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SFV Schweizerischer Feldenkrais Verband
ASF Association Suisse Feldenkrais

Code of Professional Conduct

SFV Schweizerischer Feldenkrais Verband
SFA Swiss Feldenkrais Association

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I Purpose of the Code of Professional Conduct

Purpose of the Code of Professional Conduct

Art. 1

¹ The Code of Professional Conduct regulates the conduct of Feldenkrais Practitioners of the SFA towards clients, colleagues, other partners in the health care system and in the educational environment, as well as the conduct in public.

² Its purpose is:

to maintain trust between Feldenkrais practitioner and client
to promote integrity and competence in the Feldenkrais work
to ensure the quality of Feldenkrais work
to promote the reputation and freedom of the Feldenkrais Practitioner's profession
to promote professional conduct
to avoid and punish unprofessional behaviour

Sole competency

Art. 2

The Ethics Committee is exclusively responsible for the implementation of the professional ethics procedure, subject to appeal and execution.

Disputes of material nature

Art. 3

Disputes of material nature are not resolved by the Ethics Committee.

II Professional ethical standards

1. Principles

Duties of Feldenkrais Practitioner

Art. 4

It is the duty of Feldenkrais Practitioners to promote, maintain or restore the health, self-responsibility and autonomy of clients and to strengthen their self-organisation and self-regulation.

2. Conduct with clients

Practising the profession

Art. 5

¹ Feldenkrais Practitioners practice their profession carefully and conscientiously. Prerequisites are personal integrity and professional competence.
² Feldenkrais Practitioners use their skills in education, prevention and therapy for the benefit of their clients. In doing so they respect the principle of cost efficiency.
³ Feldenkrais Practitioners strive to take the necessary measures to ensure the quality of their work.
⁴ Feldenkrais Practitioners act responsibly and conscientiously. They remain within their own area of competence, do not make medical diagnoses and do not make promises of healing.

Working principles

Art. 6

¹ Feldenkrais work is to be carried out with respect for human dignity and the personality, will, values and rights of the client.
² Feldenkrais Practitioners must not abuse any relationship of dependency resulting from their work as therapists or teachers, whether emotional, sexual, material, religious or political.
³ Feldenkrais Practitioners use their position of authority to promote the personal development and autonomy of their clients and in no way for their own personal advancement.
⁴ Feldenkrais Practitioners respect the decisions of their clients unless they are harmful to them or others.

⁵ Feldenkrais Practitioners accompany their clients' process with equal care and integrity. Neither social position, religious or political beliefs, gender or orientation nor ethnicity play a role. If they cannot guarantee the above requirements, they seek help in supervision or carefully end the pedagogical or therapeutic relationship.

Accepting and declining a teaching or therapy assignment

Art. 7

Feldenkrais Practitioners respect the right of their clients to freely choose or change practitioners. On the other hand, Feldenkrais Practitioners are also free to accept or decline a clarification, teaching or therapy assignment.

Setting

Art. 8

- ¹ Feldenkrais Practitioners provide an appropriate working environment, taking into account the protection of the personality of their clients.
- ² Feldenkrais Practitioners carefully design the beginning and end of the educational/therapeutic process. They strive to ensure continuity. They inform clients about possible process interruptions as far as these are known in advance.
- ³ Feldenkrais Practitioners usually stay with the agreed frequency of sessions and work towards the agreed goal or renegotiate it.

Therapeutic presence

Art. 9

- ¹ Feldenkrais Practitioners are emotionally and mentally present during group and individual sessions. They are in touch with their own emotions and those of the client and thus connected to the process.
- ² Feldenkrais Practitioners respect the personal boundaries of their clients.
- ³ Feldenkrais Practitioners address issues on a contractual, interpersonal and other levels in an appreciative and empathetic way and observe transference and countertransference in the educational or therapeutic process. They shape the verbal and non-verbal dialogue with clients in a respectful and equal manner.
- ⁴ Feldenkrais Practitioners report appropriately on their perceptions of the client as well as on the interaction between them. If required by the course of the process, Feldenkrais Practitioners will explain their own feelings, mistakes or shortcomings to the client.

