



Psychotherapy Institute

Code of Conduct Policy

1. Purpose and Scope

This Code of Conduct sets out the standards of behaviour expected from all individuals connected to Psychotherapy Institute, including staff, trainees, supervisors, visiting trainers, contractors, and anyone representing or engaging with the Institute.

It is designed to ensure that our community reflects the **Transactional Analysis (TA)** philosophical stance of “**I’m OK – You’re OK**” (**I+U+**), which underpins our values of respect, equality, and integrity.

The Code applies to all professional, academic, clinical, and organisational activities undertaken under the name of Psychotherapy Institute.

2. Our Core Philosophy: I’m OK – You’re OK (I+U+)

We uphold the TA principle that every person has **value, dignity, and worth**, and that all interactions can take place from an **I’m OK – You’re OK** position. This means:

- Treating ourselves and others with **mutual respect** and **positive regard**.
- Engaging in communication that is **adult-to-adult**, authentic, and accountable.
- Taking responsibility for our own behaviour, feelings, and professional boundaries.
- Recognising difference and diversity as a **strength**, not a barrier.
- Committing to growth, learning, and reflective practice in all professional relationships.

3. Respect and Professional Behaviour

All members of the Psychotherapy Institute community are expected to:

- Treat others with **courtesy, kindness, and respect**, regardless of role, status, or background.



- Avoid any behaviour that could be perceived as **discriminatory, harassing, bullying, or demeaning**.
- Maintain **professional boundaries** in all interactions.
- Engage constructively with feedback and supervision.
- Communicate differences of opinion respectfully and without personal attack.
- Uphold the **confidentiality** and privacy of clients, colleagues, and trainees.

4. Commitment to Diversity, Equity, and Inclusion

Psychotherapy Institute values the **rich diversity** of its community. We are committed to creating a learning and working environment where everyone feels **safe, respected, and supported**.

All members are expected to:

- Recognise and challenge **unconscious bias** in themselves and others.
- Respect diversity in **race, ethnicity, gender, sexual orientation, relationship structure, age, disability, health status, religion, and socioeconomic background**.
- Ensure that language and behaviour are **inclusive** and do not marginalise or stereotype others.
- Promote **accessibility and fairness** in training, supervision, and professional opportunities.

5. Integrity and Accountability

Members of the Institute are expected to:

- Conduct themselves in a manner consistent with the **ethical codes of UKCP, BACP, and EATA**.
- Be honest and transparent in all professional and academic matters.
- Take personal responsibility for their actions, learning, and development.



- Declare any **conflicts of interest** promptly and appropriately.
- Refrain from any form of **dishonesty, misrepresentation, or unethical conduct**.

6. Boundaries, Confidentiality, and Safeguarding

- All members must maintain **clear professional and personal boundaries**.
- Confidential information must only be shared in accordance with **legal, ethical, and organisational requirements**.
- Any concerns about **safeguarding, unethical behaviour, or misconduct** must be reported promptly to a senior staff member or the Director.
- Psychotherapy Institute has a **zero-tolerance policy** towards abuse, exploitation, or breaches of confidentiality.

7. Collegiality and Learning Culture

We value collaboration, curiosity, and reflective dialogue. All members are encouraged to:

- Support each other's **learning and growth**.
- Engage in **open, respectful dialogue** even when opinions differ.
- Offer and receive feedback in a manner consistent with **TA principles**.
- Participate actively in building a **supportive, professional, and compassionate community**.

8. Breaches of the Code

Any behaviour that contravenes this Code may be addressed through:

- Discussion and reflection within supervision or training;
- Mediation or restorative conversation, where appropriate;
- Formal investigation and disciplinary action, where necessary.



The approach will always be guided by **TA philosophy**, seeking understanding and repair where possible, while maintaining clear ethical and professional standards.

9. Review and Commitment

This Code will be reviewed annually to ensure it remains consistent with ethical best practice and the evolving needs of the Psychotherapy Institute community.

All staff, trainees, and associates are required to **read, understand, and agree to this Code of Conduct** as a condition of participation in the Institute's work and programmes.

Approved by:

Susie Hewitt, TSTA-P

Director, Psychotherapy Institute

Date: ____1-11-25____