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|  |  Stanford MEDICINE Department of Psychiatry and Behavioral Sciences | Policies & Procedures |
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***YogaX Policies and Procedures Manual for
YogaX Community Members***

This *YogaX Policy and Procedures Manual* includes useful information for YogaX staff, faculty, independent contractors, teacher training participants, therapeutic yoga training participants, and participants in other YogaX events about a variety of relevant policies and procedures designed to protect said individuals from harm. It also is designed to fully inform participants about matters of a practical nature (e.g., refund policies, make-up policies, and more). Covered in this manual are the following policies and procedures:

- Anti-Harassment and Sexual Misconduct Policies
- Code of Conduct Policies
- Grievance Policies
- Anti-Retaliation Policies
- Payment and Refund Policies
- Academic Integrity Policies
 - Admission and Attendance
 - Enrollment Agreements
 - Transfer Credits
 - Academic Honesty

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YogaX Anti-Harassment and Non-Discrimination Policies

Anti-Harassment Policies

Four types of harassment and related policies and procedures (harassment against someone in a protected class, sexual harassment, sexual misconduct, and prohibition of sexual relationships between students and teachers) are identified in this manual and are applied to YogaX community members (i.e., staff, faculty, student, client, trainees, and other event participants).

All of these policies are aligned with Stanford University policies covering the same content area. Stanford University policies are even more detailed and may not always fully apply to YogaX. All YogaX community members are required to review the larger Stanford University policies, which can be found online at <https://adminguide.stanford.edu/chapter-1/subchapter-7>.

Harassment Against Someone in A Protected Class – Definition

YogaX and Stanford University 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 defined as unwelcome verbal or nonverbal conduct, based upon a person’s protected characteristic. Behaviors covered under this policy include verbal or nonverbal conduct that

- denigrates or shows hostility or aversion toward the person because of the characteristic and which affects their employment opportunities or benefits;
- has the purpose or effect of unreasonably interfering with their work performance;
- enduring the offensive conduct becomes a condition of continued employment; or
- 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 – Definition

YogaX and Stanford University do not tolerate sexual harassment during any YogaX events or the regular course of employment of any YogaX employees or contractor. 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.

Examples of sexually inappropriate conduct include, but may not be limited:

- unwanted and unnecessary physical contact;
- offensive remarks (including unwelcome comments about appearance);
- obscene jokes or other inappropriate use of sexually offensive language;
- the display the context of a YogaX training event of sexually suggestive objects or pictures;
- unwelcome sexual advances by YogaX teachers, students, customers, clients, or other visitors to a studio; and non-physical gestures, behaviors, unnecessary physical contact, verbal suggestion, or innuendo.

Sexual harassment has occurred when:

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or participation in a YogaX training event;
- submission to or rejection of such conduct by an individual is used as the basis for employment or training decisions affecting such individual;
- such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or participation in a YogaX training event; or
- such conduct has the purpose or effect of creating an intimidating, hostile or offensive YogaX working environment or YogaX training event environment.

Sexual Misconduct – Definition

Sexual misconduct is a non-legal term used informally to describe a broad range of behaviors that may or may not involve harassment in the legal sense.

YogaX and Stanford University prohibit sexual misconduct. Sexual misconduct includes any unwelcome sexual advances, such as requests for sexual favors; sexualized touch; and verbal, visual, or physical conduct that creates a sexually hostile environment in a YogaX training environment or in the YogaX work environment. Sexual misconduct has occurred if a teacher engages in inappropriate conduct and requires a student to submit to such conduct to obtain any benefit or privilege relating to the study or teaching of yoga.

Although it is not possible to list all the circumstances that may constitute sexual misconduct, the following are examples of such misconduct:

Verbal Sexual Misconduct

- Unwanted sexual teasing, stories, jokes, remarks, or questions
- Sexual comments, stories or innuendo

- Turning work discussions to sexual topics
- Asking about sexual fantasies, preferences, or history
- Asking personal questions about social or sexual life
- Sexual comments about a person's clothing, anatomy, or looks
- Telling lies or spreading rumors about a person's personal sex life.
- Referring to an individual as a doll, babe, sweetheart, honey, or similar term
- Repeatedly asking a person out on dates who is not interested
- Unwanted letters, telephone calls, or sending materials of a sexual nature
- Stalking on social media
- Unwanted pressure for sexual favors

Non-Verbal Sexual Misconduct

- Blocking a person's path or following
- Giving unwelcome personal gifts
- Displaying sexually suggestive materials
- Making sexual gestures with hands or through body movements
- Unwanted sexual looks or gestures

Physical Sexual Misconduct

- Kissing, patting, or stroking
- Touching or rubbing oneself sexually around another person
- Unwanted deliberate touching, leaning over, cornering, or pinching
- Giving an un-wanted massage
- Sexually implicit or explicit posture adjustments or touch
- Promised enlightenment, access to special teachings, or conferral of status in exchange for sexual favors
- Actual or attempted rape or sexual assault

Prohibition of Sexual Relationships between Yoga Students and Yoga Teachers – Definition

YogaX 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.

