



**I AM Yoga Therapy™**  
**Code of Conduct**  
**Policies and Procedures**

Policy Update Board Approved: September 10, 2018

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### **Mission and Vison**

The Amrit Yoga Foundation, Inc., also known as Amrit Yoga Institute, is a global community dedicated to embodying and transmitting the authentic wisdom and experience of yoga to further the evolution of humanity. We hold a vison of humankind living in harmonious interaction with themselves, each other, and the world.

### Our Values

- Integrity and honesty in speech and action are core values that Amrit Yoga Institute requires of all our employees and teachers. And, is a fundamental requirement of all our employees and teachers in working with and instilling in our students and clients.
- Our core values are maintained by:
  - Conducting oneself in the practice of accountability in action and speech
  - Evidence of morality in action and speech
  - Not subjecting one's judgments to others, and not judging others
  - Speaking impeccably and accurately to represent and embody what has been learned and what is being taught
  - Not maligning staff or students
  - Acknowledging responsibility for seeking medical attention from a physician in the event of an illness or injury
  - Each employee acknowledges that they are physically, mentally, and emotionally healthy and able to participate in the activities/programs registered for
- Amrit Yoga Institute encourages respect for the personal beliefs of our employees, teachers, students, and clients.
- Amrit Yoga Institute is a vegetarian facility. There is no meat, poultry or fish allowed anywhere on any of the properties owned by Amrit Yoga Institute. Those that want or need to eat meat are responsible for going off site to obtain a meal with meat.
- We ask our staff, volunteer teachers, and assistants to:
  - Maintain a consistent personal yoga practice
  - Carry the essence of the teachings
  - Speak clearly and concisely about the teachings
  - Speaks in such a way with students that adds to their experience
  - Set aside personal preferences and ego
  - Be willing to receive direct feedback from lead teachers
  - Carry out what is being asked of them within the spirit of teamwork and the highest dedication to quality

## Student Requirements

### Program Attendance

- Students are required to be on time with required materials and equipment needed for scheduled classes.
- Students are required to attend all classes to receive certification. Classes that are missed may be made up at the discretion of the teacher.
- Students should sit up for all teachings unless the teacher directs otherwise. Chairs and back-jacks are provided for use as needed.
- Students are required to actively participate in all scheduled hours of the course including, but not limited to, classroom, practicum, home-study and mentorship. Failure to do so may result in non-completion of this program.

### Competence and Productivity

All assignments are required to be turned into your teacher or mentor on time to be included in program requirements. In case of personal circumstances that may delay completion of required assignments, it is the responsibility of the student to reach out to the teacher/mentor and let them know when required assignments will be completed. It is at the discretion of the teacher/mentor to allow for extensions and, if allowed, determine a fair timeline of completion is possible.

### Compliance with Supervision

All students are expected to report their progress and questions to their teachers and mentors. When working with clients, students are required to seek supervision with appropriate teacher/mentor as part of the learning experience.

### Dress Code

- Modest attire is expected, out of respect for Amrit Yoga Institute's spiritual community.
- Clothing with mid-riffs showing or "short" shorts are not allowed.
- Shoulders are to be covered in all meditation rooms when Yogi Amrit Desai teaches. If your top is sleeveless, a shawl works well.
- White clothes must not be sheer. Whites are suggested for our ceremonies on the last day of our training programs but are not mandatory.
- Please refrain from wearing perfumes or scents as some guests may have allergies or find it otherwise uncomfortable.
- Swimming is welcomed in our lake. However, please wear a cover up when you come and go from the beach.
- Men, please always wear a shirt on our property unless you are by the lake.

### **Non-Discrimination**

The Amrit Yoga Institute follows all applicable federal and state laws and regulations and does not discriminate based on race, color, religion, sex or sexual preference, ethnic origin, or disability.

### **Confidentiality and Privacy**

- **No Disclosure**

Employees, teachers and assistants will hold the Confidential Information in confidence and will not disclose the Confidential Information to any person or entity without the prior, written consent of The Amrit Yoga Foundation, Inc. and/or Amrit Yoga Institute.

