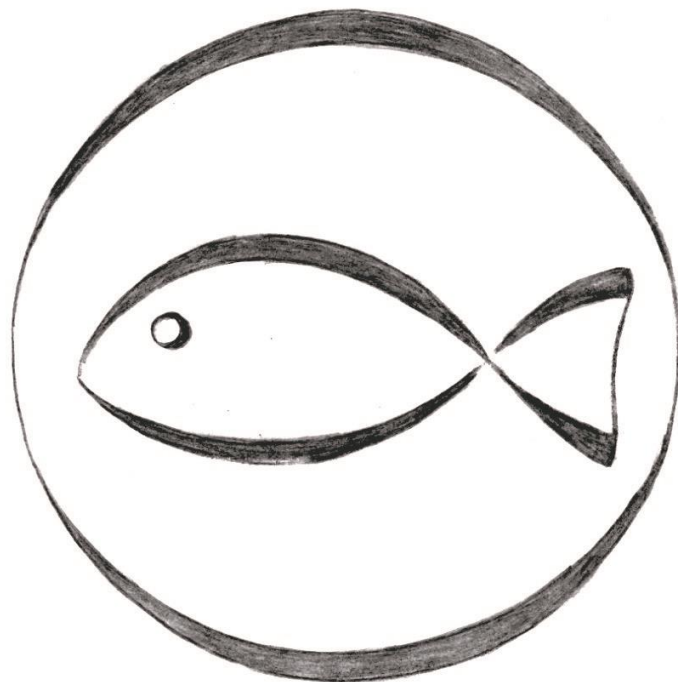
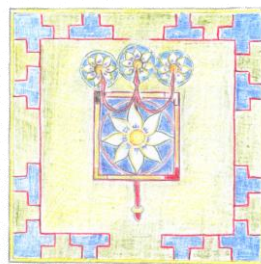
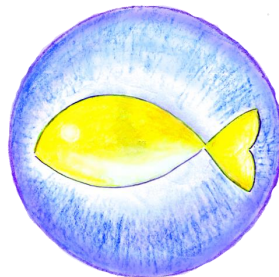


# Matsya Yoga

Academy of Kundalini Yoga



Code of Conduct and relevant Policies



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# This Document

## Source

This content was mainly derived and thankfully adapted from templates given by Yoga Alliance. After carefully reading them, I considered them extremely useful and inspiring for supporting our school's philosophy and clearing the way for our students.

## Code of Conduct

### What is this Code of Conduct?

We have adopted our Code of Conduct which applies to all our teachers. We believe that it is the responsibility of our teachers to ensure a safe and protected environment in which a student can grow physically, mentally, and spiritually. We believe our teachers must aspire to and express the highest possible standards of conduct as set forth in our Code of Conduct. Our Code of Conduct embodies the yamas and niyamas of the Yoga Sutras of Patanjali which are rules of ethical conduct that apply to all practitioners of yoga..

### 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 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 recognize the trust placed in them by their students and the power imbalance of the student-teacher relationship. Teachers shall avoid exploiting the trust and dependency of students. Teachers shall hold themselves out as stewards of safe and sacred spaces by maintaining clear personal and professional boundaries.

Teachers will continually be aware of their position of power and influence in their relationship with their students. Teachers will be mindful not to project their own agendas, perceptions, and outcomes on their students. Teachers will not seek to fulfill their personal needs at their students' expense. Teachers shall maintain professional boundaries in relationships with students and avoid any relationships that may exploit trust between the student and teacher.

Teachers recognize that their purpose is to serve their student's personal exploration and growth. Teachers will avoid any activity or influence that is in conflict with the best interests of their students or that may be solely for their own personal gain or gratification.

## **Integrity**

Teachers shall commit to the highest standards of professional and personal conduct. Teachers shall ensure that their behavior does not give even the appearance of professional impropriety. Any actions which may benefit the teacher to the detriment of the yoga community, or an individual student must be avoided to not erode the public trust in the integrity of yoga. Teachers shall dedicate themselves to studying, teaching, and promoting the art, science and philosophy of yoga and to maintaining high standards of professional competence and integrity.