Assessment of the course of the process, evaluation and quality assurance

Art. 10

- ¹ Feldenkrais Practitioners regularly assess the course of the process and evaluate it for themselves and in dialogue with clients. In doing so they observe the transferability, i.e. the effects of the process on everyday life as well as the effects of everyday life on the process. They check the appropriateness of their interventions and the process of educational / therapeutic interaction. This assessment forms the basis for further actions.
- ² Feldenkrais Practitioners take into account the client's state of health. If the situation requires it, they advise them to seek appropriate help from other professionals. If critical health reactions occur during the process, Feldenkrais Practitioners are obliged to seek assistance and, if necessary, consult other professionals.
- ³ Feldenkrais Practitioners discuss future goals and/or a possible termination of the process with the client.

Professional relationships

Art. 11

Feldenkrais Practitioners are aware of relationships they have directly or indirectly with clients which may interfere with the educational/therapeutic process. They are aware that social contacts outside the process can create complications. They avoid educational or therapeutic relationships with employees, close friends or relatives where possible.

Working with groups	<p>Art. 12</p> <p>¹ Feldenkrais Practitioners are aware of the complex situation and interactions within a group. They use their interventions in a way that takes into account the needs of all group members.</p> <p>² Feldenkrais Practitioners urge group members to maintain confidentiality regarding what happens within the group.</p> <p>³ Feldenkrais Practitioners encourage respectful interaction between group members.</p>
Controversial measures	<p>Art. 13</p> <p>The practice or recommendation of controversial educational or therapeutic practices is considered inadmissible if it is carried out in disregard of basic findings of medical or educational science and by exploiting the trust, ignorance, credulity or helplessness of a client.</p>
Employed activity	<p>Art. 14</p> <p>¹ Employed Feldenkrais Practitioners are not allowed to act in their own name in the context of their employment. They ensure that it is sufficiently clear with whom the client enters into the treatment contract.</p> <p>² The Code of Professional Conduct also applies when Feldenkrais Practitioners work on a contract or employment basis.</p>
Duty to provide information and	<p>Art. 15</p> <p>¹ At the beginning of a process Feldenkrais Practitioners inform their clients openly and objectively about the method, its goals and limitations, the forms of intervention, the frequency of sessions, the length of sessions and the expected duration of the process.</p> <p>² Feldenkrais Practitioners do not inform their clients about medical findings. If necessary Feldenkrais Practitioners refer their clients to suitable specialists.</p> <p>³ Feldenkrais Practitioners commit themselves to a clear fee agreement with the client at the beginning of the assignment. In doing so they follow the fee recommendations of the SFA.</p> <p>⁴ Feldenkrais Practitioners make an agreement on the payment of missed hours at the first meeting. These may not be charged to the client's insurer.</p> <p>⁵ Feldenkrais Practitioners will make sure that the client has clarified how the costs will be covered.</p>
Limits of professional performance capability	<p>Art. 16</p> <p>¹ Feldenkrais practitioners are aware of the limits of their abilities and possibilities. If the client's welfare so requires, they consult professionals from other medical professions or social services. They are committed to good cooperation between all parties involved.</p> <p>² Feldenkrais Practitioners who are impaired by illness, bias or personal crises take appropriate precautions to protect themselves and their clients from mistakes.</p> <p>³ Feldenkrais Practitioners continually develop professionally and personally and maintain their own balance.</p>
Second opinion	<p>Art. 17</p> <p>If the client wishes to consult another specialist on his or her own initiative, they must be advised to the best of their knowledge.</p>
Confidentiality for the protection of the client	<p>Art. 18</p> <p>¹ Client confidentiality must be maintained. The Feldenkrais Practitioner is obliged to maintain secrecy about everything that is entrusted or otherwise becomes known to the Feldenkrais Practitioners in the course of their work, subject to the release from client confidentiality and the obligation to provide information in official or judicial proceedings. This also applies after termination of the professional relationship. Client confidentiality also applies to the family members and employers of clients as well as to insurers.</p> <p>² Feldenkrais Practitioners must inform all persons who gain insight into their practice about the obligation of secrecy and obligate them in writing to observe it.</p> <p>³ Client confidentiality also applies to colleagues and other professionals. Otherwise, the client's consent must be obtained.</p> <p>⁴ In legal proceedings against a client in which the Feldenkrais Practitioner is a party, the client must apply to the SFA Ethics Committee for release from client confidentiality.</p>

Recording and retention obligation

Art. 19

- ¹ Feldenkrais Practitioners maintain client documentation. This includes the goal of the assignment, interventions, process steps and client feedback.
- ² These must be kept for at least ten years after the last entry.
- ³ Feldenkrais Practitioners ensure that all documents containing information of a confidential nature are protected from access by third parties.
- ⁴ The use of client data for supervision, training and publication purposes is only permitted without the client's consent if no conclusion can be drawn as to the client's identity.

