



Kreate What U Want, LLC  
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### **Code of Conduct**

#### **Your Responsibility and Commitment as a Client is:**

- I will attend all meetings on time.
- I will call or video at the agreed time.
- I will be honest at all times and never lie about what I have achieved.
- I will make sure my coach knows everything she needs to know so she can properly coach me.
- I give my coach permission to be forward and bold with me.
- I will be present during sessions and free from distraction.
- I will be prepared for each session by selecting topics for discussions.
- I will take my own notes and be responsible for my own learning and take-aways.
- I will provide my coach feedback on what is working and what is not working.
- I will inform my coach of scheduling conflicts more than 48 hours in advance of our session or I'll forfeit my coaching time (and pay the associated fee for coaching).
- I agree for the coach to challenge me if I am deceiving myself.
- I will be willing to try new methods that my coach suggests for me.
- I will have paid in advance for any coaching sessions and meeting calls.
- If I require a receipt, I will request for one in advance.
- I will send any forms back promptly and fully completed.
- I will be prepared to step outside of my comfort zone.
- I agree I am to set and pursue my meaningful goals.
- I agree to take action as needed.
- I understand that I am responsible for the outcome of the coaching experience. The outcome of coaching depends solely on me due to the action and work I decide to put into myself.
- I understand the coach is there as a guide to support me through my endeavors.
- I understand that the coach is only to be contacted on business hours.
- I understand that coaching is not therapy or counseling.
- I understand that coach services from Kreate What U Want LLC will not provide me with a diagnosis or any type of treatment based on mental health.

### **My Responsibility to you as a Coach:**

- I will always be on time for each of our sessions.
- I will always answer the call/video at the agreed time.
- I will always be prepared for your coaching call.
- I will always treat all information discussed with you or written to you with confidentiality: I will not divulge any part thereof to any third party, according to the Data Protection Act 1974/1998 amendments (excluding the police or a legal body).
- I will recommend other services of institutions or professionals if appropriate to your outcomes; these services are offered without liability, obligation or redress to my company or myself.
- I will share with you my knowledge, skills, experience and expertise where appropriate and when I deem necessary.
- I will provide you with all the assistance, help, support, encouragement and guidance in fulfilling the outcomes or objectives agreed with me.
- I will be present with you and free of distractions during our sessions.
- I will hold what you tell me in confidence.
- I will be kind, honest and direct.
- I will be prepared for each of our coaching sessions.
- I will validate, focus on and believe in your strengths and see the best in you.
- I will accept you fully and meet you where you are.
- I will conduct all of my dealings with you in absolute dignity, respect, honesty, confidentially and as an equal.
- I will support you when you consider new ideas and perspectives.
- I will co-create new possibilities with you.
- I will support your learning and forward your progress.
- I will consistently focus on your highest version of yourself.
- I will provide my very best each session by being present and focused.
- I will hold no judgments on you and I will respect all notions of what you disclose during sessions.
- It is not my job to change you. It is my privilege to help you bring awareness and clarity into your life if you choose to act upon it.
- I will hold you in a positive focus. We will concentrate on what is working in your life and create more of what you find to be working well in your life.
- I believe you have all the answers within you. I hope to ask questions to spark that inside of you.
- Coach will only return phone calls on her scheduled business days and within her working hours listed on her website.