Non-Discrimination Policies

YogaX is fully committed to all applicable laws and regulations related to nondiscrimination, including but not limited to Titles VI and VII of the Civil Rights Act, Americans with Disabilities Act (ADA) and Sections 503 and 504 of the Rehabilitation Act, the Age Discrimination in Employment Act, and the California Fair Employment and Housing Act (FEHA). No YogaX community member discriminates based on race, sex, religion, ethnic origin, sexual preference, disability or other human diversity-related factors. All YogaX community members welcome diverse, inclusive, and equitable communities that represent diverse perspectives, encourage diverse experiences, and embrace the richness of diversity in the educational experience.

YogaX is committed to creating and sustaining environments and experiences that assure that community members can thrive in a safe, fair, and just environment that is free of discrimination, violence, or harassment and that advances diversity, equity and inclusion, and open-hearted and open-minded interactions during teaching, research, and service activities.

All YogaX community members are required to review the larger Stanford University non-discrimination policies, which can be found online at <https://studentservices.stanford.edu/more-resources/student-policies/non-academic/non-discrimination>.

Aligned with Stanford University policies, YogaX is committed to prevention of discrimination, active work toward inclusion and equity, creating access to support for individuals who have experienced harassment or discrimination, and being proactive in helping such individuals gain access to an appropriate response in the case of the experience of harassment or discrimination. Such a response is provided through the appropriate offices at the Stanford campus and may consist of investigation, problem-solving, and redressing allegations of discrimination and harassment. The following link provides more information and access to support services. <https://diversityandaccess.stanford.edu/>.

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YogaX Code of Conduct Policies

Purpose

The YogaX Code of Conduct is a comprehensive policy developed to maintain a standard of operations, procedures, and behaviors that is acceptable to the practice of the profession of yoga. It is designed to optimize opportunities for the emotional, physical, behavioral, and relational safety, health, and wellbeing of all individuals involved with YogaX in one way or another, including but not necessarily limited to staff, faculty, teaching assistants, guest teachers, other types of trainers, students, patients, and training participants. It lays out principles that optimize the likelihood of protecting all YogaX stakeholders from harassment, abuse, discrimination, or other forms of maltreatment or bias in YogaX environments and during YogaX events. As such, this Code of Conduct and the overall Policies and Procedures for YogaX provide guidance for:

- adhering to high ethical standards
- complying with applicable laws and regulations
- respecting the rights and dignity of others
- maintaining high standards of academic integrity
- maintaining high standards of patient and client care
- avoiding conflicts of interest
- refraining from all forms of sexual, emotional, and physical harassment and threats of harassment, including verbal expressions
- refraining from illegal forms of discrimination
- conducting business practices with honesty and integrity expressing concern for the health and safety of all community members
- providing procedures for reporting suspected violations
- guaranteeing no retaliation for legitimate complaints made in good faith

The YogaX Code of Conduct provides and enforces specific standards of conduct to cover most situations encountered by yoga teachers and yoga students who participate in YogaX training events. Its primary goal is the welfare and protection of our students, teachers, yoga communities, and the public. It articulates the ethical standards that our staff, teachers, students, and training participants must follow. The Code of Conduct is intended to elevate the professionalism and integrity of yoga schools, yoga communities, yoga teachers, and yoga trainees by adopting uniform standards for behavior while simultaneously honoring and recognizing the diversity of the many traditions of teaching and practicing yoga.

All YogaX Yoga teachers and other stakeholders agree to adhere to the YogaX Code of Conduct and Policies and Procedures, the Yoga Alliance Codes of Conduct, and Code of Ethics and Professional Responsibilities of the International Association of Yoga Therapists, including but

not limited to adhering to following principles, which are covered in more detail in this policy document:

1. Adherence to IAYT, Yoga Alliance, and YogaX anti-harassment policies
2. Adherence to IAYT, Yoga Alliance, and YogaX sexual misconduct policies
3. Adherence to the IAYT, Yoga Alliance and YogaX scopes of practice
4. Adherence to the credo of “Do No Harm”
5. Working actively to ensure diversity, equity, and inclusion of all individuals
6. Clear communication of respect in the student-teacher relationship
7. Honesty and forthrightness in communication
8. Adherence to applicable laws related to financial practices

Principle 1

Adherence to Anti-Harassment Policies

YogaX community members are familiar with and abide by the anti-harassment policies laid out by Yoga Alliance, YogaX, and Stanford University. Details and relevant links are provided in the YogaX Anti-Harassment and Non-discrimination Policy below.

