



## **Attendance Policy for Yoga Teacher Training**

Our program expects students to be on time for class and after breaks. Please let our faculty know if you will be late.

Any absence must be approved in advance by our program director. We understand that students have important commitments outside of the classroom. Students must work with the program director to make up any missed hours. Make up hours may be an extra cost to the student.

Students recognize that, if they miss training hours that they have not made up, they will not graduate from the program.

## **Withdrawal & Refund Policy for Yoga Teacher Training**

### **Refunds Before the Program Start Date**

If applicant withdraws from the Teacher Training Program after acceptance, and after paying, but before the program starts, \$200 from applicant's payment amount will be retained by the program (however, such amount can be applied towards a future training program) and the remainder will be refunded to the applicant.

The program reserves the right to cancel any training before it begins. In that case any payments applicants have made will be refunded in full.

### **Refunds After the Program Start Date**

If the applicant withdraws from the program after the training start date, \$200 plus the cost of any weekends held already, whether the applicant attended those weekends or not, will be retained by the program.

Any refunds will be paid within thirty (30) days of receiving written notification from a student of cancellation or withdrawal. Students receiving benefits from federal programs shall be subject to federal refund policies, rules, and regulations.



## **Special Cases**

In case a student needs to withdraw from the program due to illness, accident, death in the family, or other circumstances that make it impractical for the student to complete the course, the program will provide a reasonable and fair refund.

## **Inappropriate Conduct**

No refunds will be given if the program removes a student from the program for inappropriate conduct. Inappropriate conduct is violation of the Code of Conduct, harassment, bullying, or any other behavior that is inappropriate or disruptive to the welfare of the program or to fellow students.

## **Code of Conduct**

Our Code of Conduct is intended to provide specific standards to cover most situations encountered by our yoga teachers. Its primary goal is the welfare and protection of our students, teachers, yoga community, and the public. It articulates the ethical standards that our teachers must follow. The Code of Conduct is intended to elevate the professionalism and integrity of our yoga teachers by adopting uniform standards for behavior yet recognizing the diversity of the many traditions of the teaching and practice of yoga.

## **Professional Growth/Continuing Education**

Teachers shall maintain the integrity, competency, and high standards of the yoga profession by continuously striving to improve their skills through keeping current in new developments in yoga practice and by participating in continuing educational programs.

Teachers shall maintain and improve their professional knowledge and competence, strive for professional excellence through regular assessment of their personal and professional strengths and weaknesses, and through continued education and training. Teachers shall stay current with new developments in yoga through practice and study.



## **Teacher-Student Relationships**

Teachers shall maintain professional relationships with their students. Teachers recognize that the teacher-student relationship involves a power imbalance. Teachers shall avoid any relationship with a student that exploits the student in any way or that may be used for the teacher's personal benefit. Teachers shall not engage in harassment, abusive words or actions, or exploit students.

The relationship between a yoga teacher and a student is based on trust. To establish and maintain that trust, teachers must be polite, considerate, and honest in their interactions with their students.

Teachers should practice good communication with their students. Teachers should listen attentively to their students, respect their point of view, beliefs and culture, and should not allow their beliefs and values to adversely influence their relationship with their students. Teachers shall avoid imposing their personal beliefs on their students.

## **Integrity**

Teachers shall uphold the highest of moral standards. Teachers shall strive to ensure that their intentions, actions, and speech are based on honesty, compassion, selflessness, trustworthiness, and transparency.

Teachers recognize that the process of learning is never complete, and they shall avoid portraying themselves as "enlightened" or "spiritually advanced."

## **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.

Our studio will not engage in the unauthorized practice of medicine. We will not recommend treatment, diagnose a condition, or suggest that a student should disregard a physician's advice. We will refer our students to medical doctors or complimentary licensed professionals when appropriate.



## **Confidential Information**

Teachers shall keep all personal information disclosed by their students or clients 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 conduct themselves in an honorable manner in their relations with their colleagues and other wellness practitioners.

## **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).

## **Anti-Harassment Policy**

### **Overview**

***Harassment** is a legal term that means unwelcome verbal and non-verbal conduct directed against someone in a protected class.*

***Sexual harassment** is a legal term that means unwelcome sexual advances, requests for sexual favors, and other verbal or physical harassment of a sexual nature in the workplace.*

***Sexual misconduct** is a non-legal term used informally to describe a broad range of behaviors which may or may not involve harassment.*

### **Harassment Against Members of Protected Class**

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), gender



identify, pronoun use, race, ethnicity, culture, national origin, religion, sexual orientation, disability, socioeconomic status, genetic information, or any other basis proscribed by law.

Harassment includes epithets, slurs, name calling, negative stereotyping, insults, intimidation, ridicule, threatening, intimidating or hostile acts, denigrating jokes, and display of written or graphic material that denigrates or shows hostility or aversion toward an individual or group based on their protected characteristic.

Harassment includes, but is not limited to: offensive verbal comments related to age, gender, gender identity, pronoun use, sexual orientation, race, ethnicity, culture, national origin, religion, body type, personal appearance, physical or mental ability, socioeconomic status, marital status, political activities or affiliation, deliberate intimidation; stalking; and inappropriate physical contact.

### **Sexual Harassment in the Workplace**

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 the conduct harms the person's employment or working environment.

### **Sexual Misconduct**

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.

### **Romantic Relationships Between Teachers and Students**

Teachers shall avoid getting into personal or sexual relationships with students that may result in the impairment of their professional judgment or that may compromise the integrity of their teaching.



## **Complaint & Grievance Policy**

### **Reporting of Policy Violations**

We encourage anyone who has been the subject of sexual misconduct or any other action that violates our policies and Code of Conduct to report the incident to our studio management.

The report should contain the following information:

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

In the interest of fairness and privacy, 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.

Any information provided during a grievance report review will be treated on a confidential basis. Similarly, any actions that are taken in response to the report will also be confidential.

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.



If a solution cannot be reached or the student is not satisfied with the solution from the school, then the student can file a complaint with NH Department of Education, Office of Career School Licensing, 101 Pleasant Street, Concord, NH 03301 or by phone 603-271-6443.

## **Retaliation Policy**

We prohibit retaliation against anyone for reporting a violation of our Code of Conduct or other policies, or for participating in an investigation relating to a violation of our Code of Conduct or other policies.

### **What Is Retaliation?**

Retaliation means taking an “adverse action” against any person for having reported or threatened to report harassment, discrimination, retaliation, or violations of our Code of Conduct, or for participating in an investigation into a complaint of harassment, discrimination, or retaliation or violations of our Code of Conduct. It includes threatening, intimidating, harassing, or any other conduct that would discourage a reasonable person from engaging in activity protected under this Policy. Retaliation also includes maliciously and/or intentionally interfering with, threatening, or harming the academic or professional career or reputation of another individual before, during, or after the Investigation, Decision, and resolution of a report of prohibited conduct under this Policy in response to and/or on account of the report of the prohibited conduct. This provision applies to reports made or information provided in good faith, even if the facts alleged in the report are determined not to be accurate.