



Code of Ethics & Conduct

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1. A COMMITMENT TO THE LIVING WHOLE

1.1 An Energetic Abiding Declaration

Please make special note that -- students may choose to learn from the School (**Universal Medicine**) and adhere to and or live its teachings or, they may choose to not adhere to its teachings – the School does not hold anyone to the Esoteric Work. The students may choose to join the Esoteric Practitioners Association (EPA) or not. It is neither a prerequisite nor a condition of the Esoteric Work and its living principles to join the EPA. It is a member's choice to be or not to be part of the Universal Medicine School as it is for them to join or not join the EPA. If they choose to align with the School, then they are choosing its teachings and it is the student's choice as to how much and how far those teachings are adhered to and or lived. In aligning to the School, the student is making an energetic commitment to its living principles and teachings and thus, they are making a commitment to the **esoteric way of life** to the best of their ability. The School does not assess or discriminate between one student and another in as far as their commitment or development goes and or as it unfolds. Should a student make the move to join the EPA, they are making a choice to express their esoteric development further and in doing so, they are choosing to actively express its teachings by living them in service to others.

The EPA is a body of expression that is there for the development of its members and its practitioners for the sole purpose of the development of all equally.

To make the conscious choice, by one's own free-will, to join the EPA they are making a public claim to their esoteric commitment and to the service for all, for that is the esoteric way. Hence, in joining the EPA, the student becomes a member and thus he/she are making a confirmed energetic declaration, made already by their decision to be a student of the School. The confirmation is extended further by making an announced choice to abide by the **Code of Ethics and Conduct** as outlined in this document. Effectively, this means that a joining member/practitioner is making a conscious choice, of their own free-will, to align to the esoteric principles of Love, Energetic Integrity, Energetic Responsibility etc, and, as best they can, the Esoteric Way of Life in whole and not just in part. At no time is a member asked to be perfect in all esoteric ways, for we are all unfolding students at varying degrees. However, a member, and in particular **a practising practitioner of the Esoteric Healing Arts**, is expected to apply a consistent dedication, to the best of their conscious ability in all ways of the esoteric life in full, for they have chosen the path that brings such love to those in need.

1.2 Definitions

The Inner-Heart

The living love centre of each unit of life. It is the place where all humans are one and the same by virtue of the energy that impules the eternal immutable truth. The inner-heart is the place where the love of God is first and equal among all.

Esoteric

The esoteric is all of that which is known by the impulses of the inner-heart. It is the way of life that comes from the impulses of the inner-heart. It is the living Science of the Soul. The esoteric is the living inner-most core that has an emanating impulse that radiates an equal source of love for and with all life. The inner-core of every human being is equally of the one same love and thus, that love is equally for all. This is the esoteric way of life. By virtue of this impulse, life is lived in accordance to it and to the principles and Energetic Laws that impulse it.

Esoteric Integrity

Living with and by an all-encompassing love for all and with all. It is the living in accordance to the impulses of the inner-heart. It is to express the love of the inner-heart as a harmonious rhythm with self and with all others equally.

Energetic Integrity

It is the living in the knowing that all is energy and that all is because of energy and that true harmlessness comes first from an energetically clear and loving intent and way of being in all that one says and does. To live in and with energetic integrity is to never impose one's pranic energy or intent, outcomes or desires on another but to present the impulses of the inner-heart in all that one expresses.

Energetic Responsibility

The self-made choice to make life the livingness of the esoteric way so as to serve all equally. It is the free-will to choose a life that is purpose-full in its serving light and that with that light one shall serve those in need who so call out for it.

Dedication

This is the practical everyday application of the esoteric way of life. It is to build a body of fiery-love so that its way can provide a vehicle for the Light of the Soul to serve. It is a commitment to build whatever is needed exoterically and in the temporal world so as to bring the fiery-light to it.

Purpose

The impulse to serve that is governed by the impulse itself. The impulse first comes from the inner-heart as it is received from the Soul. The 'purpose' then becomes the readiness to serve after which, the servant has felt the calling-need of those in exoteric and temporal need.

Religion

A held connection and conviction towards a Divine power and the living of the principles as emanated forth from that Divine one known as God or Deity. A religious life or experience is of dedicated pursuit or interest whereupon one enters a relationship with the emanated principles that stem from God. That relationship entails a very personal relationship that is developed by the individual directly with God the Divine head of the sought exalted state. The relationship is one of self with Deity and it concerns all aspects of self-development towards one's own Divinity. Such development encompasses a relationship with all of human life, the cause of life, nature, the supernatural, the metaphysical and all of these in purpose and in relationship to all of humanity and to our position in the universe in which all is contained. The relationship with God is to give meaning and experience to life as a whole for self and with all. Such a life is to develop a set of energetically sound principles, a way of love, unity and harmlessness, healing, self-prayer, rhythms, rituals, ceremonies, meditation, music, work and art that are interwoven into a livingness in and with all in society. This is religion.

Conscious Presence

The choice to be present in mind and with mind whilst one is carrying-out a physical action. It is the process of being with oneself in whole whilst acting in any activity.

Centredness

The process of breathing in gentle rhythmic balance to achieve harmlessness in the task at hand. It is to breathe consciously a gentle in-breath and out-breath that delivers the energetic quality of gentleness.

Fiery Light of The Soul

The Light of the Soul is the true energy of love and the true energetic meaning of the word 'Christ'. The Soul is the made manifest unit of love as breathed forth by God. Its light is the radiance and emanating light of that original fiery love. The light of the Soul resides equally in the inner-heart of all human beings.

Livingness

The life that is impelled to live in accordance with the rhythms and impulses of the inner-heart. It is a life lived from the impulses of our inner-most in accordance to all the Energetic Laws, Sciences, Metaphysics and Principles that apply to God the Father who impulses such light.