- **No Copying/Modifying**

Employees, teachers and assistants will not copy or modify any Confidential information without the prior written consent of The Amrit Yoga Foundation, Inc.

- **Unauthorized Use**

Employees, teachers and assistants shall promptly advise The Amrit Yoga Foundation, Inc. if the Employee becomes aware of any possible unauthorized disclosure or use of the Confidential Information.

- **Application to Employees, Teachers, and Assistants**

Employees, teachers and assistants shall not disclose any Confidential Information to any associates/coworkers of the Employee, except those associates/coworkers who are required to have the Confidential Information to perform their job duties, within the scope of his/her prescribed job description, in connection with the limited purposes of this Agreement. Each permitted associate/coworker to whom Confidential information is disclosed shall sign a non-disclosure agreement (NDA) substantially the same as this Agreement at the request of The Amrit Yoga Foundation, Inc. and/or Amrit Yoga Institute.



### **Fire Safety**

- No burning of incense or candles.
- Fire extinguishers are located near the altar in the Darshan room as well as on the second floor in the Main Building. All other buildings are equipped with fire extinguishers beneath the bathroom sink or located on the wall near the entry.
- Fire escape ladders are marked in the upstairs rooms.
- There is a fire exit/emergency map posted inside the Darshan room.

## Safety and Health

### First Aid Kit

There is a first aid kit located under the sink in the bathroom on the first floor of the Darshan room.

### Snoring

For those sleeping in the dorm, if you know you snore, there are “Breathe Right” Strips available in the bathroom drawers. In addition, if you need earplugs, they are available in the bathroom drawers, as well.

### Swimming and Water Equipment

Swimming is allowed in the lake at your own risk. Please let someone know when you swim. Do not swim between dusk and dawn. You may borrow a kayak or canoe for use at your own risk. Florida is known for afternoon storms, we strongly suggest not doing water activities if there is any sign of a change in weather. Florida storms come quickly and forcefully.

### Temperature

Please do not adjust the thermostat. If you are too cold or too warm, please advise one of the Amrit Yoga Institute staff and we will be happy to assist you. In addition, do not open the windows as this affects the humidity and causes temperature fluctuations with the HVAC system.

### General Safety

Please wear your shoes when walking in the grass. Use your flashlight at night. Watch your step as there are plenty of steps around the grounds. The wood on the dock can be slippery.

### Emergencies

In case of an emergency, **call 911 first** then call Malay at (352)598-7932. If you would like to leave an emergency contact number for family during your stay, the office number is (352) 685-3001. The emergency phone is located in the back of the dining hall, next to the community computer.

## Care of Property

### Dormitory and All Other Guest Rooms

- No hot plates or any other cooking devices allowed in the rooms.
- No use of irons in the dorm or rooms. Iron available for guest use in the pantry only.

### Training Rooms

*As these are considered a sacred space, we kindly ask the following:*

- Please leave your shoes in the shoe stand outside the door in all buildings.
- Enter quietly.
- Keep your personal belongings with you. It is important that you do not leave them unattended between sessions.
- During sessions, if you are seated in a back-jack, tuck your belongings in the back of the chair, as this will leave more floor space to share with the other students/guests.
- Closed drinking containers (water) only and please no food.
- Please do not wear perfume or scented deodorant or body lotions.
- Fill the front spaces first, leaving the back of the room for the Amrit Yoga Institute staff.

### Dishes and Cubbies

During your stay, you will be assigned a cubby to store your dishes and silverware. Please use the compost containers for any leftover food. Then wash your dishes at the end of each meal, returning them to your cubbies.