Right of access to information

Art. 20

- ¹ Clients can request information about their client documentation. Copies must be made and handed over on request.
- ² Feldenkrais Practitioners may refuse, restrict or delay the provision of information if the overriding interests of third parties or their own overriding interests so require.

Fees

Art. 21

- ¹ The fee claim must be reasonable. The basis for the calculation is the collective agreements made at the beginning of the assignment. The special circumstances of the individual case, in particular the time required and the financial circumstances of the client must be taken into account. The client is entitled to receive a transparent invoice.
- ² Feldenkrais practitioners are free to treat clients free of charge.

3. Conduct in public

Service for the public health

Art. 22

- ¹ Feldenkrais Practitioners are committed to the promotion of health and health maintenance of the population. In particular, they are committed to personal development and self-responsibility.
- ² Within the framework of their personal and professional resources, they promote the achievement of these goals.

Information and advertising

Art. 23

- ¹ Feldenkrais Practitioners will disclose their professional qualifications and any other information necessary for clients or other professionals in a restrained manner. They do not impose their services and do not promise unrealistic results.
- ² Feldenkrais Practitioners refrain from any unobjective advertising based on untrue claims.
- ³ Feldenkrais Practitioners are committed to ensuring that no third party engages in unlawful advertising for their direct or indirect benefit.

Permissible information

Art. 24

Information is considered necessary for the public if it provides an overview of the method and mode of action and facilitates the selection of the appropriate expert. For example:

- a) Technical qualification
- b) Professional career
- c) Age of the professional and his/her language skills
- d) Home visits
- e) Acceptance of new clients
- f) Information about forms of cooperation and partners.
- g) Contractual relationships with health insurers
- h) Services offered and other therapy methods
- i) Membership of professional associations
- j) Practice opening hours
- k) Reference to specialization

Art. 25

¹ Information is irrelevant if it does not maintain the required educational or therapeutic objectivity and experience or if its form or content does not meet the information needs of the client or the specialist.

² Untrue is information that does not correspond to the facts.

³ Information damages the reputation of the profession of Feldenkrais Practitioner in particular if

- a) it compares and refers to professionals with disparaging remarks about colleagues, their work and their educational or therapeutic methods;
- b) it serves the purpose of self-advertising or presents one's own activity in a way that is either advertising or blatant;
- c) it arouses unjustified expectations in the audience or is otherwise misleading or deceptive;
- d) it is unworthy or immoral.

Art. 26

Restrictions for
certain
advertising
media

¹ On the practice sign, the letterhead, invoice forms or internet entries, the information pursuant to Art. 24 may be given.

² Information in accordance with Art. 24 may be published in official and private registers, excluding information on the professional career and acceptance of clients.

Art. 27

Public
appearance,
publicity

¹ Public lectures and media work in press, radio and television are welcome. They should serve to inform the population about the method. The focus should be on the cause and not the person of the Feldenkrais Practitioner.

² In the case of publishing activities, the names of Feldenkrais Practitioners, their professional qualifications and the place of work may be mentioned.

³ One's own performance should not be emphasized, and the performance and methods of other medical professionals should not be judged disparagingly or polemically.

⁴ Special care should be taken to avoid setting rigid standards or guidelines for educational or therapeutic action. In their public relations work Feldenkrais Practitioners do not raise unrealistic hopes of healing or learning success.

⁵ Feldenkrais Practitioners who speak out on professional political issues in the press, radio and television, even if their personal opinion differs from that of the Swiss Feldenkrais Association (SFA), point out the basic attitude of the Swiss Feldenkrais Association.

⁶ All statements should clearly indicate in whose name they are made.

4. Conduct with colleagues

Art. 28

Cooperative
behaviour,
inadmissible
criticism

¹ Feldenkrais Practitioners cultivate collegial relationships among themselves that are based on honesty and respect.