Love

Love, in the true energetic meaning of the word is a beholder light. It is a light or energy that holds, surrounds and is eternally constant and unifying in its quality. Love is God as God is love. Love is unwavering in its ability to hold all as one and the same, for it is spherical and thus there can be no place that it holds or surrounds unequally. And thus, Love is the light that is all encompassing, holding all as equal in the knowingness that another is you and your equal brother. The esoteric is founded on this love, the fiery love of God.

Esoteric Way of Life/Principle

The esoteric principle is that we are love by virtue of the fact that we are all from the one God and as such from the one Soul and individually in expression of the oneness as many Souls. The principles of the esoteric way of life date back to the oldest forms of knowledge and wisdom. Whilst ancient in their heritage, they have not outdated themselves in relation to what is required of mankind to live in harmony and thus arrest any wayward conduct that does not build brotherhood within and amongst our communities everywhere.

The esoteric means that which comes from our inner-most. It is the livingness of love that we all carry equally deep within and it is this livingness that restores each and every individual back into the rhythms of their inner-harmony and thus from there, the love is lived with all others.

The esoteric is non-religious in the temporal-spiritual traditional sense. The esoteric is most definitely religious from the point of view that there is a direct relationship with God the Father, and that each individual has that connection equally so. Living esoterically is not inclusive or exclusive but unifying, all encompassing and open to all equally. It follows no allegiance to any cult, or temporal - form, ideal or belief. The esoteric is spherical and it comes from that which is found intuitively at the inner-heart centre of every individual as his and her natural Divine right. The way of the esoteric is to live with a unifying impulse to unite all as a living brotherhood of one race under the one God in accordance with the spirit of a one humanity under the impulse of the One Soul.

Members

Those who join of their own free-will in alignment to the principles as stated by this document and, Practitioner Members of the Esoteric Practitioners Association Pty Ltd, as qualified by the Universal Medicine School.

2. INTRODUCTION

2.1. Esoteric Principles

- a) The principles of the esoteric way of life are simply to live from the impulses of the inner-heart. When that is lived, the esoteric itself becomes the healing way for self and for all those who choose its light. The esoteric does not seek to convert, convince nor to preach but to live the impulses of the inner-heart – the place where the esoteric comes from. This way and or form of life dates back to the oldest forms of knowledge and wisdom. Whilst ancient in their heritage, they have not outdated themselves in relation to what is required of mankind to live in harmony and thus arrest any wayward conduct that does not build brotherhood within and amongst our communities everywhere. The esoteric is a living impulse that comes from within – a place known as the inner-heart and or referred to as our inner-most. It recognises that all others have that same living and equal impulse as all are one and the same from the one God the Father. There are no geographical boundaries nor any culture or belief or ideal that can change that equalness that lives within us.
- b) The esoteric means that which comes from our inner-most. It is the livingness of love that emanates first from the inner-heart and as such, it is a knowing that we all carry equally deep within and it is this livingness that restores each and every individual back into the rhythms of their inner-harmony and thus from there, the love is lived with all others. In this way, no other is seen as any different, never any less and never any higher. By expressing love to self one will know that love that lives within and from there recognise through the livingness of that inner-impulse that all others carry that same love equally, no matter what may be displayed on the surface of human life. There is no separation.
- c) The esoteric is non religious in the temporal traditional way of rank and file. It is not inclusive or exclusive but unifying and open to all equally. It follows no allegiance to any cult, or any temporal based forms, ideals or beliefs. The esoteric way of life is the life of the Soul on Earth lived and expressed as a human being who is the Son of God. And thus, the esoteric is all encompassing and it comes from that which is found intuitively in the inner-heart centre of every individual – equally so. It lives with a unifying impulse to unite all as a living brotherhood of one race under the one God in accordance with the spirit of a one humanity. The esoteric is the religious way of the inner-heart as a way of life that inspires one and all to have a direct relationship with and to God the One Father.

2.2. Code of Ethics and Conduct

- a) The EPA requires that all members without regard to grade, status or position held, should at all times maintain the highest level of conscious and loving service and professional conduct. And that during the life of the student/practitioner as a practising individual he and she will abstain unequivocally from pornography, the use of alcohol, recreational or illicit drugs (including all forms of cannabis, ayahuasca and or alike), nicotine (cigarettes, cigars, pipe or alike) and/or any other substance that will obscure and/or alter in any way their conscious presence and centredness. He or she will not partake in any of the activities that are obvious to those that know the esoteric way of life. By choosing to abide by the Code of Ethics and Conduct as outlined in this document, the joining practitioner is making a conscious choice to align to the esoteric principles of Love, Energetic Integrity, Energetic Responsibility and, as best they can, the Esoteric Way of Life in whole and not just in part.

Note that – ‘in part’ specifically refers to those practitioners who may pranicly think or be in the erroneous understanding that they can act with professionalism in practice but not in all of their life such as unseen private wayward behaviours that are contra to the impulses of the inner-heart. If one has chosen to practise in the Esoteric Healing Arts, one has naturally chosen to abstain unequivocally from any interest or substance that would cause even the slightest degree of separation from their inner-most truth.

- b) The Code of Ethics and Conduct (“**Code**”) is not intended to incite a perfect life. Its loving intention is to help establish what is appropriate and acceptable practice, which include the practices that are expected of one who chooses a true esoteric life, and to protect members of the public from improper practices.
- c) The Code is also intended to help maintain appropriate standards of behaviour of members towards each other, clients, members of the public and other professional institutions and their members in accordance to the principles of the esoteric life.
- d) The Code is not intended to place restrictions on individual members, neither by promise nor any other form of imposition to comply, but it does place a member under an obligation to this profession and professional body as it is known by its fiery living principles that are based on the esoteric way of life should that member choose to be part of it. It is the member’s/student’s free-will to choose to either live the esoteric way of life or not. This association/school does not impose on the choice. However, it will monitor and qualify such behaviours should one choose to align and make their life one of love and one of energetic integrity and responsibility.
- e) All members of the EPA are required to abide by the Code.