### **Appropriate Behavior and Conduct**

As the employee, teacher and assistant and as the student, the following is required in establishing and maintaining appropriate behavior and conduct:

- Maintaining professional boundaries.
- Not making or soliciting unwelcome advances or insinuations - physical, verbal, visual or in any other form - to other staff members, seva volunteers, students or guests.
- Be aware, conscious and watchful for sexualized and seductive behavior towards any students and staff and report as necessary.
- Amrit Yoga Institute specifically affirms that no staff member may engage in conduct or make comments which tend to create a hostile or unsafe environment.
- Forms of unwelcome and unacceptable behavior, harassment and other conduct prohibited by this code of ethics include, but are not limited to:
  - Sexually suggestive language or gestures, propositions or requests for sexual favors.
  - Unwanted physical contact of any nature, including touching, interference with an individual's normal work movement, or assault.
  - Use of derogatory nicknames based on an individual's race, national origin, handicap or age.
  - Deliberate, frequent and unwelcome ethnic jokes, cartoons or remarks about a person's age, race, sex, etc.
  - Other conduct that creates an intimidating, offensive or hostile work environment, or otherwise interferes with a person's work performance, when motivated by consideration of race, sex, religion, age, etc.
  - If such incident arises, please report it to the General Manager.

### **Hostile Environment**

Amrit Yoga Institute's policy is to provide its staff, volunteers, teachers and students with an environment that is free from hostile and offensive conduct. Amrit Yoga Institute is committed to promoting and maintaining a pleasant and productive environment, and as such, each and every person conducting business for or with Amrit Yoga Institute should be treated with dignity and respect. Therefore, any and all forms of conduct which enable or create a hostile environment are expressly prohibited.

Such prohibited conduct may include, but is not limited to the following:

- **Discriminatory Conduct:** Conduct based on a person's race, national origin, sex, age, physical or mental disability, medical condition, marital status, ancestry, religious affiliation, union affiliation, political affiliation, or sexual orientation.
- **Verbal Conduct:** Conduct such as disparaging remarks, slurs, jokes, innuendos, epithets, threatening, screaming, cursing, taunting, heckling, spreading rumors, and unwanted sexual advances, comments, or propositioning.
- **Physical Conduct:** Conduct such as gestures, leering, unwelcoming contact, pinching, patting, grabbing, blocking or impeding movement, assault, or any action which physically interferes with or unnecessarily impinges upon an individual person's work, privacy, or movements.
- **Visual Conduct:** Conduct such as derogatory, sexually oriented, prejudicial, or otherwise generally offensive photographs, posters, objects, cartoons, drawings, graffiti, email, letters, or other writing.

## Harassment

Amrit Yoga Institute strictly and expressly prohibits sexual harassment in any manner or form. All employees, teachers, assistants, volunteers, and students are to be treated with respect and dignity at all times. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical contact of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or completion of training.
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions or program completion decisions affecting such individual.
- Such conduct has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating, hostile, or offensive environment.

### Harassment Policy

The Amrit Yoga Institute (Amrit Yoga Institute), Salt Springs, Florida, its parent(s), subsidiaries, affiliate(s) and related entities – hereinafter referred to as “The Organization” engages in the objective of effectively communicating this inclusive harassment policy, its content(s), definition(s), application(s), investigative inquiry and procedure(s), enforcement, disciplinary action(s), and the appropriately ratified procedures for addressing complaints about any and all conduct that is in violation of this policy, including any false or fraudulent claims, accusations, allegations, assignment of blame, defamatory or disparaging statements or remarks, written or oral, about The Organization or Staff Member(s) to any other person and/or entity, and/or any other statement that may be reasonably construed as being incriminatory in nature.

#### §1 Policy Scope:

This policy is applicable to all officers, directors, employees, Member(s), representatives, insurers, volunteers, independent and outside contractors, and/or any individual(s) associating with The Organization in whatever capacity – hereinafter referred to as “Staff Member(s)” - who is/are engaged in or associated with any offered program, physically entering The Organization campus or its affiliated real estate, and/or engaged with any Company Staff Member(s) while Staff Member(s) is operating within the scope of his/her reasonably employable duties in whatever capacity, as well as guests of The Organization.