Principle 2

Adherence to Sexual Misconduct Policies

YogaX and YogaX teachers are familiar with and abide by the sexual misconduct policies laid out by Yoga Alliance, YogaX, and Stanford University. Details and relevant are provided in the YogaX Anti-Harassment and Non-discrimination Policy below.

Principle 3

Scope of Practice

It is crucial for all yoga teachers and clinicians to understand the limit or boundary (scope) of their expertise, as defined by their education, experience, and competency (qualification). The following pointers are helpful in this self-assessment, though likely not complete. All YogaX community members are required to understand and comply with their appropriate scope of practice, regularly to review their work practices to prevent drift away from their scope of practices, and to seek consultation and supervision if questions of scope of practice arise.

1. *Appropriate Conduct:* All YogaX teachers and clinicians comply with the Yoga Alliance, International Association of Yoga Therapists, and YogaX Scope of Practice guidelines, Codes of Conduct, anti-harassment policies, sexual misconduct policies, and all other applicable laws and ethical guidelines related to yoga teaching and/or clinical services.

2. *Teaching Qualifications:* All YogaX teachers teach yoga and offer instruction about yoga practices, principles, philosophy, and applications that accurately reflect their level of yoga education, training, and experience. All YogaX teachers have the level of education necessary to teach yoga at the group or individual level. All YogaX teachers teach within the range of practices and philosophies for which they were adequately trained and educated.
3. *Clinical Services Qualifications:* All YogaX clinicians offer therapeutic yoga services and instruction about about yoga practices, principles, philosophy, and applications that accurately reflect their level of yoga education, training, and clinical experience. All YogaX clinicians have the level of education necessary to teach yoga and/or provide yoga services at the group or individual level. All YogaX clinicians teach yoga and provide yoga services within the range of practices and philosophies for which they were adequately trained and educated. IAYT's scope of practice document is required reading for all yoga clinicians:
https://cdn.ymaws.com/www.iayt.org/resource/resmgr/docs_certification_all/2020_updates_scope_ethics/2020-09_sop_v2.pdf
4. *Informed Consent:* All YogaX teachers and clinicians obtain appropriate and relevant informed consent from their students. Most importantly, all YogaX teacher and clinicians use physical adjustments and physical touch only with explicit and ongoing informed consent and recognize that present consent does not imply future consent. All YogaX teachers and clinicians abide by the Yoga Alliance guidance, which reads as follows: *"Explicit and Informed Consent is narrowly defined as overt permission for a specific Teacher to use hands-on contact that has been granted by the Student. This permission can be given verbally, in writing, by an unambiguous gesture, or via a consent indicator. Silence or lack of resistance, in and of itself, does not demonstrate consent."*
5. *Sources of Information:* All YogaX community members properly acknowledge and cite resources that inform their teaching. They acknowledge and properly cite philosophical and historical resources when teaching about these topics, including references to yogic texts, the teachings received from other yoga teachers or clinicians, teaching from a specific yoga lineage or tradition (historical or contemporary), degreed scholars in the relevant areas (e.g., Indology, Religious Studies, Sanskrit, Anatomy, Physiology, and so on). YogaX teachers and clinicians also reference appropriate research studies as relevant to the teaching of yoga, including appropriate use of research articles, meta-analyses, clinical trials, outcomes studies, epidemiological studies, and more.
6. *Advising and Teaching within the Proper Scope of Practice:* YogaX teachers and clinicians only teach and advise within the scope of their credential and competence. They do not provide services for which they are not properly credentialed. YogaX teachers and clinicians do not give medical, psychological, or other advice that is outside their scope of practice or outside of the role they have vis-à-vis the student in a particular training event. YogaX teachers and clinicians do not recommend treatment, diagnose a condition, or suggest that a student disregard medical advice. YogaX teachers and

clinicians may refer students to healthcare providers and other licensed professionals when appropriate. Referral generally will be generic – to a type of healthcare or service; not specific – not to an individually-name provider.

7. *Credentialing*: YogaX teachers and clinicians are trained to the highest standards of their level of certification or registration. They represent their qualifications honestly and accurately; they provide only the services for which they are qualified and certified/registered. YogaX teachers and clinicians engage in ongoing continuing education to maintain competence and relevance and to abide by YA and IAYT educational requirements. All YogaX teachers follow Yoga Alliance policies and procedures, as well as the policies and procedures of YogaX and Stanford University. All YogaX clinicians follow IAYT policies and procedures, as well as the policies and procedures of YogaX and Stanford University.