3. CODE OF ETHICS

- a) A member understands the importance of always coming from Energetic Integrity, Energetic Responsibility and fiery Love.
- b) A member shall at all times attempt to be in the livingness of the fiery light of the Soul. No perfection is asked for nor expected however, a true desire and an honest attempt to be in the livingness is sought at all times.
- c) A member shall always act with due regard to the laws, customs and practices of the country in which he or she works without impost.
- d) Membership incurs an obligation to uphold the livingness and reputation of the Esoteric Healing Arts, the profession and the esoteric way of life, to exalt its standing and to extend its benefit wherever and whenever possible. The conduct of members shall at all times be both becoming and creditable to the ‘art’, the profession and equally, to all of society at large.
- e) A member shall at all times remember that to practise the true Esoteric Healing Arts, in their many expressions, is to serve and that true service is to express in every way from the inner-most and not by or from an outer cause, mental drive or stimulant.
- f) To maintain true service a member shall carry on an honest self-appraisal of observation, study, and loving self-evaluation to ensure that they are being impulsed by their inner-heart and not from a need or want to serve from an outer stimulus, nor in the pursuance of fame, recognition, notoriety or any other form of stimulus that is outside the esoteric

impulse to serve. To serve is to serve as an equal in all cases of duty. To serve is to adhere to the needing call and it is not a place for the 'needy-one' to find fulfillment in. To serve is to hold oneself in love and to hold all others in that same light whilst one carries out whatever is the task.

- g) To ensure ongoing development and evaluation a member can attend Universal Medicine courses on a regular and frequent basis. The course, workshop or lecture for attendance is for the student to choose in accordance to what is needed for one's own ongoing development. Members can also attend any other appropriate and truly esoterically discerned course that enhances their ability to truly serve.
- h) Members/practitioners should note that the esoteric healing practices are not conventional scientific diagnostic tools. Members/practitioners are not to carry-out any medical diagnoses nor interfere with medically prescribed medicines. The practising member must at all times work with the medical profession and or advise the client to seek medical advice and appropriate medical diagnoses of any ill-condition, illness and or disease.

4. CODE OF CONDUCT

Members are addressed in this part of the Code (and the appendices) as "members" or "you".

4.1 Relationship with Clients

- a) A client puts complete trust in a member's integrity and it is the duty of members not to abuse this trust in any way. Proper moral conduct and the esoteric principles as outlined in this document are paramount in members' relations with clients.
- b) Esoteric practitioners are expected to communicate with their clients with and from love, truth, integrity and a professional, dedicated attitude. Those qualities are essential to your competence as a practitioner. In communicating with clients, you should say what is needed and not all you know. You must feel where your client is at and respond to the need they are presenting with. Esoteric knowledge delivered without fiery-love and the livingness of that love heals naught and can push a person into resistance and denial or defence. Any healing from what you say or do will come from the quality of love within you, much more than from the knowledge you use.
- c) Further requirements for the conduct of members regarding clients are set out in Appendix 1.

4.2 Working in Brotherhood – Referral to other Professionals

- a) Practitioners have different rays of expression and sometimes a different ray than yours will be exactly what a client needs. Work together with other esoteric practitioners in brotherhood and know well that no practitioner "owns" any client – what is done should be what is best going to serve the client – it is about the client's needs, and not the personal fulfillment of any one practitioner.
- b) An esoteric practitioner works to assist in bringing healing to the whole. Working hand in hand with esoteric colleagues, the medical profession and other health practitioners is a natural and necessary part of serving the client. Other practitioners will be able to offer insights and knowledge that you can not, and vice versa. A true esoteric practitioner sees other practitioners, the medical field and themselves as a team, together offering a service to the client.

- c) As stated above, esoteric practitioners are not qualified to give medical diagnoses. An esoteric practitioner working hand in hand with a medical doctor or, where needed, surgeon, will often produce the best result for the client. Heal the root cause energetically and the ill condition will not be buried or manifest again later; surgery or conventional medical procedures can then remove the physical manifestation of what is energetically healed or in healing. In such cases, both the esoteric and conventional medicine have a role to play in healing the whole.
- d) Principles you should follow in referring clients to other practitioners are set out in Appendix 2.

4.3 Informed Consent

- a) Before instituting any treatment, you should ensure that informed consent to such treatment has been given. Failure to obtain informed consent could lead to civil proceedings and complaints against you.
- b) Informed consent means consent to the treatment given by the client (or their parent or guardian) who has been supplied with all the necessary relevant information about the treatment.
- c) Principles regarding informed consent are set out in Appendix 3.

4.4 Confidentiality and Client Records

- a) Members must keep records of the treatment they administer.
- b) Members should keep all information about a client confidential. Principles about confidentiality are set out in Appendix 4.
- c) Requirements regarding client records that must be kept by members are also set out in Appendix 4.

4.5 Complaints and Statutory Requirements

- a) If you become aware of any error on your part or if a client complains of any aspect of your professional practice, you are advised to promptly inform and seek guidance from your insurers or legal adviser first before consulting your client.
- b) In the event that any complaint is made against you, you must immediately notify the Chairperson of the Practitioners Committee and the head of any clinic or department at which you work.
- c) You must also follow the principles set out in Appendix 5.
- d) Certain legal and statutory requirements that members must follow are set out in Appendix 6.

4.6 Breach of the Code

- a) Members must advise the Chairperson of the Practitioners Committee within 5 days of receiving or becoming aware of a complaint or allegation (actual or threatened) against them.
- b) Disciplinary proceedings for a breach of the Code are set out in Appendix 7.