#### §2 The Organization's Approach:

The Organization conducts business and treats all Staff Member(s) in accordance with all applicable federal or provincial Human Rights Legislation(s), regulation(s), statute(s),

ordinance(s), treatises, institutional bylaws, and the like. The Organization does not condone and does not tolerate harassment of any kind, including that which is based on sex, race, age, disability, national origin, ethnicity, religion, sexual preference or any other basis- directed to or from a Staff Member(s). The aforementioned bases of harassment do not constitute an exhaustible list. As a company, we recognize the inherent dignity and worth of all person(s). As an employer, we will provide for equal rights and opportunities without discrimination to all Staff Member(s). We strive to create a climate comprised of understanding that maintains mutual respect for the dignity and worth of each person, in an effort to ensure that each Staff Member(s) feels included in the workplace and is able to contribute, unhindered, to his/her fullest extent. Our goal is to ensure that all Staff Member(s) work in an environment which is free from harassment.

### **§3 Policy Definitions and Application:**

Staff Members agree not to make unwelcome sexual advances, requests for sexual favors, or insinuations – physical, verbal, visual, or in any other form – in wither an explicit or implicit nature to other Staff Members or guests.

The Organization specifically reaffirms that no Staff Member(s) may engage in conduct or make comments which tend to create a hostile or unsafe environment. Forms of unwelcome behavior, harassment and other conduct prohibited by this policy include, but are not limited to:

**§3.1** Sexually suggestive language or gestures, propositions or requests for sexual favors, including, but not limited to, any comments/remarks, solicitation in exchange for monetary or other compensation and/or promises of preferential treatment or advancement, or the subjection of threats, unwelcome attention, and/or any other conduct that can be reasonably interpreted as sexual in nature.

**§3.2** Unwanted physical contact of any nature, including touching, interference with a Staff Member(s) or Guest(s) normal working movement, or assault.

**§3.3** Use of derogatory nicknames based on a Staff Member(s) or Guest(s) race, national origin or ethnicity, handicap, age, sex, sexual preference, or any other discerning aspect(s).

**§3.4** Deliberate, frequent and unwelcome jokes, cartoons/visual displays or remarks about a Staff Member(s) or Guest(s) race, national origin or ethnicity, handicap, age, sex, sexual preference, or any other discerning aspect(s).

**§3.5** Other conduct that results in the creation of an intimidating, offensive or hostile work environment, or otherwise interferes with a Staff Member(s) work performance, when motivated by consideration of race, national origin or ethnicity, handicap, age, sex, sexual

preference, or any other discerning aspect(s).

All Staff Member(s) are expected to discourage harassment. All Staff Member(s) must immediately report any incident in which, in the Staff Member(s) reasonable opinion, constitutes the aforementioned definition(s) of harassment to the General Manager or another senior management officer or employee. Reports may be made in person, but should either include a concurrent or follow-up transcribed record consisting of the nature of the incident(s), relevant date(s), time(s), and any other information deemed to be pertinent.

The reporting and investigation of any registered complaint will be carried out in an impartial, timely, confidential and discreet manner. The appropriate remedial action will be instituted in an effort to ensure a cessation of such conduct, if and when it is verified.

Any Staff Member(s) who does not abide by this policy will be subject to disciplinary action, up to and including termination. An isolated incident shall not result in termination; however, the level of discipline will be in accordance with the severity of the incident. Repeated and/or continuous harassing behavior will be construed as facilitating the creation of a hostile or offensive work environment and will be considered as grounds for termination.

Any employee who falsely or maliciously accuses another Staff Member(s) or other outsider of harassment, will also be subject to disciplinary action.

Staff Member(s) or other outsiders who are in violation of this policy shall be instructed to cease such activity. The matter shall be brought to the attention of The Organization's Chief Executive Officer (CEO) and any continued harassment may result in the individual being asked to leave Company premises.

#### **§4 FORMAL REPORTING PROCEDURE:**

**§4.1** The complainant must advise the General Manager, or his/her designate of the situation in a timely manner.

**§4.2** The complainant is requested to make the complaint in writing and agrees to do so. This is done by filling out an AmritYoga Institute Incident Report form which can be acquired from the main office.

**§4.3** Once the incident report is completed, the General Manager will lead the investigation procedure and, if applicable, the appropriate department head will serve as a witness in this process. All witnesses named by the complainant, and the person against whom the complaint is made will be interviewed. The collected statements, notes, and other relevant information will be documented in written form, signed and dated, and will include a statement of



truthfulness and completeness to the best of the individual's knowledge and belief regarding the situation(s) at hand.