² Any action that unjustifiably injures a colleague's personal or professional honour must be refrained from.

³ Feldenkrais Practitioners will remain factual, objective and reserved in their statements to third parties about the treatment of a colleague.

Art. 29

Cooperation of
Feldenkrais
Practitioners

¹ Feldenkrais Practitioners are committed to collegial cooperation among each other and with other professionals who treat the same client simultaneously or consecutively.

² Feldenkrais Practitioners take into account existing therapeutic relationships and act accordingly. They generally avoid competing therapy. If they still do so, they inform the other practitioner after consulting with the client.

³ Feldenkrais Practitioners are required to provide the relevant observations and information to the professional treating the client beforehand, simultaneously or afterwards and to inform the them about previous sessions, if the client agrees.

Alienation	Art. 30 Feldenkrais Practitioners must not encourage clients who are already treated by a colleague to change Feldenkrais Practitioners.
Settling disputes	Art. 31 Disputes between colleagues which are based on a violation of the Rules of Professional Conduct, in particular on uncooperative behaviour, shall be settled directly or through the mediation of a third party. If the attempt at amicable settlement fails, the dispute must be brought before the Ethics Committee.
5. Other regulations on exercising the profession	
Contractual commitments	Art. 32 Feldenkrais Practitioners make sure when signing contracts with employers and clients, landlords or practice partners that they are not subject to instructions in their educational and therapeutic work which are not compatible with the SFA's Code of Professional Conduct. In particular, they shall not enter into any obligations to achieve a certain revenue.
Reports and expert opinions	Art. 33 Reports and expert opinions are documents. When issuing them Feldenkrais Practitioners have to take all due care and correctly present their educational or therapeutic convictions. The purpose of the documents, the date of issue and their recipients must be stated. The issuing of courtesy letters is not permitted.
Liability insurance	Art. 34 Feldenkrais Practitioners provide adequate insurance against professional liability claims. In the event of a liability claim, they try to find an extrajudicial solution in agreement with the injured party and insurers, if necessary with the help of an independent expert.
Acceptance of gifts	Art. 35 The acceptance of gifts from clients or third parties that exceed the usual level of small acknowledgements, or of commissions for the assignment of clients, is not permitted.
Further education events and sponsoring	Art. 36 <ol style="list-style-type: none">¹ The content and presentation of further education events organized by Feldenkrais Practitioners are to be determined by them alone.² The acceptance of sponsor contributions from third parties for event costs is permitted.³ Further training events should be well-founded and professional.
Supervision	Art. 37 <ol style="list-style-type: none">¹ Feldenkrais Practitioners who work as supervisors clearly point out the differences between supervision and therapy and respect these boundaries and differences.² They do not accept relatives, close friends or clients as supervisors.
Research	Art. 38 <ol style="list-style-type: none">¹ In the interest of further development of the method and research into its effects, Feldenkrais Practitioners should participate in studies and research projects according to their possibilities.² Research projects that could exceed the Code of Professional Conduct of the SFA must be submitted to the Ethics Committee for discussion.
Other health professions	Art. 39 Feldenkrais Practitioners respect and esteem the members of the other health care professions and the importance of other forms of therapy in their work.

Conduct outside of work **Art. 40**
Feldenkrais Practitioners avoid conduct at work and outside of work that damages the reputation or trustworthiness of the profession.

III Scope of Code of Professional Conduct and composition of ethics committee

Scope and forming of committee **Art. 41**
¹ The Code of Professional Conduct is binding for all members of the SFA.
² To enforce the Code of Professional Conduct, the SFA forms an Ethics Committee which assesses the transactions assigned to it by the Code of Professional Conduct.

Composition of the Ethics **Art. 42**
¹ In addition to the President, the Ethics Committee for conducting professional ethics proceedings shall be composed of four members of the Committee, both genders being represented. The Ethics Committee shall appoint a legal secretary to supervise the proceedings and keep the minutes. As a rule, the composition of the Ethics Committee should not be changed during the course of professional ethics proceedings.
² If the President is prevented from attending, he or she shall designate from among the members of the Ethics Committee a chairperson who shall have the powers of the President for these proceedings. If the President withdraws, the other members of the Ethics Committee shall appoint a chairperson from among their number.
³ The President shall issue the necessary orders to conduct the proceedings. The Committee may decide by majority vote to not take part, to discontinue the proceedings or to release the members of the Committee from their professional secrecy by correspondence.