4.7. What it means to be an Esoteric Practitioner

- a) Your role as a practitioner is to present the fiery truth as you live it in accordance to your own development – NO MORE AND NO LESS. What the client does with that is then their

choice. Some clients may, unconsciously or consciously choose to lose the greater benefits of a healing. If this is the case, it is their choice to do so. It is not the role of the practitioner to 'fix' them or to ensure they change or to take it upon yourself that they choose to change – take note here in those cases when one is treating partners, family and or friends. The Hierarchy only ever present. All that is expected of you as a practitioner of the Esoteric Healing Arts is that you present your art from your inner-most (love). And from the inner-most there will naturally be the esoteric healing principles that expound the qualities of true healing such as – Fiery-love, Energetic Integrity and Energetic Responsibility etc etc. In essence, by choosing to live in and by the esoteric way of life, one will live from the impulses of the inner-heart. In other words, you are simply expected to live the Esoteric Way of Life and then present that simplicity, fiery truth and Love to your clients. Some clients will accept and embody what is presented to them. Others will not. You must learn to observe and understand another's choice and another's place on their Path of Return. Be compassionate at all times, which is to observe from Love in the understanding of that love -- so applied.

- b) In conscious adherence to the above point (a), it is natural that a practitioner will not try to be more than one is. We are all students of varying degrees – we are all unfolding back to the master that already lives within. Do not try to be more than you are and or copy the merits or ways of another fellow practitioner. This will either cause a contraction and or a drive or strive to be more than one already is – and thus, it will separate you from being with your inner-most and the fiery impulse it brings in-conjunction with the client's Soul. The esoteric is not about doing. It is about being -- being fiery in all that one does by first being Love.
- c) To be a true practitioner of the Esoteric Healing Arts, is to know that one must work clair-sentiently with energy under the impress of their Soul. Accordingly, to quote an esoteric teacher, a teaching or a book without having actually embodied that knowledge as your own, is simply to speak from a lack and thus from the emptiness the contraction has caused. Be in the knowing that the livingness of the fiery way, a way of soul-full love, is all that mankind needs to arrest the waywardness that cripples our societies everywhere.
- d) The esoteric strives not. It tries not. It seeks not. It already is, for it is the love of our one Father. Present this simplicity in your chosen Esoteric Healing Art, and or, in your daily expression in life – the healing will then take its most natural cause and path.

5. CONCLUSION

It is finally re-iterated that no document can cover all eventualities, and it is emphasised that if in doubt, the Practitioners Committee should be consulted.

APPENDIX 1: Relationship with Clients

1. Relationship with Clients

- a) A member shall always maintain the confidentiality of their client and not temporally criticise the work of a fellow practitioner. Working esoterically means working in brotherhood.
- b) The client under your care will rightly expect you, within reasonable limits, to make yourself available to them. You should provide clear information to clients about when and where you are available for sessions and how to contact you.
- c) Communication is paramount. It is important to communicate clearly. In the case that any disciplinary proceedings should arise against you, the burden may fall upon you to establish whether you have clearly expressed yourself and communicated with the client. Therefore you should take special care in this area.
- d) A client puts complete trust in a member's integrity and it is the duty of members/practitioners to not abuse this trust in any way. Proper moral conduct and the esoteric principles as outlined in this document are paramount in members' relations with clients.
- e) Members must keep records of the treatment they administer. Records need to be clear, accurate and kept in such a way that the information can be easily understood or explained as these documents are legal documents, which may have to be produced in the case of any dispute. See Appendix 4 for further information on client records.

2. Your Contract with the Client

- a) Whether or not your client signs an agreement in coming to see you, when you agree to see the client, you enter into a legally binding contractual relationship with your client, the terms of which need to be understood and accepted by both you and the client. It is your duty to ensure, during and after consultation, that the client understands what you can and cannot offer. Your side of the contract is to take reasonable care and use your professional knowledge, skill and discernment to advise or treat clients, remembering always that there is no true healing offered to clients, at all, if there is no love within you, as the practitioner.
- b) If you employ anyone assisting you in your place of work it is your responsibility to ensure that they are competent, abide by and accept their esoteric responsibilities, and are properly trained and supervised where necessary.

3. Undue Influence on Clients

- a) Undue influence is a concept recognised by law where one in a potentially superior position by way of age, status or profession, could influence a more vulnerable person. You, as a practitioner, meet clients, who are thereby vulnerable and open to persuasive influences from you. You cannot exploit that position to your advantage as this would lead to a breach of trust. Examples include:
 - Pressuring clients to continue to have treatments. You can recommend further sessions or say that a client would benefit from them, but you should not tell a client what to do; the choice to have further treatment should be something they claim for themselves in their own light, with your support and guidance, if needed.
 - Subjecting clients to treatment that is unnecessary, or not in their best interest.

- Prolonging treatment beyond that which is appropriate.
- Continuing to see clients when they would be better served, at that time, by seeing another esoteric practitioner. See the next section, below, on working in brotherhood.
- Deliberately withholding necessary treatment or referral to an expert in any field or a fellow esoteric practitioner.
- Imposing one's beliefs on a client. Note here that speaking "esoteric knowledge" without embodiment of that knowledge is no different to imposing beliefs. Healing comes not from words; it comes from love.
- Soliciting a client to give or lend you money or any other benefits.
- Charging unreasonable fees or withholding information about fees and associated costs until they have been incurred.
- Putting pressure on a client to purchase a product which will bring to you financial reward or which is not needed by the client in their healing.

