions, pay increases, job transfers, or other such opportunities within ACCGOV.
5. I understand that coaching is a comprehensive process that may involve all areas of my life, including work, finances, health, relationships, education, and recreation. I acknowledge that deciding how to handle these issues, incorporate coaching into those areas, and implementing my choices is exclusively my responsibility.
6. I understand that coaching does not involve the diagnosis or treatment of mental disorders as defined by the American Psychiatric Association. I understand that coaching is not a substitute for counseling, psychotherapy, psychoanalysis, mental health care, or substance abuse treatment and I will not use it in place of any form of diagnosis, treatment or therapy.
7. I promise that if I am currently in therapy or otherwise under the care of a mental health professional, that I have consulted with the mental health care provider regarding the advisability of working with a coach and that this person is aware of my decision to proceed with the coaching relationship.

8. Except as required by law, I understand that information shared in the coaching session will be kept confidential unless I state otherwise, in writing. I understand that any information I share regarding immoral or unethical conduct (particularly breeches of ACCGOV ethical rules), criminal acts, employment discrimination or harassment, issues of employee or public safety, or any references to personal bodily harm must be reported to ACCGOV's Human Resources.
9. I understand that certain topics may be anonymously and hypothetically shared with other coaching professionals for training OR consultation purposes.
10. I understand that coaching is not to be used as a substitute for professional advice by legal, medical, financial, business, spiritual, or other qualified professionals. If necessary, I will seek independent professional guidance for legal, medical, financial, business, spiritual, or other matters. I understand that all decisions in these areas are exclusively mine and I acknowledge that my decisions and my actions regarding them are my sole responsibility.
11. I have read this document and understand it.