## **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.

## **Confidentiality**

Teachers shall keep all personal information disclosed by their students or clients strictly confidential. A teacher who receives personal information from a student or client may not disclose such information unless it obtains the written consent of the student or client. All discussions among teachers concerning students or clients shall be conducted in secure, non-public environments.

## **Inter Professional Relationships**

Teachers are part of the health care and well-being community and should strive to develop and maintain relationships within the community for the benefit of their students and their professional development. Teachers shall conduct themselves in an honorable manner in their relations with their fellow yoga teachers and other wellness practitioners. Teachers shall work to build the unity of their community by embracing diversity, collaboration and commitment the benefit of all.

Teachers shall practice tolerance and acceptance toward other yoga teachers, schools and traditions. Teachers shall not openly criticize practices followed by other yoga schools or teachers. However, teachers recognize that differences of opinion are to be expected, and they may be discussed in a sensitive and compassionate manner. When criticism must be made, it should be done with fairness, discretion and with a focus on the facts.

## **Advertising and Public Communications**

Teachers shall not make false advertisements. Teachers shall refrain from making public statements on the benefits of yoga that are not supported by science or the generally accepted experience of the yoga community. Advertisements of workshops, clinics, seminars or similar events must have a clear statement of the purpose of the event, the audience for which it is intended and its educational objectives. The education, training, and experience of the teacher shall be fairly and accurately disclosed. Advertisements shall be made with dignity. Advertisements shall not include exaggerated claims about the benefits of yoga.

## **Yoga Equity**

Teachers will welcome, accept, and support all students regardless of religion, gender, sexual orientation, language, nationality, political, or cultural background.

Teachers will embrace yoga equity. Teachers shall seek to have an awareness and a commitment to making yoga more equitable, inclusive, accessible and diverse. This encompasses diversity, inclusion and accessibility in yoga. Teachers will make the conscious decision to address each of these issues thoughtfully and intentionally throughout their work in restoring equity to the yoga community.

Teachers will emphasize the importance of learning, teaching, and practicing yoga honestly, which means promoting equity, reducing harm, honoring and leveraging cultural differences, and fostering diversity and inclusion in all areas of yoga while honoring the integrity of yoga's cultural and historical roots.

## Anti-Harassment Policy

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

Harassment is unwelcome verbal or non-verbal conduct, based upon a person's protected characteristic, that (i) denigrates or shows hostility or aversion toward the person because of the characteristic and which affects their employment opportunities or benefits; (ii) has the purpose or effect of unreasonably interfering with their work performance; (iii) enduring the offensive conduct becomes a condition of continued employment; or (iv) has the purpose or effect of creating a work environment that a reasonable person would consider intimidating, hostile, or abusive.

Harassment includes epithets, slurs, name calling, negative stereotyping, insults, intimidation, ridicule, threatening, intimidating or hostile acts, denigrating jokes, and display in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group based on their protected characteristic. Petty slights, annoyances, and isolated minor incidents may not rise to the level of harassment.

### 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.

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.

### Sexual Misconduct

Teachers recognize the unique power and imbalance of the student-teacher relationship. While acknowledging the complexity of yoga relationships, teachers shall not exploit the trust and dependency of students. Teachers shall avoid any dual relationships with students (e.g., business, personal, or sexual relationships) that could impair their professional judgment, compromise the integrity of their instruction, and/or use the relationship for their own gain.

Teachers understand that a yoga studio is a place of deep spiritual work and transformation. Teachers shall not make comments, gestures, or physical contact of a sexual nature with their students, even if the student invites such conduct. Sexual misconduct will not be tolerated under any circumstances.

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

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

Sexual or romantic interactions that occur during the teacher-student relationship constitute sexual misconduct and are unethical. Sexual or romantic interactions detract from the goals of the teaching relationship, may exploit the vulnerability of the student, may obscure the teacher's judgment concerning the student, may be detrimental to the student's well-being and damage the reputation of the yoga community.

