



## **GAYATRI POLICIES**

### **ANTI-HARASSMENT POLICY**

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

- **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.

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

- **Sexual Harassment in the Workplace:** We do not tolerate sexual harassment in our school. Sexual harassment refers to any unwelcome sexual attention, sexual advances, requests for sexual favours and other verbal, visual or physical conduct of a sexual nature when the conduct harms the person's employment or working environment.

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

- **Sexual Misconduct:** We prohibit sexual misconduct in our studio. Sexual misconduct is any unsolicited and unwelcome sexual advance including requests for sexual favours, 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 not invite, respond to, or allow any sexual or romantic conduct with a student during the period of the teacher-student relationship.



## **ATTENDANCE POLICY**

We require 100% attendance to graduate and receive a certificate of completion from our program. Class attendance will be taken throughout the training. In the case of any emergency absences, please notify the program director immediately.

If a student has planned absences that conflict with attendance in the program, please contact the program director to discuss options. Each student is responsible for scheduling make-up time with the program director. Students must pay an additional cost for private make-up sessions with a teacher.

Each student is expected to be at each session 5 minutes before the start time in order to set up and so that the training may start on time.

A leave of absence from the program will be granted due to medical disability or other extraordinary circumstances at the discretion of the program director.

If a student needs to miss any session, he or she must speak to the corresponding teacher before the beginning of the session. Absences may be made up if we have available teacher trainers at the rate of 20 € per hour. Students recognize that, if they miss training hours that they have not made up, they will not graduate from the program.



## **ANTI-RETELATION POLICY**

In order to promote a safe yoga community, individuals need to know that they can bring forward concerns without fear of backlash. Your school's Retaliation Policy will help establish comfort, safety, and trust within your sangha.

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 our course director.

We have a zero-tolerance policy for sexual harassment or sexual misconduct. We encourage anyone who has been anyone who is subject to this behaviour 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.

## **PAYMENT & CANCELATION POLICY**

A ***strictly non-refundable deposit*** is required to finalize a booking with the school. If you can't attend the course for any reason, you can transfer the deposit to any course within 1 year of the original course date, providing you inform us 8 weeks in advance. Exception are certified medical reasons.

The remainder of the payment must be completed 2 weeks before the course commences. If you are not punctual with the payment or neglect to contact us, you will lose the space.

If you cancel after sending the rest of the payment you will lose 50% of the course fee.

Once you have arrived at the school the course fee is non-refundable.



## **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 Course Director Radhika. 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:
- Any other credible evidence that is available to support the grievance:
- Names and contact information of any witnesses with first-hand knowledge of the situation:

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