4. Mental Health

- a) All members are required to immediately report any client or any other member whom they suspect or have assessed to be mentally unstable. All such reports should be given to any superior pertaining to one's place of work and to a member of the EPA Mental Health Advisory Team.
- b) In more extreme cases, you may discern that you should not treat, or you should stop treating, a client and refer them to their G.P. or mental health care. You are required to immediately report such action to the 'heads' of whatever clinic and or department you are working under. In addition, as a member of the EPA, it is required that you report such action to a member of the EPA Mental Health Advisory Team. If you have any doubt at all about what to do, consult the EPA Mental Health Advisory Team.

5. Prescribing Herbs or Supplements or complementary medicines

- a) You must not prescribe or advise on herbs, supplements, medicines or the like unless you are qualified and qualified to do so.
- b) If you are accredited to prescribe herbs, supplements or complementary medicines, your prescription or recommendation of such products should come from an inner-most impulse responding to the client's true healing requirements. This clause specifically refers to the temporal based teachings and or beliefs that use remedies, herbs and complementary medicines in order to win favour over the client's need to remove the ailing symptom/s. The use of herbs, supplements, complementary medicines etc, when correctly administered, is there to assist the healing process and or to bring temporary relief or alleviation. Certain prescriptions, when they are in-truth prescribed by those qualified to do so, such as a doctor, can assist in the cure or removal of the symptoms. EPA recognised practitioners deeply respect and work alongside conventional medicine. The addressing of symptoms, and removal of them where possible, by the miracle that is conventional medicine, is needed. What the EPA recognised practitioner offers is the opportunity to heal the underlying energetic disharmony, as a complement to all that is conventional medicine. The roots of our ills and woes come from an ill source and flow of energy. This principle is founded on the immutable scientific fact that all is energy. If 'all' is energy, all is therefore, because of energy. The purpose of healing is to remove the offending ill energy. Forget this not.

- c) The complementary healing practitioner should always keep in mind that at times uncomfortable symptoms may be experienced by the client – educating and bridging the client into such an understanding is here paramount. Complementary remedies should never be used to mask symptoms. If a complementary practitioner is qualified and authorised to prescribe, then in prescribing or recommending any product, the practitioner must feel from their inner-most and ensure they are responding to the true need of the client – not serving themselves, as a practitioner, or pandering to the client in any manner whatsoever. The complementary practitioner should maintain their astute awareness of the difference between a healing and a cure, remembering it is outside the complementary practitioner's role and scope of practice to administer a cure. This role is solely the province of a registered medical practitioner. EPA practitioners work side by side with conventional medicine. Practitioners can assist a client with the energetic aspects of their healing unfoldment, while clients should always be advised to seek registered medical attention for symptoms where required.

APPENDIX 2: Referral to Colleagues and other Health Professionals

- a) You should refer clients to another practitioner where necessary or where it would be of benefit, ensuring that the practitioner to whom you refer is esoterically sound, professional and well studied. Where possible, you should select someone who lives the esoteric life, to the best of your knowledge and/or that of other known professionals. In some instances, you may feel to refer a client to a non-esoteric practitioner. If you do so, seek one that truly cares and is known for their commitment to integrity and the due and thorough care of their patients. You should satisfy yourself that any practitioner to whom you refer a client is very competent to carry out the treatment involved. When referring a client or when a client is transferred to another therapy, it is standard practice to provide the other practitioner with relevant information you hold about the client, ensuring that you have first obtained the client's consent to such disclosure. Requirements in relation to client records, confidentiality and disclosure are set out in Appendix 4.
- b) If something comes to light during a treatment, which you feel it is in the interest of the client's health for a General Practitioner (G.P.) to know, you should advise your client to consult his or her G.P. or ask the client's consent for you to inform the G.P. If in doubt take advice from an experienced colleague.
- c) You may comment on the ability of your professional colleagues when providing a reference or in other circumstances, provided that your comments are honest and sustainable. Any such comments should serve the client, not yourself, and should be spoken from love. In addition, what you say should be what you know for yourself, coming from brotherhood (i.e. equality). In other words, you should avoid criticism of colleagues and not claim or infer superiority for yourself.
- d) However, if you feel a colleague's conduct, health or professional performance poses a threat to clients, you have a number of responsibilities. First, you should find out the facts, then you should, in confidence inform the Chairperson of the Practitioners Committee. Any such comment must be honest and sustainable. If in doubt, take advice from an experienced colleague before doing anything.
- e) No matter how justified a member may feel in holding temporal critical views of a colleague or other practitioner's competence or behaviour, it is unprofessional and would be considered unethical that he or she should communicate such an opinion to any client or

third party. Remember also that it is energetically impossible to criticise if you are living in Love. If you are in harmony with yourself, you will observe others, and not react to or feel like criticising them. Observe, honestly and from detachment. It is not your responsibility to police or scrutinise others. It is your responsibility to maintain your own Integrity and live the Esoteric Way of Life, as best you can in the understanding that another will one day find their inner-most. Part of this will mean speaking up when you feel something is not right – but it should come from a detached observation, and without emotion. Ask yourself honestly – “Am I serving Love here, or myself?” There is no place for divisive behaviour in the Esoteric Way of Life – the esoteric is all-encompassing and observational. Love will speak the truth, wherever and whenever required. However, it does not fix; it does not judge. It loves.

- f) Members are not professionally qualified to countermand instructions or prescriptions given by a doctor. When a client confides their doubt or suspicion over a medical prescription you are to advise/support them to seek further medical opinion.
- g) Members are not professionally qualified to advise a particular course of medical treatment, such as to undergo an operation or to take specific drugs. It must be left to the client to make his or her own decision in the light of medical advice.
- h) Members are not professionally qualified to give a medical diagnosis to a client in any circumstances; this is the responsibility of a registered medical practitioner. However, many members have an ascertained ability to read the underlying energetic cause of physical, emotional, mental and spiritual dysfunctions. The member may make a mention of these to the client, to help the client gain a fuller awareness of their body. A referral to a medical practitioner should be made for a medical diagnosis. It will usually be prudent for a member to record that such a referral has been made.