**§4.4** Where a Staff Member(s)'s complaint is found to be valid based on the evidence as determined through the investigation, the Staff Member(s) who appears to be guilty of harassment will be subject to disciplinary action. The level of discipline will be based upon the nature and severity of the behavior and may result in a verbal or written warning, suspension or termination.

**§4.5** All actions and statements will be documented and retained in the appropriate employee or administration files.

#### **§5 SPECIAL CIRCUMSTANCE(S):**

In the case that a Chief level staff member or board of director is accused of violating any of the defined prohibited conduct contained within this policy, an independent investigation will be conducted in the following manner:

**§5.1** The same procedural formant discussed in the subsequent section will be implemented.

**§5.2** The lead investigator will be the senior most staff member (not including board of directors), who is not the accused. For example, this staff member will be the Director of Education, or the Assistant Director of Education.

**§5.2** If necessary, an accompanying witness will also be included in the investigatory practices.

**§5.3** Any relevant mediation or arbitration will also be conducted by the same senior most staff member.

#### **§6 LITIGATION SPECIFICS:**

In the event that an accusation progresses to formal proceedings in a court of law, the following will be in effect:

**§6.1** Jurisdiction will be in the County of Marion, in the State of Florida, United States of America.

**§6.2** Any arbitration, mediation, or other legal proceeding will occur at a mutually agreed upon time and date.

**§6.3** Reasonable costs and attorney fees will be reimbursed to the prevailing party in a timely and mutually agreed upon manner, including method of reimbursement.

#### **§7 COMMUNICATION OF HARASSMENT POLICY**

A signed summary of this policy will be included in each Staff Member(s) personal file.

### **§8 ACKNOWLEDGEMENT FORM**

My signature below (Dissemination, Page 31) certifies that I have received, read and understand The Organization Harassment Policy. I have had an opportunity to ask questions and discuss the contents of the policy with the appropriate management level Staff Member. I understand that as a Staff Member I am viewed as an agent of The Organization and/or part of the “directing mind” and consequently, The Organization may be liable in a harassment situation for my actions. I further understand that if I breach any term of the policy, I may be subject to disciplinary action up to and including termination of my employment or stay at The Organization. In the event any claim of harassment that is made directly against me is found to be valid, I understand and agree that I will be individually responsible for any and all damages levied, expenses (including lawyer’s fees) that were incurred by The Organization on my behalf.

### **Compliance with Local, State, and National Law**

All staff, volunteers, teachers and students must comply with local, state and national laws. Inability to do so may result in immediate expulsion from the property and/or program registered for.

### **Substance/Medications**

Amrit Yoga Institute has zero tolerance for alcohol, tobacco or illegal and recreational drugs of any kind while you are on the property. If you come onto the property while under the influence of alcohol or an illegal drug you will be asked to leave. Amrit Yoga Institute reserves the right to conduct a drug test if anyone elicits irrational behavior.

### **Use of Technology during Program**

- Lights out and computers off at 10 pm; in all rooms and dorm throughout all property owned by Amrit Yoga Institute.
- We strongly suggest unplugging from electronic devices during your stay unless it is program related.
- Cell phones are to be muted while participating in program classes.

## Conflict of Interest

This conflict of interest policy is designed to help directors, officers, employees, and volunteers of the Amrit Yoga Foundation Inc./Amrit Yoga Institute identify situations that present potential conflicts of interest and to provide Amrit Yoga Foundation Inc./Amrit Yoga Institute with a procedure that will allow a transaction to be treated as valid and binding even though a director, officer, employee, or volunteer has or may have a conflict of interest with respect to the transaction. In the event there is an inconsistency between the requirements and procedures prescribed herein and those in federal or state law, the law shall control. All capitalized terms are defined in Part 2 of this Conflict of Interest policy.

