



MCBT

**ETHICAL
AND
PROFESSIONAL
STANDARDS**

MCBT ETHICAL AND PROFESSIONAL STANDARDS

1.0 Responsibility

- 1.01 Behaviour therapists promote and maintain behaviours that are honest, truthful, and just in all professional environments and in all forms of communication (i.e., with relevant entities and stakeholders). Paraprofessionals attempt to make amendments to any inaccurate information the first instance it is made known to them.
- 1.02 Behaviour therapists adhere to MABA Ethical and Professional Standards, the relevant law and regulations, and the requirements of their professional community.
- 1.03 Behaviour therapists hold responsibility for all their professional activities and make decisions in the best interest of the clients. Behaviour therapists attempt to resolve any hindrance that could prevent them from assuming this responsibility by reporting to their supervisor(s) immediately and documenting their efforts to address the matter.
- 1.04 Behaviour therapists practice only within their area of competence. Behaviour therapists only provide services to new client populations when there is adequate training and supervision.
- 1.05 Behaviour therapists ensure cultural competency within themselves to avoid any discriminatory actions towards clients and stakeholders from different backgrounds.
- 1.06 Behaviour therapists do not harass or create a hostile environment towards others.
- 1.07 Behaviour therapists are objective when carrying out professional activities. Behaviour therapists are mindful about the influence of personal biases on their professional activities and attempt to resolve them if necessary.
- 1.08 Behaviour therapists are mindful about the impact of multiple relationships on maintaining objectivity with their clients. Behaviour therapists take appropriate measures to avoid the development of multiple relationships, and are accountable to declare and resolve any multiple relationships that have inadvertently developed.
- 1.09 Behaviour therapists do not accept gifts that serve as an expected source of income on a regular basis. Paraprofessionals only accept gifts that does not result in financial or personal benefit in accordance to local anti-corruption and anti-bribery law.
- 1.10 Behaviour therapists do not coerce or exploit any person in a professional relationship with unequal power dynamic.

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- 1.11 Behaviour therapists are mindful about the impact of romantic and sexual relationships in maintaining objectivity and professionalism. Behaviour therapists avoid romantic and sexual relationships, and only maintain professional relationships with clients, stakeholders, and supervisor(s) until the end of the documented professional tenure.
- 1.12 Behaviour therapists comply with the self-reporting requirements from relevant authorities including but not limited to MABA.
- 1.13 Behaviour therapists provide services in the best interest of their clients, respect the autonomy of their clients, do no harm, and implement plans that accord their dignity.

2.0 Confidentiality

- 2.01 Behaviour therapists treat information of clients (details of services and all records of service delivery, personal identifiable record, documentation, research or progress data, exchange of communication via verbal, written or electronic devices etc.) as confidential and take appropriate measures to protect confidential information of the clients. Behaviour therapists comply with applicable laws and regulations about information sharing, privacy, and data handling.
- 2.02 Behaviour therapists only disclose confidential information about clients when:
 - i) Informed consent is obtained.
 - ii) There is a risk of harm (possible criminal activity) to clients or the others.
 - iii) Required by law.

When Behaviour therapists are permitted to disclose confidential information with a third party, they only disclose information that are essential for the discussion.

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3.0 Effective Communication

- 3.01 Behaviour therapists effectively report clients' progress and present data in understandable language to supervisor(s).
- 3.02 Behaviour therapists provide accurate information on their session notes while communicating in an understandable language with relevant stakeholder (i.e., parents, caregivers). They refrain from giving behaviour analytic advice to stakeholders, without the guidance and permission from their supervisor(s).
- 3.03 Behaviour therapists prioritise their clients' best interests while working collaboratively with other paraprofessionals and professionals from different backgrounds.
- 3.04 Behaviour therapists ensure information on reports, invoice, itemised bills, and receipt statements are accurate. This include services billed under other agencies/centres. Behaviour therapists should not incur bills on non-behavioural services.
- 3.05 Behaviour therapists ensure the fees incurred or any charges that might occur must be agreed and signed in the financial agreement before the commencement of the service with all relevant parties. Behaviour therapists seek appropriate advice and consent from their supervisor(s) should there be any agreement on pro bono and bartering.
- 3.06 Behaviour therapists maintain up-to-date documentations (i.e., clients' progress and data) in the entirety of service provision duration.
- 3.07 Behaviour therapists provide the most recent and accurate set of professional certifications to their clients, supervisor(s), and employers upon request. Behaviour therapists ensure that any changes in their professional status and certifications are reported to their employers and supervisor(s) in a timely manner.
- 3.08 Behaviour therapists ensure the necessary actions are being taken when a client is at risk of harm. This includes but is not limited to:
 - i) Consulting with supervisor(s).
 - ii) Following organisational policies.
 - iii) Contacting relevant authorities.
 - iv) And documenting their efforts in addressing their concern.

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4.0 Service Delivery

- 4.01 Behaviour therapists ensure all practices are carried out under adequate supervision and seek additional training or relevant certification if required. Behaviour therapists inform their supervisor(s) when they are asked to practice beyond their area of competence and/or certification.
- 4.02 Behaviour therapists ensure accurate data collection for all behaviour analytic services. Behaviour therapists ensure data display allows for individualised decisions to be made in the best interest of their clients.
- 4.03 Behaviour therapists identify any barriers (e.g., environmental conditions, disagreement with clients) that may interfere with their practice and take appropriate actions to inform supervisor(s) in a timely manner.
- 4.04 Behaviour therapists do not abandon clients. In the case of absence or termination of employment, behaviour therapists are responsible to notify their supervisor(s) about such changes without delay and provide sufficient time to allow smooth transition of services.
- 4.05 Behaviour therapists inform their supervisor(s) immediately when there are physical, psychological, or legal factors impeding their abilities to perform their duties. Behaviour therapists are encouraged to seek appropriate help to establish their work capacity.

5.0 Public Statement

- 5.01 Behaviour therapists ensure their clients' privacy and rights are always protected, which also includes taking all precautions to prevent accidental sharing of confidential information when making public statements.
- 5.02 Behaviour therapists ensure all information mentioned in public statements (i.e., made by themselves and/or others) regarding their professional activities are truthful, and are behaviour analytic in nature. Behaviour therapists refrain from giving behaviour analytic related advices in public forums.
- 5.03 Behaviour therapists give appropriate credits when using others' intellectual properties (e.g., logo and copyrighted materials) and seek for permission to use them when necessary.)
- 5.04 Behaviour therapists are responsible for the promotion of their behaviour analytic services made by themselves and/or others. A disclaimer must be made when services advertised are non-behaviour analytic in nature.
- 5.05 Behaviour therapists must not solicit testimonials and/or reviews from current and former clients for the benefit of themselves and their organisations. Behaviour therapists do not share and promote unsolicited testimonials and/or reviews from all public forums.
Behaviour therapists may seek formal reference letters from current and/or former clients for non-advertising purposes.
- 5.06 Behaviour therapists must not publish contents of their clients and stakeholders on their personal social media platforms. When publishing contents about their clients and stakeholders on their professional social media platforms, behaviour therapists ensure that:
- i) Informed consent from all parties is obtained before publication.
 - ii) A disclaimer is included to prevent any misuse of the contents.
 - iii) Published contents cannot be shared by others without seeking permission from the creator.
 - iv) Contents are constantly updated and monitored for accuracy.



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