APPENDIX 3: Consent

1. Informed Consent

- a) The person to whom the treatment will be given must possess the necessary intellectual capacity to give consent for that treatment.
- b) A person in the normal course of events has the intellectual capacity to give consent if he or she is able to:
 - Understand in simple language what the treatment is, its purposes and why it is being proposed.
 - Understand its principal benefits, possible consequences and alternatives.
 - Retain the information for long enough to make an effective decision.
 - Make a choice based on the above whether or not the treatment should go ahead.

2. The Age of Consent

- a) A person will have legal capacity to give consent to a treatment if that person is within the age bracket specified by law for the giving of such consent. The relevant legal age for the giving of such consent does differ according to location and it is up to you to ensure that you are aware of the particular law pertaining to the country or state that you are in. General indications and requirements that you should follow are specified in the following paragraphs. If you are unsure about what is required in any given case, consult the Chairperson of the Practitioners Committee.

- b) If a client is under the age of 18, you are advised not to carry out any treatment on the client unless you are satisfied that the client's parent or other legal guardian has expressly given their consent.
- c) Whilst the terms of a child's consent can be subject to the circumstances, in the event that the parent or guardian is not present in the treatment room, you are warned that there could be serious repercussions if it is later established that such consent did not exist. If for some reason the parent or guardian is not present, you are recommended to obtain consent in writing for the particular treatment. A practitioner could find him or herself facing disciplinary proceedings if a complaint is made and it is established that no such consent was ever given.

3. Children

- a) If a parent or guardian of a child is present during treatment of that child then consent for the treatment is implicit.
- b) It is your professional responsibility to bear in mind that a child has a right to participate at any age in decisions about his or her treatment. Part of the practitioner's skill should be in knowing when a child is consenting to treatment or any aspect of a treatment. If this consent is not forthcoming, then you should not proceed with that treatment.
- c) You should safeguard children in your care from harm and provide a positive and safe environment for the child or children concerned. You should bear in mind the following:
 - Recognise when the child might be at risk of harm from any circumstance, either connected with your treatment or otherwise.
 - The need may arise for working with and referring to other practitioners.
 - You should respect the client's confidentiality but know when it may be necessary to break it.
 - Adequate record keeping is required, as set out in this Code.

4. Clients without Intellectual Capacity

- a) Where a client is over 18 and does not have the intellectual capacity to give informed consent, then before carrying out any treatment you should obtain the consent of the parent or guardian. If in doubt you should seek advice from the Practitioners Committee.

APPENDIX 4: Confidentiality and Client Records

1. Confidentiality

1.1 General Rule of Confidentiality

- a) Confidential Information in respect of a client means the identity of the client, any information the client discloses to you and anything in relation to the client that you observe or learn in treatment of the client.
- b) Except as set out in clause 2, below, you shall not disclose to any third party any Confidential Information in your care, custody or control about a client, without the prior written consent of the client or the client's legal representative.

- c) You are responsible for taking all reasonable steps to ensure that the requirements set out in this clause are adhered to by all employees or agents who may work with you, and any information relating to the client is protected from improper use when it is received, stored, transmitted and disposed of. If in doubt, you should seek legal advice on the question of disclosure of any information. Such legal advice is your own responsibility to arrange.

1.2 Exceptions to the General Rules of Confidentiality

You may only disclose Confidential Information about a client if any of the following applies:

- a) The client has agreed and or requested this.
- b) You feel it to be in the client's interest to disclose information to another health professional and the client has given his or her consent for this.
- c) You feel that disclosure to someone other than a health professional is essential for the sake of the client's health and the client has given his or her consent.
- d) Disclosure is required by a Government statute or other instrument or a court of law.
- e) You have been directed to disclose information by any official having a legal power ordering disclosure. Such officials will usually be appointed by Acts of Parliament or a court which can summons you as a witness. In all these cases written evidence of their powers to request the information should be provided.
- f) Upon seeking advice from the Chairperson of the Practitioners Committee or consulting your solicitor you have been advised that disclosure should be made in the public interest.
- g) There is risk of harm to the client, yourself or others.
- h) Following an ethical process of decision making and acting in good faith, you decide that disclosure is for the greater good and is more important than privacy of the individual. In this case you should advise the Chairperson of the Practitioners Committee in writing and obtain the Chairperson of the Practitioners Committee's approval before making any disclosure at all.

1.3 Requirements in the Case of Disclosure

In each case, where disclosure is permitted you shall:

- a) Inform the client before disclosure takes place unless it is advisable, or legally required, not to do so.
- b) So far as is reasonably practical, make clear to the client the extent of the information to be disclosed, the reason for the disclosure and the likely consequence of disclosure where to do so is appropriate.
- c) Disclose any such information as is relevant.
- d) Ensure as far as possible that the person to whom disclosure is made undertakes to hold information on the same terms as those to which you are subject.
- e) Clearly record in writing the reasons for such disclosure.

1.4 Consulting the Practitioners Committee

- a) If you are unsure as to what you should do in any particular case, you are strongly advised to consult the Chairperson of the Practitioners Committee and a solicitor. The Chairperson of the Practitioners Committee must inform the Chairman of the Board of any notifications made to him or her under this clause.

2. Client Records

2.1 Contents of Records

It is common professional practice to keep case notes including the following details:

- a) The person's details: names, address, date of birth and telephone numbers.
- b) Any problems and symptoms reported by the client.
- c) Relevant medical and family history in accordance with the practised modality.
- d) The information or advice you have given on the initial and any further treatment.
- e) Treatment you have given and any observations.