Domicile and meeting venue **Art. 43**
The seat of the Ethics Committee is at the headquarters of the SFA. However, the meetings may be held at any other place in Switzerland.

Obligation of acceptance **Art. 44**
The Ethics Committee and each member of the Committee shall be obliged to deal with the business falling within or assigned to their competence. The provisions on suspension remain reserved.

Confidentiality **Art. 45**
All members of the Ethics Committee or persons involved in the business are bound to absolute secrecy about all perceptions they make in connection with the handling of the business assigned to them.

Refusal and withdrawal **Art. 46**
¹ A person belonging to the Ethics Committee may be rejected,
a) if he/she is in a relationship with one of the parties as a spouse, fiancé, relative or in-law;
b) if he/she has already acted as a representative of one of the parties in the dispute, or as a witness or expert witness, or if he/she has given advice in the dispute;
c) if he/she or a person related or related by marriage to them is in civil or criminal proceedings with one of the principal or secondary parties or has been in such proceedings within a period of one year prior to the beginning of the professional ethics proceedings;
d) if there are other facts which are likely to make the person appear prejudiced and to arouse suspicion about their impartiality.
² A person belonging to the Ethics Committee who knows that there is a reason for refusal is obliged to inform the Ethics Committee. The latter shall decide on the rejection ex officio.

³ If the decision is to reject the rejection, the parties are free to assert their right of rejection independently.

⁴ The Ethics Committee shall decide on the rejection of a person, even when the parties involved have withdrawn and when involving substitute members.

IV Professional ethics proceedings

Limitation period	<p>Art. 47 Professional Ethics Proceedings shall only be opened if the conduct for which the accused is accused does not date back more than five years at the time of filing the complaint.</p>
Acting on the complaint	<p>Art. 48 A complaint shall only be acted upon if there is a legal interest in its assessment and if an infringement of the Code of Professional Ethics is claimed.</p>
Withdrawal of complaint and settlement; death, retiring from the association	<p>Art. 49 ¹ If the complaint is withdrawn at any stage of the proceedings, or if the parties reach an agreement without the involvement of the Ethics Committee, the latter may nevertheless bring the proceedings to a close and take a decision if it finds that there has been a breach of the Code of Professional Ethics. ² If the accused dies during the proceedings, if they declare their resignation from the SFA, or if the Ethics Committee finds, after the opening of the proceedings, that the facts brought to its attention are time-barred, it shall discontinue the proceedings.</p>
Suspension of proceedings	<p>Art. 50 ¹ If criminal, civil or administrative proceedings are already pending before the ordinary courts, authorities or an arbitration tribunal in respect of the facts brought to light, the Ethics Committee shall suspend the proceedings until a final decision or an order of termination has been issued by the court or authority. ² The parties are obliged to inform the Ethics Committee at any time about the status of these proceedings and to submit the complete decisions.</p>
Representation of parties and legal aid	<p>Art. 51 A party may only be represented or defended in the proceedings by its legal representatives in the case of minor children or persons under guardianship.</p>
Advance on costs	<p>Art. 52 ¹ The parties shall pay an advance on costs and expenses for the procedural steps and evidence measures they have initiated and shall increase such advance on request, as determined by the Ethics Committee. ² If the advance payment of costs is not made, the action is omitted to the detriment of the defaulting party. If the complainant does not pay the advance on costs imposed on them or does not do so in time, the complaint shall not be acted upon. ³ In exceptional cases, the Ethics Committee of a party may waive the obligation to make an advance payment.</p>
Inspection obligations	<p>Art. 53 The Ethics Committee shall establish the facts of the case ex officio. It may, at any stage of the proceedings, take such ruling of evidence as it deems necessary to supplement or establish the facts of the case.</p>

