



POLICIES FOR HEAL BFIo FIND YOUR VOICE 200 hr YTT

REFUND POLICY

Once we review your application and upon acceptance into the program, we will require a \$500.00 deposit in the form of a check made out to Heal Bflo to secure your spot. This deposit will be applied to tuition.

If you paid the \$500 deposit and any other payments and would like to cancel your participation in the program, a refund will be issued ONLY if we can find a replacement in a reasonable time for the program. If no one takes the spot, all monies are nonrefundable.

Refunds After the Program Start Date

There will be no refunds after the start date of the program. If the applicant withdraws from the program for any reason after it starts, the applicant will be responsible for paying the full tuition, regardless of any partial payments that have been made to date.

CODE OF CONDUCT

Purpose Statement

We are committed to holding high ethical standards for our yoga teachers. We believe that it is the responsibility of a teacher to ensure a safe environment in which our students can grow physically, mentally, and spiritually. Students are looking for guidance from teachers with authenticity, experience, and wisdom. Our Code of Conduct was developed to protect our students in this potentially vulnerable relationship with their teachers and to uphold the highest professional standards.

Financial Practices

Teachers will be honest, straightforward, fair, and conscientious in conducting all of their business affairs. Teachers will manage their business affairs according to recognized standard business and accounting practices. Teachers will discuss all fees and financial arrangements in a straightforward professional manner. Teachers will seek opportunities to render service to individuals or groups who are underserved by the broader yoga community on a pro bono basis.

Professional Growth/Continuing Education

Teachers shall maintain a regular yoga practice that includes asana and meditation. Teachers shall commit to the continuous improvement of their professional knowledge and skills.

Teacher-Student Relationships

Teachers shall treat their students with respect. Teachers shall never force their own opinions on students but rather recognize that every student is entitled to his or her worldview, ideas, and beliefs. However, teachers must communicate to their students that the authentic practice of yoga involves a transformation of the human personality, including attitudes and ideas. If a student is not open to change or if a student's opinions seriously impede the process of receiving yoga, then a teacher may end the teaching relationship. Teachers shall not exploit the trust of students and their potential dependency but rather, encourage students to find greater inner freedom.

Integrity

Teachers are committed to maintaining impeccable standards of professional competence and integrity. Teachers are committed to promoting the physical, emotional, mental, and spiritual wellbeing of their students. Teachers are committed to practicing yoga as a way of life, which includes adopting the fundamental moral principles of yoga and making their lifestyle environmentally sustainable.

Scope of Practice

Teachers shall represent their qualifications honestly and provide only the services they are qualified and certified to perform. Teachers shall not give medical advice. Teachers shall not recommend treatment, diagnose a condition, or suggest that a student disregard medical advice. Teachers shall refer their students to medical doctors or complimentary licensed professionals when appropriate.

Confidential Information

Teachers shall keep all personal information disclosed by their students strictly confidential.

Inter-Professional Relationships

Teachers are part of a network of health care and well-being professionals and shall seek to develop interdisciplinary relationships. Teachers shall seek to collaborate with other professionals to protect and enhance the wellbeing of the yoga community and the public generally.

Advertising and Public Communications

Teachers shall not make false, deceptive, or fraudulent statements or advertisements concerning: (i) their training, experience, or competence; (ii) their academic degrees or credentials; (iii) their institutional affiliations; (iv) their classes, workshops, and teacher trainings; (v) the scientific or clinical basis for the success of their services; (vi) their fees; or (vii) statements involving sensationalism, exaggeration or superficiality; or (viii) an intent to exploit a student's fears or emotions or to create unjustified expectations for cures or results.

Yoga Equity

Teachers shall welcome all students regardless of age, sex (including pregnancy, gender identity and perceived gender expression), sexual orientation, color, race, national origin, marital

status, parental status, veteran's status, religion, or physical or mental disability, provided that the teacher has appropriate expertise.

HARASSMENT POLICY

Harassment Against Members of Protected Class Template A (Short Form) We do not permit managers, employees, teachers, independent contractors, students, or others in the workplace to harass any other person because of age, gender (including pregnancy), race, ethnicity, culture, national origin, religion, sexual orientation, disability, socioeconomic status, genetic information, or any other basis proscribed by law.

We do not tolerate sexual harassment in our studio. Sexual harassment refers to any unwelcome sexual attention, sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature when: (a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; (c) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance; or (d) such conduct has the purpose or effect of creating an intimidating, hostile or offensive working environment.

Examples of sexual harassment include unwanted and unnecessary physical contact; offensive remarks (including unwelcome comments about appearance); obscene jokes or other inappropriate use of sexually offensive language; the display in the studio of sexually suggestive objects or pictures; and unwelcome sexual advances by teachers, students, customers, clients, or other visitors to a studio. Non-physical gesture, behavior, unnecessary physical contact, verbal suggestion, or innuendo may constitute sexual harassment.

We prohibit sexual misconduct in our studio. Sexual misconduct is any unsolicited and unwelcome sexual advance including requests for sexual favors, sexual touching, and verbal, visual, or physical conduct that creates a sexually hostile environment in a yoga class or studio.