2.2 Retention of Clients' Records

- a) You are legally required to retain all client written records for a period of seven years from the date of the client's last visit or for such other period as is prescribed by law. There are some exceptions to this:
 1. All records pertaining to children should be retained until the client turns 25 years of age; and
 2. Records pertaining to a client who has experienced a traumatic event such as a rape, other serious assault or a medical or other procedure with complications or problems should be retained for a period of thirty years.
- b) You are responsible for seeking legal guidance where required on the retention of notes in particular circumstances.
- c) If you close your practice for any reason, you should make prior arrangement for the continued safe keeping of client records for the required period.

2.3 Disposal of Records

- a) Destruction of records must be performed securely, usually by shredding and only after the relevant period for keeping the records has been served.

2.4 Access to Records by Clients

- a) Privacy legislation gives clients the right of access to information held about them by health care professionals. This right extends also to people appointed on behalf of a client, and to the representatives of any deceased clients. The legislation sets out the method of disclosure and you have a right to object to disclosure, particularly if you feel this would not be in the client's best interest. If necessary, you should seek advice, from your own solicitor, before disclosing records. Whether you do so or not is your choice to make.
- b) Subject to the last paragraph, and if so requested by a client in writing, you shall make available to the client, without delay, copies of any records or comments in accordance with the statutory provisions. Where you release original records for any reason to a client, for a purpose other than the transmission to another health professional, you are advised to obtain from the client an undertaking for their return, and to keep a copy for yourself.

You are entitled to charge a reasonable administrative charge or fee in respect of such disclosure.

- c) Any clinical records you keep on a computer are subject to the provision of the above mentioned privacy legislation. People whose clinical records are kept on a computer have the right to inspect them under privacy law.

APPENDIX 5: Procedures to follow Regarding Complaints

1. General Principles regarding Complaints

- a) Ensure that clients have clear information as to how to make a complaint.
- b) When handling a complaint, act promptly and constructively, putting the interests of clients first and co-operating fully with any external investigation.
- c) If someone complains about your apparent failure in care they are entitled to a proper investigation and an explanation as to what has happened. In these circumstances, you must seek immediate legal advice in conjunction with the instructions of your insurer. It is your own responsibility to seek advice of a lawyer and your insurer and, by becoming a member of the EPA, you agree that Universal Medicine, the school, the EPA and all related bodies, bear no responsibility for your conduct as a practitioner and nor do any of them bear any responsibility for advising or representing you in relation to any claim.
- d) You must inform the Chairperson of the Practitioners Committee and the head of any clinic or department at which you work of any complaint made or threatened to be made against you. In addition, you are required to keep the Practitioners Committee informed of the progress of any complaint made or threatened to be made against you and abide by the Practitioners Committee's directions or instructions regarding your qualification as a member.

2. Duty of Care

- a) Even if you have not charged a fee or do not feel that you entered into a contractual relationship, if you offer to treat a client, you owe what is called at law a duty of care to that client. Accordingly, a client suffering injury or loss because you have not used reasonable skill and care may result in a case against you for damages for negligence in the Civil Courts. In such a case the Court will not only judge whether the standard of care given was reasonable, but whether the damage suffered was a direct result of a breach of your duty of care. It is your responsibility to maintain high professional standards.
- b) Errors of judgment or wrong decisions do not necessarily amount to negligence. The finding of a Court or Tribunal will depend on whether, on the balance of probability, the care you provided in the particular case was reasonable. It is your responsibility to ensure that you:
 - Comply with this Code.
 - Maintain professional standards.
 - Keep abreast of developments in complementary health care and general health issues.
 - Stay within the limits of your personal and professional competence.

3. Health Care Complaints Authorities

It is your responsibility to be aware of, keep up to date with and ensure your compliance with any legislative or regulatory requirements of the health care complaints or health care services authority in your state or country. In Australia, such authorities are state based. There is a requirement in NSW for all practitioners to display the HCCC Code of Ethics in their premises. It is a condition of your qualification with the EPA that you comply with all such requirements.

The (*active*) links for the Australian authorities are shown below:

NEW SOUTH WALES

Health Care Complaints Commission:

- <http://www.hccc.nsw.gov.au/>

VICTORIA

Office of the Health Services Commissioner:

- <http://www.health.vic.gov.au/hsc/>

QUEENSLAND

Health Quality and Complaints Commission:

- <http://www.hqcc.qld.gov.au/>

SOUTH AUSTRALIA

Health Care and Community Services Complaints Commissioner:

- <http://www.hcsc.sa.gov.au>

WESTERN AUSTRALIA

Health and Disability Services Complaints Office

- <https://www.hadsc.wa.gov.au/>

TASMANIA

Health Complaints Commissioner Tasmania

- <http://www.healthcomplaints.tas.gov.au/>

APPENDIX 6: Legal and Regulatory Requirements

1. Legal and Regulatory Requirements

As a practitioner, it is your responsibility to ascertain, keep yourself informed about, and ensure you comply with all relevant legal and regulatory requirements in your place of practice.

2. Legal Limitations

The law prohibits you from doing a number of specific things. Whilst this is not an exhaustive list, they include:

- a) Advertising treatments to cure cancer or any other disease and carrying them out. However, this does not preclude the palliative care of those suffering from cancer or any other disease.
- b) Advertising yourself using a title protected by Statute, unless you are qualified to use that title.
- c) Diagnosing or performing tests on animals in any way, unless you are a veterinary surgeon.
- d) Using manipulation or vigorous massage unless you possess an appropriate qualification to do so. No esoteric treatment ever applies manipulation – if you do so, you are acting outside what you are qualified to do by the School and the EPA.