### Conflict of Interest Definition

For purposes of this policy, the following circumstances, though not limited to these specific examples, shall be deemed to create Conflicts of Interest:

#### Outside Interests

- An Agreement or Transaction between Amrit Yoga Foundation Inc./Amrit Yoga Institute and a Responsible Person or Family Member.
- An Agreement or Transaction between Amrit Yoga Foundation Inc./Amrit Yoga Institute and an entity in which a Responsible Person or Family Member has a Material or Financial Interest or of which such person is a director, officer, agent, partner, associate, trustee, personal representative, receiver, guardian, custodian, conservator, volunteer, or other legal representative.

#### Outside Activities

- A Responsible Person competing with [Amrit Yoga Foundation Inc./Amrit Yoga Institute in the rendering of services or in any other Agreement or Transaction with a third party.
- A Responsible Person's having a Material Financial Interest in; or serving as a director, officer, employee, agent, partner, associate, trustee, personal representative, receiver, guardian, custodian, conservator, or other legal representative of, or consultant to; an entity or individual that competes with Amrit Yoga Foundation Inc./Amrit Yoga Institute in the provision of services or in any other Agreement or Transaction with a third party.
- Gifts, Gratuities and Entertainment. A Responsible Person accepting gifts, entertainment, or other favors from any individual or entity that:
  - does or is seeking to do business with, or is a competitor of Amrit Yoga Foundation Inc./Amrit Yoga Institute; or
  - has received, is receiving, or is seeking to receive a loan or grant, or to secure other financial commitments from Amrit Yoga Foundation Inc./Amrit Yoga Institute;
  - is a charitable organization;
  - under circumstances where it might be inferred that such action was intended to influence or possibly would influence the Responsible Person in the performance of his or her duties. This does not preclude the acceptance of items of nominal or insignificant value or

entertainment of nominal or insignificant value that are not related to any particular transaction or activity of Amrit Yoga Foundation Inc./Amrit Yoga Institute.

### Conflict of Interest Definitions

- A “Conflict of Interest” is any circumstance described in Part 1 of this Policy.
- A “Responsible Person” is any person serving as an officer, employee, or member of the board of directors of Amrit Yoga Foundation Inc./Amrit Yoga Institute.
- A “Family Member” is a spouse, domestic partner, parent, child, or spouse of a child, brother, sister, or spouse of a brother or sister, of a Responsible Person.
- A “Material Financial Interest” in an entity is a financial interest of any kind that, in view of all the circumstances, is substantial enough that it would, or reasonably could, affect a Responsible Person’s or Family Member’s judgment with respect to transactions to which the entity is a party. This includes all forms of compensation. (The board may wish to establish an amount that it would consider to be a “material financial interest.”)
- An “Agreement or Transaction” is any agreement or relationship involving the sale or purchase of goods, services, or rights of any kind, the providing or receipt of a loan or grant, or the establishment of any other type of pecuniary relationship by Amrit Yoga Foundation Inc./Amrit Yoga Institute. The making of a gift to Amrit Yoga Foundation Inc./Amrit Yoga Institute is not an Agreement or Transaction within the meaning of this document.

### Procedures

- Before board or committee action on and Agreement or Transaction involving a Conflict of Interest, a director or committee member having a Conflict of Interest and who is personally in attendance at the meeting shall disclose all facts material to the Conflict of Interest. Such disclosure shall be reflected in the minutes of the meeting.
- A director or committee member who plans not to attend a meeting at which he or she has reason to believe that the board or committee will act on a matter in which the person has a Conflict of Interest shall disclose to the chair of the meeting all facts material to the Conflict of Interest. The chair shall report the disclosure at the meeting and the disclosure shall be reflected in the minutes of the meeting.
- A person who has a Conflict of Interest shall not participate in or be permitted to hear the board’s or committee’s discussion of the matter except to disclose material facts and to respond to questions. Such person shall not attempt to exert his or her personal influence with respect to the matter, either at or outside the meeting.
- A person who has a Conflict of Interest with respect to an Agreement or Transaction that will be voted on at a meeting shall not be counted in determining the presence of a quorum for purposes of the vote. The person having a conflict of interest may not vote on the Agreement or Transaction and shall not be present in the meeting room when the vote is taken, unless the vote is by secret ballot. Such person’s ineligibility to vote shall be reflected in the minutes of the meeting. For purposes of this paragraph, a member of the board of directors of Amrit Yoga Foundation Inc./Amrit Yoga Institute has a Conflict of Interest when he or she stands for election as an officer or for re-election as a member of the board of directors.
- Responsible Persons who are not members of the board of directors of Amrit Yoga Foundation Inc./Amrit Yoga Institute, or who have a Conflict of Interest with respect to an

