



# Our Policies

TAPAS YOGA SCHOOL

**Harassment Against Members of Protected**

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 workplace . 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 workplace. 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 teacher training, 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.



We require 100% attendance to graduate and receive a certificate of completion from our program. Class attendance will be taken throughout the teacher training.

### **Emergency Absences**

In the case of any emergency absences, please notify the Lead Trainer as soon as is practically possible, and certainly before the class in question commences. An 'emergency absence' is defined as any decision not to attend a class taken within 12 hours of class commencement. . If a student has planned absences that conflict with attendance in the program, please contact the Lead Trainer to discuss options.

### **Missed Sessions**

Each student is responsible for scheduling make-up sessions with the Lead Trainer. If students are not able to attend a make-up session scheduled within another stream, they may pay a fee to schedule a private make-up session with a teacher.

### **Punctuality**

Each student is expected to be at each session 15 minutes before the start time in order to set up and so that the training may start on time. If the student is late more than 4 times, this will result in a deduction of 1 hour from their total contact hours. This time will need to be scheduled in a make-up session with the Lead Trainer.

### **Absences**

A leave of absence from the program will be granted due to medical disability or other extraordinary circumstances at the discretion of the Lead Trainer. In this case our refund policy will apply to unused tuition and the student must reapply for the next available stream and pay the difference, if any, of any remaining tuition and/or any related administrative fees. If tuition is increased for the next available stream, the student must pay the higher rate.

### **Withdrawal Policy**

If a student wishes to withdraw from our program for any reason, they must first contact the Lead Trainer to discuss their reasons for withdrawal. Refunds will be given in accordance with the program's refund policy.



**Termination from Programme**

The program may decide to terminate any student's participation in the program if:

- (1) false information was used in the admission process that materially affects the program;
- (2) a student missed more than 20 % of any subject category;
- (3) a student is absent for more than 4 consecutive sessions without contacting the Lead Trainer;
- (4) the student fails to make timely payments of tuition

Prior to termination, students will receive a written warning if:

- (1) a student is absent for more than 3 sessions without contacting the Lead Trainer;
- (2) the student fails to make more than 2 payments in a timely manner.

If the program decides to end the student's participation in the program, the student is not entitled to any prior payments or fees. All prior payments and fees are non-refundable and non-transferable.

**Termination from Programme: Bad Conduct**

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



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 training 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).



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.



**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.

**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.





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.



**Community photoshoots**

All participants of our community photoshoots have signed releases permitting us to use the images as we see fit. We endeavour to use them respectfully and within the context of the work Nourish Yoga Training does.

**Use of images**

We use images of our teachers to advertise their classes, workshops, or other offerings. In instances where we would like to use their image for blog post articles or posts not directly relevant to them, we will first seek permission.

**Posting on social media**

In our marketing we minimise the use of images that represent excessive flexibility or complex asana that are neither accessible or inclusive. Exclusively representing yoga in this way can make people feel excluded because their body type, experience, and mobility. Physical challenge is really fun, and doing complex poses can be great, but it's not the only way to experience yoga.

**Image use and posts regarding diversity/equity**

When choosing images to post on topics regarding diversity/equity, we endeavour to check in with the individuals in those images to ensure that they are comfortable with the content bearing their image.

**Reposting on social media**

When appropriate, we repost other people's posts on our social media accounts, including Facebook, Instagram, and Twitter. The things that we repost are relevant and appropriate for our audience. We share work that endeavours to make yoga accessible to people regardless of gender, ethnicity, ability, age, religion, sexuality, health or wealth. We do not repost or share anything that contains harmful or hateful speech including slurs or oppressive language. We do not repost or share anything that appropriates a culture. It is important to acknowledge that even if we do not intend to cause harm by the things that we post, reinforcing appropriation can be incredibly damaging. We should strive to be informed, educated and humble about our practice and our teaching.

**Tags by others**

We are tagged in many posts across social media. We cannot control who tags us, we welcome genuine engagement tags, some accounts use this as a strategy to 'fish' for a repost without actually being relevant to us or the work that we do.