Verbal Harassment

- Unwanted sexual teasing, stories, jokes, remarks, or questions
- Sexual comments, stories or innuendo
- Turning work discussions to sexual topics
- Asking about sexual fantasies, preferences, or history
- Asking personal questions about social or sexual life
- Sexual comments about a person's clothing, anatomy, or looks
- Telling lies or spreading rumors about a person's personal sex life.
- Referring to an individual as a doll, babe, sweetheart, honey, or similar term
- Repeatedly asking a person out on dates who is not interested
- Unwanted letters, telephone calls, or sending materials of a sexual nature
- Stalking on social media
- Unwanted pressure for sexual favors

Non-Verbal Harassment

- Blocking a person's path or following
- Giving unwelcome personal gifts
- Displaying sexually suggestive materials
- Making sexual gestures with hands or through body movements
- Unwanted sexual looks or gestures

Physical Harassment

• Hugging, kissing, patting, or stroking • Touching or rubbing oneself sexually around another person • Unwanted deliberate touching, leaning over, cornering, or pinching • Giving an un-wanted massage • Sexually oriented asana adjustments or touch • Promising enlightenment or special teachings or status in exchange for sexual favors • Actual or attempted rape or sexual assault

Teachers shall not invite, respond to, or allow any sexual or romantic conduct with a student during the period of the teacher-student relationship.

GRIEVANCE POLICY

Reporting of Policy Violations

We encourage anyone who has been the subject of sexual misconduct or of any other action that violates our policies or Code of Conduct to report the incident to our Ethics Committee, Human Resources department, or school management (henceforth referred to as the “reviewing body”).

The report should contain the following information:

- Your full name
- Your email and phone number
- The name of the person the grievance is against
- A description of the policy violation
- The date and location of the policy violation
- Names and contact information of any witnesses with first-hand knowledge of the situation
- Any other credible evidence that is available to support the grievance.

In the interest of fairness, all reports must be made by the person who has personally experienced the misconduct. We will not investigate a matter based upon a third-party report of misconduct.

All reports must be made in good faith based on information the person reporting the incident reasonably believes to be accurate. We may request additional information from the person reporting the incident throughout the course of review of the report. We will take appropriate action to ensure compliance with our policies. The reviewing body will impose any sanctions that it feels are fair, just, and reasonable under all circumstances. We will not allow anyone to retaliate against any person for making a report in good faith or providing information in connection with an investigation into an alleged violation. Any information provided during a grievance review will be treated on a confidential basis. Similarly, any actions taken in response to the report will also be confidential.

Confidential Treatment

The reviewing body has an important obligation to maintain the confidentiality of all information they may receive in connection with reviewing ethical complaints. This includes any information provided by victims or witnesses in their investigations and any documents, emails, or notes they may gather. The reviewing body should make each person who is interviewed feel comfortable that the discussion will be held strictly confidential. This information is extremely sensitive. Its exposure could damage the reputations of the school, the teacher and the student,

it could make the situation impossible to resolve fairly, and it could lead to legal liability. The reviewing body will make sure that the forum where they will be discussing the matter is secure. They will not meet in an environment where someone may overhear what is being discussed. These meetings will not occur in a public place. Restaurants and coffee shops are public places and should not be used for meetings. Discussions will not be held in bathrooms and common areas at the yoga school or studio.

Timeline for Reporting Violations and Complaints

If an individual wants to file a complaint about the possible unethical conduct of a teacher or other person, he or she shall file the complaint within thirty (30) days after learning of the facts which may establish a potential violation. Complaints filed more than thirty (30) days after the violation of the Code of Conduct occurred may be reviewed at the discretion of the reviewing body.

A complaint should not be filed unless the person filing the complaint has:

- i. material and credible evidence that may establish a violation school policy
- ii. personal knowledge of the facts that form the basis of the complaint.

After the complaint has been filed, all persons with personal knowledge about the complaint are encouraged to assist the review by providing relevant and factual information about the potential policy violations. This will assist the reviewing body in promptly and effectively responding to the complaint.

Due Process and Procedure

We recognize that our reviewing body has an obligation to give a person accused of misconduct a reasonable level of due process. Because the person may lose his or her job and their reputation may be tarnished, the decision-making process must be fair and objective. Due process in this context does not mean that the reviewing body will conduct a mini trial but it will gather all of the relevant facts surrounding the matter and make a fair and objective decision based on the facts. The reviewing body may need to interview the person who reported the situation, the person who perpetrated the misconduct, and any other people who have direct knowledge about the situation. The reviewing body will examine all other credible and objective evidence about the situation.

Dismissal or Acceptance of a Complaint

Upon the receipt of a complaint, the reviewing body will evaluate the complaint to determine if it should be dismissed or reviewed. The reviewing body may dismiss a complaint if it determines that any of the following is true:

- i. the complaint is clearly frivolous or insubstantial
- ii. the information contained within the complaint is not credible
- iii. the complaint is not within the scope of school policies
- iv. the complaint has not been timely filed
- v. a policy violation would not exist even if the complaint were true
- vi. no credible evidence could be provided which could support a finding that a policy violation has occurred
- vii. the complaint is anonymous
- viii. the alleged violation has been cured by a good faith effort of the parties involved in the complaint. In making its determination the reviewing body may obtain and consider information relevant to the matter other than that included within the complaint or provided by the subjects of the complaint.

RETALIATION POLICY

We will not retaliate against any person for having reported or threatened to report harassment, discrimination, retaliation, or violations of our Code of Conduct or policies, or for participating in an investigation into any of the foregoing. Anyone who retaliates against a person will be subjected to disciplinary action, up to and including termination.

We encourage any person—including employees, non-employees, and students—who believe they have been subject to retaliation to inform a supervisor or manager. We have a zero-tolerance policy for sexual harassment or sexual misconduct.

We encourage anyone who has been anyone who is subject to this behavior to report it to the human resources department or school management. We will do everything possible to ensure that you are not retaliated against by anyone because you have reported misconduct.