Agreement or Transaction that is not the subject of board or committee action, shall disclose to the Chair or the Chair's designee any Conflict of Interest that such Responsible Person has with respect to an Agreement or Transaction. Such disclosure shall be made as soon as the Conflict of Interest is known to the Responsible Person. The Responsible Person shall refrain from any action that may affect Amrit Yoga Foundation Inc./Amrit Yoga Institute's participation in such Agreement or Transaction.

- In the event it is not entirely clear that a Conflict of Interest exists, the individual with the potential conflict shall disclose the circumstances to the Chair or the Chair's designee, who shall determine whether there exists a Conflict of Interest that is subject to this policy.

### Confidentiality

Each Responsible Person shall exercise care not to disclose confidential information acquired in connection with such status or information the disclosure of which might be averse to the interests of Amrit Yoga Foundation Inc./Amrit Yoga Institute. Furthermore, a Responsible Person shall not disclose or use information relating to the business of Amrit Yoga Foundation Inc./Amrit Yoga Institute for the personal profit or advantage of the Responsible Person or a Family Member or the Responsible Person's company.

### Policy Review

- Each new Responsible Person shall be required to review a copy of this Policy and to acknowledge in writing that he or she has done so.
- Each Responsible Person shall annually complete a disclosure form identifying any relationships, positions, or circumstances in which the Responsible Person is involved that he or she believes could contribute to a Conflict of Interest arising. Such relationships, positions, or circumstances might include service as a director of or consultant to a not-for-profit organization, or ownership of a business that might provide goods or services to Amrit Yoga Foundation Inc./Amrit Yoga Institute. Each Responsible Person should also disclose to the board of directors any potential Conflict of Interest that may arise during the course of the year between the submission of annual disclosure forms. Any such information regarding business interests of a Responsible Person or a Family Member shall be treated as confidential and shall generally be made available only to the Chair, the Executive Director, and any committee appointed to address Conflicts of Interest, except to the extent additional disclosure is necessary in connection with the implementation of this Policy.
- This policy shall be reviewed annually by each member of the board of directors. Any changes to the policy shall be communicated immediately to all board members and other responsible persons.



### **Compliance and Accountability**

Amrit Yoga Institute expects all staff, teachers, volunteers and students to adhere to this Code of Conduct. Failure to do so may result in immediate expulsion from the grounds and/or from any job or program regardless of location.

### **Policy on Student Grievances**

Amrit Yoga Institute's Policy on Student Grievances is published for student review. Amrit Yoga Institute's policy is fair and provides for easy and expeditious review and response to formal complaints and grievances made by students. All documentation of any and all complaints, including disposition, are maintained for a minimum of five (5) years.

Following are the procedures Amrit Yoga Institute follows in addressing any grievance, not limited to a complaint against an Amrit Yoga Institute program or teacher:

1. Formal complaints must be submitted to the Director of Programs, the Education Director or the Director of relevant program if there is one, in writing, including a detailed description of the complaint with supporting documentation. Complainants full name and contact information is required.
2. Amrit Yoga Institute will not take any action on anonymous complains.
3. Amrit Yoga Institute holds all grievances as confidential and will not make public formal complaints in any form relating to any grievance.
4. When a written complaint is received, Amrit Yoga Institute will acknowledge receipt of the complaint within ten (10) business days. The complaint will then be reviewed by our board of directors within forty-five (45) days. If additional information is required, it must be submitted within thirty (30) days of this request. All decisions are final.
5. If at any time a complainant initiates legal action against Amrit Yoga Institute, the above procedures are no longer in effect and no further action to review the complaint will be made, pending legal resolution.