Yoga teachers must maintain professional boundaries in their relationships with students so that the best interests of the students are served. The interest of the teacher is not relevant: the art of teaching yoga is focused on serving the spiritual needs of the student. The teacher-student relationship involves an imbalance of power and any appearance that this imbalance has been exploited for the sexual purposes of the teacher is unethical. Even if the relationship is initiated by the student, it must still be avoided by the teacher.

If a teacher is becoming romantically involved with a student, the teacher should end the teaching relationship. The teacher must ensure that any behavior in dealing with students is always professional and not open to misunderstanding or misinterpretation. If a relationship begins to develop, the teacher should seek the guidance of school management.

## **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 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; and
- 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.

## **Due Process and Procedure**

We recognize that our school 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. We will examine all other credible and objective evidence about the situation.

After the reviewing body gathers the facts, we will determine if the allegations are credible. If it is determined that is the case, the reviewing body will decide on the sanctions to impose and then communicate its decision to those involved.

## **Sanctions**

We recognize the principle of “the punishment must fit the crime.” We do not sentence someone to life imprisonment for jaywalking. There must be a sense of fairness and moral proportion in judging these situations. All cases of abuse and misconduct, from inappropriate commentary to physical assault, will be judged objectively and the reviewing body will fashion a sanction that fairly and equitably addresses the situation, giving due considerations, to all the facts.

In many cases, it may be hard to uncover all the facts, there may be conflicting facts, there may be conflicts of interest, and there may be circumstances and facts that weigh on both sides of the scales of justice.

However, the reviewing body will use sound and careful judgment in deciding what type of sanctions to impose. There are four options:

1. Do Nothing. The facts do not show that the person committed the policy violation.
2. A Warning. The facts show that the person’s actions were minor and that a warning is a fair sanction. The warning could be coupled with counseling.
3. Time Out. The facts show that the person’s actions were serious, and they warrant suspending the person from the studio or community for a decided amount of time. However, the actions were not so serious that they support termination of employment. For example, the person may be good hearted, but made a mistake in judgement. This may weigh toward leniency. The “Time Out” period is usually one year but it may be shorter depending upon the circumstances. During the “Time Out” the person gets counseling, does spiritual work, contemplates their actions, etc. After the “Time Out” period expires, the person can approach the reviewing body to ask to re-commence their teaching activities or allow them to rejoin the community. This body will then determine whether the person has resolved their issues and that it is appropriate for them to return. When making this determination, we will consider whether there has been a sincere apology and contrition, appropriate reparation to the injured parties, rehabilitation, and heart-felt change before the person may return. This decision will entirely at the discretion of the reviewing body.

4. Dismissal. The facts show that the person's actions were so serious that they warrant dismissing the person from the studio or community. The person is dismissed, and their employment or independent contractor agreement is terminated.

## Retaliation Policy

### Core of our 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.

## Refund Policy

### Admission Denials

An applicant who is denied admission into the program is entitled to a full refund of all money paid by said applicant.

### Cancellation After Seven Days, But Before Program Start Date

An applicant who submits written notice of cancellation within seven (7) business days after signing the training agreement, but before the program begins, is entitled to a refund of all money paid. The refund will be paid within thirty (30) days of receiving the notice of cancellation.

### Refund After Program Start Date

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

## Attendance Policy

### Missing Training Hours:

Each student can miss 20 Percent of all hours, or one weekend, of any yoga training program. For a 200 hours trainings this is 20 hours in the training. These missed hours must be rescheduled, included in the cost of the program. If more 20 hours of training is missed, the student must schedule to join another training to gather the missed hours, no additional costs must be paid. Students must contact the program director before they will be missing some sessions.

### Tardiness:

Please don't be tardy.



## **Withdrawal Policy:**

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

## **Termination from Program:**

The program director 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 30% of any subject category; (3) a student is absent for more than 5 consecutive days without contacting the program director; (4) the student fails to make timely payments of tuition; or (5) the student is unable to pass a test after being given 3 attempts. If the program director 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 Program because of Bad Conduct:**

No refunds will be given if the program director 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.

Thank you for reading our Policies!  
May the great spirit be with you!