The public	<p>Art. 54 The public is excluded from all parts of the association.</p>
Complaint	<p>Art. 55 ¹ Every member and every body of the SFA is entitled to file a complaint with the Ethics Committee against one or more SFA members mentioned by name for conduct unworthy of their profession. ² In the case of complaints from outsiders, the Executive Board of the SFA decides whether the matter should be referred to the Ethics Committee for the opening of professional ethics proceedings. The Executive Board informs the complainant of its decision in writing without further explanation. ³ If the Ethics Committee becomes aware of a violation of the Code of Professional Ethics, it will open professional ethics proceedings ex officio.</p>
Submitting a complaint	<p>Art. 56 ¹ The application for the initiation of proceedings must be submitted by the complainant to the Secretariat of the SFA for the attention of the Ethics Committee by submitting a written and signed complaint in three copies. ² The Secretariat shall immediately refer the complaint to the Ethics Committee. ³ The complaint shall set out in full and in a concise manner the facts alleged against the accused, and it shall mention all evidence. Documents shall be enclosed if they are in the possession of the complainant. The request for sanctions shall be inadmissible. Complaints containing such requests must be rejected by the Ethics Committee with a request for improvement.</p>
Opinion	<p>Art. 57 The complainant shall be served a duplicate of the complaint, setting a reasonable deadline for the submission of a written opinion in triplicate. The opinion shall specify the evidence. Documents are to be enclosed if they are in the possession of the accused.</p>
Further exchange of documents	<p>Art. 58 The parties are entitled to a written reply and rejoinder. These submissions shall be submitted in triplicate.</p>
Consequenc	<p>Art. 59 If one of the parties fails to submit a written statement before a final deadline set by the Ethics Committee, or submits it too late despite a reminder, the Ethics Committee shall decide on the basis of the written statements and the files received before such a deadline.</p>
Agreement	<p>Art. 60 Once the exchange of documents has been completed, the President of the Ethics Committee may summon the parties to a settlement hearing and bring about an agreement.</p>
Summons to the main hearing	<p>Art. 61 If a higher interest of the Association opposes the termination of proceedings by means of a settlement or if achieving a settlement solution seems to have no prospect of success, the President shall summon the parties to the main hearing. The summons shall be issued at least ten days in advance.</p>
Circulating and inspecting files	<p>Art. 62 ¹ Before the main hearing, the files should be circulated among the members of the Ethics Committee. ² The parties shall be granted access to the files at the seat of the Ethics Committee at all stages of the Proceedings. Files may only be released with the permission of the President of the Ethics Committee.</p>
Obligation to appear	<p>Art. 63 ¹ The parties are obliged to appear in person before the Ethics Committee if they receive a summons. ² If one of the parties refuses to comply with the summons to appear before the Ethics Committee, or if the party fails to appear without compelling reason, the Ethics Committee may conduct the proceedings without the latter on the basis of the files and the submissions of the other party present.</p>

Evidence	<p>Art. 64 The correctness of the facts are proven by means of</p> <ol style="list-style-type: none">DocumentsWitnessesExpertsVisual inspectionExamination of the parties
Witnesses	<p>Art. 65 ¹ Every member of the SFA is obliged to appear as a witness upon summons by the Ethics Committee and to testify truthfully. ² The witness may refuse to testify,</p> <ol style="list-style-type: none">if she or he is related by blood or marriage or has economic connection to one of the parties,if she or he would have to violate their own obligations to maintain patient confidentiality,if the statement could be detrimental to him or her. <p>³ The witness shall be informed before the hearing of the duties of the witness and the right to refuse to give evidence.</p>
Experts	<p>Art. 66 ¹ The Ethics Committee designates the experts, prepares the questions to be answered in the report and informs the parties. Anyone who could be rejected as a member of the Ethics Committee may not be called in as an expert. ² As a rule, the experts submit their report in writing. If they are questioned orally, the same rules shall apply as for the examination of witnesses. ³ The parties have the right to put supplementary questions to the experts through the Ethics Committee.</p>
Examination of the parties	<p>Art. 67 The parties have to answer the posed questions truthfully and without any digressions.</p>
Minutes	<p>Art. 68 ¹ The statements of the parties, witnesses and experts are briefly recorded. The minutes of the hearings shall be dated and signed by the persons questioned as well as by the President of the Ethics Committee and the keeper of the minutes. ² The minutes shall be written by hand or typewriter and signed immediately after the interrogation. Hand-written minutes must be cleared up and copied out within ten days and signed by the keeper of the minutes.</p>
Taking evidence	<p>Art. 69 ¹ As a rule, evidence must be taken before the entire Ethics Committee and before the parties. The parties are to be informed in good time of the date of an inspection or hearing. ² The Ethics Committee shall be entitled to reject evidence which it deems to be superfluous on the basis of the state of the files and its own knowledge of the case, or to use evidence which has not been invoked by the parties.</p>