### **Leave of Absence or Extension of Completion Request**

A student may submit a formal Leave of Absence request or a request for additional time to complete the Yoga Therapy program, to the Director of the Yoga Therapy Program. Each request will be reviewed, Leave of Absence or Extension will be accepted or rejected on a case by case basis. If a student does not complete the Yoga Therapy program within a three-year (3-year) time frame and does not formally request an extension their enrollment in the Yoga Therapy program will be cancelled without refund.

## Disciplinary Action

Disciplinary actions may be imposed upon any student found to be in violation of the Student Code of Conduct or if it is determined that a student has not acted in the best interest of other students, employees, the program/training, or the Amrit Yoga Institute as a whole. Such disciplinary actions shall include but are not limited to the actions stated in this Policy below. The Amrit Yoga Institute shall determine the appropriate disciplinary action(s) based on the type and severity of behavior or violation committed. It is not required for the Institute to follow the listed disciplinary actions in any order or sequence.

### Types of Disciplinary Actions:

- 1) **Warning:** A written or verbal notice to the student that his/her behavior is unacceptable, that he/she has violated the Student Code of Conduct and/or that any future violations will be subject to further disciplinary action.
- 2) **Probation:** A period of time during which the privilege of continuing as a student is conditioned upon the student meeting certain requirements. The conditions may include, but are not limited to required assignments or actions by the student, and/or an acknowledgment by the student that any additional violations of the Student Code of Conduct may result in additional discipline.
- 3) **Suspension:** Separation of the student from a class, program, activity, event, for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified. For example: we may ask a student to leave a particular program with the understanding that after a period we may allow them to return and complete the course.
- 4) **Expulsion:** Permanent separation of the student from student status from a class, program, activity, event. The person is flagged in the registration system and cannot come back to participate in either certain types of programs, or any program at all (depending on the situation).
- 5) **Interim Action:** While a disciplinary decision is pending, AYI Administration may immediately impose interim action(s) in the event that a student's continued presence in a class, program, activity or event, poses a significant danger to themselves or others, and/or there is reasonable cause to believe that such interim action is required to protect lives or property or to ensure the maintenance of order. In imposing interim action, the administration will give consideration to potential consequences of the action imposed, such as the student's inability to attend classes. The administration may allow for alternative means for the student to fulfill the obligations and requirements of the course. A student may request review of an interim action while it remains in effect by submitting a written request to the Office of the Executive Director. The Executive Director will review the request and determine if the interim action will be upheld, modified or terminated. The decision of the Executive Director will be final, and the interim action process will be separate and distinct from the investigation and discipline procedure.

**Additional Sanctions:** In addition to or in conjunction with the disciplinary actions listed above, the following non-exhaustive list of sanctions may be imposed by the Institute as part of an interim action or disciplinary action: mandatory training, hold on student records, academic or personal counseling, restitution and fines, required administrative meetings, medical certification/evaluation, execution of a behavioral agreement, modifications to the student schedule, issuance of a no-contact order in relation to another individual, mandatory project or assignment (i.e. writing assignment), emergency suspension, ban from campus or activities.

**Procedures for Filing and Review of a Student Disciplinary Complaint:** Complaints against a student for violating the Code of Conduct shall be filed and will be reviewed in accordance with the Student Disciplinary Action Operating Procedure.

### **Grounds for Immediate Dismissal**

- Possession or use of any illegal or recreational drug
- Intoxication
- Inappropriate fraternization or overt rudeness to guests, staff or volunteers
- Sexual harassment
- Verbal or physical violence
- Theft
- Repeated refusal to participate in service work and study program (as applicable)
- Possession of a firearm on campus

### Dissemination

This Code of Conduct will be distributed to all students of our I AM Yoga Therapy™ Professional Training program upon registration.

**My signature below indicates my understanding and agreement to the all aforementioned guidelines regarding attire, ashram rules, and policies. I agree to these terms and acknowledge that, repeated failure to abide by such, after warning(s), may result in dismissal from Amrit Foundation Inc./Amrit Yoga Institute Program participation.**

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Signature

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Date

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Printed Name