- e) Prescribing remedies, herbs, supplements, oils etc unless your training qualifies you to do so.
- f) Signing certificates which require the signature of a registered medical practitioner, unless you are a registered medical practitioner.
- g) Providing a receipt with an item number so that your client may claim the session on Medicare or their private health insurer unless you are a registered practitioner entitled to do so.

3. Medicare and Private Health Insurance cover

Where a practitioner is qualified for any EPA modalities and modalities for which they are registered with Medicare and/or a private health insurer, the following applies:

- a) A receipt for a Medicare and/or private health insurance ("PHI") benefit may only be issued for a session, or that part of a session, where that registered modality was the only modality performed. Under no circumstance may a receipt be issued for a modality that is registered with Medicare or a private health insurer, where the practitioner performed another modality that is not registered.
- b) It is the individual practitioner's responsibility to ensure that a receipt for purposes of claiming the relevant Medicare / PHI benefit is only provided where the registered modality was the only treatment in the session and the practitioner has noted this in the client record which is kept on file.
- c) Where a session includes treatment in one or more EPA modalities and a modality for which the practitioner is registered with Medicare and/or a private health insurer, then the practitioner is required to provide two separate receipts, noting accurately the time spent on each modality.
- d) Note: Currently no EPA qualified modalities are registered for a Medicare or private health insurance benefit.

4. Notifiable Diseases

- a) It is a statutory requirement that certain infectious diseases are notified to the appropriate State Medical Officer of Health. The person responsible for so notifying is the G.P. in charge of the case. If you suspect that a client has a notifiable disease, you should advise your client to see their G.P. as soon as possible.
- b) It is your responsibility to keep abreast of all such laws.

5. Working with Children

- a) There is a requirement in most countries, states and territories for people in child-related employment to obtain a Certificate to demonstrate that they are not prohibited from working with children. It is your responsibility to comply with all such laws if you do treat children. If in doubt, consult a member of the Practitioners Committee.

Refer also to Appendix 3. It is advised that you should not treat any person under the age of 18 without the express consent of their parent or guardian.

6. Additional Code for All Practitioners

All practitioners and practitioners-in-training are required under this Code to be informed of and to comply with all such laws and regulations as may apply to them, including any laws or regulations in the local area in which you work. Your compliance with all such laws and

regulations is a condition of your qualification by the EPA and the EPA may immediately revoke or suspend your qualification, as it sees fit and without any notice period, if the EPA becomes aware that you have contravened any such legal or regulatory requirement.

- a) The following documents provide reference material relevant to all EPA Practitioners in the Australia and New Zealand:

NHMRC (2010) Australian Guidelines for the Prevention and Control of Infection in Healthcare. Commonwealth of Australia.

- file 1: <http://www.nhmrc.gov.au/>
- file 2: <http://www.nhmrc.gov.au/>

Australian/New Zealand Standard AS/NZS 4815-2001 Office based health care facilities not involved in complex patient procedures and processes cleaning, disinfecting and sterilising reusable medical and surgical instruments and equipment, and maintenance of the associated environment.(AS/NZS 4815-2001).

www.standards.org.au

Australian/New Zealand Standard AS/NZS 4187-2003 *Cleaning, Disinfecting and Sterilising reusable medical and surgical instruments and maintenance of associated environments in health care facilities. (AS/NZS 4187-2003)*

www.standards.org.au

- a) All practitioners should be familiar with and follow the procedures outlined in the relevant Procedure Manual ('Guidelines for the Safe Practice of Esoteric Chakra-puncture' etc.) for the modalities which they practice. If in doubt, contact the trainer for the modality in question or a member of the Practitioner Committee.

7. Additional Code for Esoteric Chakra-puncture Practitioners

- a) In many countries and states there are legal requirements in relation to acupuncture and or skin penetration. All practitioners and practitioners-in-training are required under this Code to be informed of and to comply with all such laws and regulations as may apply to them. By way of example, in Australia, a practitioner may not hold themselves out to be an Acupuncturist unless they are a qualified Acupuncturist, registered with the Chinese Medicine Board. There may be other laws or regulations that apply to the practice of needling or Chakra-puncture in the local area in which you work. It is your responsibility to ascertain what these are, and to comply with them.

Esoteric Chakra-puncture is not Acupuncture. Universal Medicine does not train and the EPA does not qualify practitioners in Acupuncture. Further, no Chakra-puncturist is qualified to practice Acupuncture, unless they are separately qualified and qualified to do so by the relevant Acupuncture authority or regulator.

Your compliance with all laws and regulations that apply to the practice of Chakra-puncture in your country, state and local area is a condition of your qualification by the EPA and the EPA may immediately revoke or suspend your qualification, as it sees fit and without any notice period, if the EPA becomes aware that you have contravened any such legal or regulatory requirement.

APPENDIX 7: Disciplinary Proceedings

- a) All professional complaints and allegations, written or verbal, made against a member, will receive an initial careful examination by the Practitioners Committee. The Practitioners Committee acts impartially and its decisions depend solely on the facts and circumstances of each case.
- b) If it is deemed by the Practitioners Committee that there is a case to hear, then it will recommend to the Board that a Disciplinary Committee be formed to make recommendations and decisions concerning the member.
- c) The Board will determine the members of any Disciplinary Committee, which shall consist of no less than 3 people.
- d) The Disciplinary Committee shall conduct such inquiries and assessments as it deems fit, subject to the approval of the Board. The Disciplinary Committee may decide to suspend or revoke the qualification of the member under investigation. In extreme cases, the Disciplinary Committee may also suspend or revoke the member's membership.
- e) If the member disagrees with the decision of the Disciplinary Committee, the member may request that the Chairman of the Board consider the case.
- f) Any decision made by the Chairman of the Board shall be the final stage of internal dispute resolution procedures.
- g) If the member wishes to proceed with any external legal, mediation or arbitration proceedings, they may do so at their own cost.