Party presentations	Art. 70 Upon completion of the evidence, the parties have the right to present the evidence twice.
Assessment of evidence and decision	Art. 71 ¹ The Ethics Committee then proceeds to secret deliberations. In doing so, it acknowledges the result of the taking of evidence and makes the decision on the basis of its free conviction gained from the main hearing and the files. The decision is either acquittal or a declaration of guilt. ² The decision must be immediately communicated orally to the parties and reasons must be given. ³ Within five days of the main hearing, the parties and the Executive Board of the SFA must be informed in writing of the decision. With the consent of the parties, the opening of the proceedings can only be made in writing. ⁴ The decision shall contain: a) the names of the members of the Ethics Committee who made the decision, b) the names of the parties, c) the date of the decision, d) the decision on acquittal or conviction with the designation of the written or unwritten professional duties which have been violated, e) the sanction imposed in the event of a conviction, f) the cost settlement. ⁵ Comments on the facts of the case are not included in the decision. ⁶ In any case, the decision must be substantiated in writing within 30 days. The written reasons must be communicated to the parties.
Cost of proceedings	Art. 72 The Ethics Committee may order one or both parties or the SFA to pay the costs of the proceedings. No compensation will be awarded to either party.
Final decision and legal challenge	Art. 73 ¹ The decisions of the Ethics Committee and the sanctions imposed, including exclusion from the association, are final and subject to an appeal before an ordinary court. ² A legal challenge to the decisions of the Ethics Committee must be made at the seat of the Association by means of an action directed against the Association and not against the Ethics Committee or its members. ³ If a decision of the Ethics Committee is overturned by a court of law, the Ethics Committee may resume the professional ethics proceedings, remedying the deficiencies complained of by the court, and issue a new decision.
V Sanctions	
Imposing sanctions	Art. 74 Both the objective severity of the infringement and the extent of the fault are decisive for the imposition of sanctions in the case of a conviction.
Sanctions	Art. 75 ¹ The following sanctions may be imposed: a) reprimand; b) reprimand with the condition of attendance for supervision or counselling; c) withdrawal of the SFA certificate for a limited period of time; d) exclusion from the association. ² The imposition of sanctions other than those mentioned or their accumulation is not permitted.

**Exclusion
from
association**

Art. 76

¹ If a sanction is imposed, the decision may also include a threat of expulsion from the association in the event of an infringement of the decision. In this event, new professional ethics proceedings must be conducted, taking into account the threat of expulsion.

² Any member can be excluded without prior threat.

VI Enforcement

Execution

Art. 77

The execution of the decisions of the Ethics Committee is carried out by the Secretariat of the SFA.

Notifications

Art. 78

¹ At the request of the accused, an acquittal must be communicated in writing or electronically to the SFA members in the ruling.

² If the sanction is the exclusion from the association, the SFA members, the competent cantonal health directorate and the cost objects must be informed of the decision.

³ Announcements must be made without naming the complaining party.

Archiving files

Art. 79

¹ After completion of the proceedings, the President of the Ethics Committee must seal the files and immediately send them to the Secretariat of the SFA for archiving.

² The complete files are open only to the Ethics Committee and without any time limit.

Reporting

Art. 80

Each year, the Ethics Committee prepares statistics on the new and completed proceedings for the SFA Annual Report and submits a summary report on the completion of the proceedings.

VII Final provisions

**Coming into
force**

Art. 81

The General Assembly of 15 March 2014 in Lucerne adopted Chapters III to VII of this Code of Professional Conduct and put them into force immediately, while the Rules of the Ethics and Complaints Committee of 20 March 2004 are immediately repealed.

General Assembly of 21 March 2015 in Berne adopted Chapters I and II and also put them into force immediately. This means that the Professional Ethics Guidelines of 19 March 2005 are immediately repealed.

Bern, 21 March 2015

Brigitta Walpen
President

Thérèse Olivier Weber
Vice President