To ensure ongoing proper credentialing, YogaX teachers and clinicians are required to engage in ongoing professional growth and continuing education. As such they:

- maintain and improve their professional yoga knowledge and competence,
- strive for professional excellence through regular assessment of their personal and professional strengths and weaknesses,
- attend continuing education and advanced training,
- to meet Yoga Alliance registration and/or IAYT certification requirements for registration and continuing education,
- stay current with new developments in yoga through practice and study, and
- to maintain a committed and regular personal yoga practice.

Principle 4 Do No Harm

YogaX and YogaX teachers and clinicians first and foremost commit to doing no harm. They will not intentionally or through negligence harm another YogaX member, student or client, training, participant, and other individual. Doing no harm includes not engaging in yoga teaching, advising, or service activities while under the influence of alcohol or drugs.

All YogaX clinicians are knowledgeable about and fully abide by the *Code of Ethics and Professional Responsibilities of the International Association of Yoga Therapists*. (current link: https://cdn.ymaws.com/www.iayt.org/resource/resmgr/docs_certification_all/2020_updates_scope_ethics/2020-09_code_of_ethics_v2.pdf) It is each clinician's responsibility to stay up-to-date about all IAYT communications and publications related to clinician-client interactions, relationships, therapeutic principles, credentials, and other relevant matters.

Principle 5

Yoga Diversity, Equity, and Inclusion

YogaX is committed to equity in yoga and actively includes all individuals, not simply avoiding discrimination, but actively seeking inclusion, diversity, and collaboration; providing reasonable variations and accommodation, including access to yoga props; and establishing reasonable, safe, and accessible spaces and locations. More detail about the laws related to non-discrimination are provided in the Policy about Anti-Harassment and Non-Discrimination.

In addition to information provided in its Anti-Harassment and Non-Discrimination Policy, YogaX recognizes that:

- inequities permeate the systems in which yoga is taught and through which yoga is practices;
- yoga systems have perpetuated harm and exclusion of certain communities, populations, and groups and that all yoga community members are responsible for creating change that leads to equity, inclusion, and accessibility;
- resources, supports, and opportunities must be distributed more equitable across diverse groups, populations, and communities; and
- diversity, accessibility, and inclusiveness are essential commitments of a yoga school in line with yogic commitments to the ethical practices outlined in the *yamas*

Understanding the history of inequity and harm within yoga communities, YogaX is firmly committed *never* to discriminate against or refuse to provide teaching or training to any student, participant, or employee based on any protected class such as age, gender (including pregnancy), race, ethnicity, culture, national origin, religion, sexual orientation, disability, socioeconomic status, or genetic information.

YogaX teachers welcome, accept, and support all students regardless of religion, gender, sexual orientation, language, nationality, political, or cultural background. They embrace yoga equity and inclusion, doing their utmost to make yoga equitable, inclusive, accessible, and diverse. YogaX's emphasis on teaching, and practicing yoga honestly, respectfully, and with integrity requires that YogaX teachers actively promote equity, reduce harm, honor and leverage differences, and foster diversity and inclusion in all areas of yoga – while honoring the integrity and diversity of yoga's cultural and historical roots.

Yoga X teachers are well educated in how to make yoga equitable, inclusive, accessible, and diverse. They apply principles of accessibility, equity, and inclusion to all training and teaching events at all times. All YogaX events integrate accessible yoga teachings so that all participants, regardless of background or ability, practice together and feel fully included, respected, honored, and valued. Accessibility includes yoga practices that are varied to suit students with disabilities, physical challenges, chronic illness, seniors, and anyone who may not feel comfortable in a typical studio class. Accessibility also includes making classes welcoming to everyone and teaching in a trauma-sensitive and trauma-informed manner.

Principle 6

Respect in the Student-Teacher and Student-Clinician Relationship

YogaX teachers and clinicians are required to maintain ethical and clearly non-harming relationships with their students that observe appropriate professional boundaries. Therefore, YogaX teachers and clinicians:

- engage only in consent-based physical touch as outlines in the Scope of Practice policy;
- avoid any and all relationships with students or clients that exploit students or clients in any way or that may be used for the teacher's personal benefit, including, but not limited to, romantic and/or sexual relationships;
- understand and maintain respectful awareness of the fact that the teacher-student and clinician-client relationship involves a power imbalance;
- maintain a safe physical environment that attends to the needs of students and clients;
- maintain an emotionally safe environment that provides space for diverse students' and clients' needs and responses;
- communicate calmness and equanimity under pressure;
- set appropriate limits and boundaries, especially for students or clients who may create challenge, stress, or dangers for others or themselves;
- abide by the YogaX Anti-Harassment Policies and thus do not engage in harassment, sexual harassment, abusive words or actions, or sexual misconduct;
- abide by worker protection laws of their jurisdiction and having written contracts if work exchanges are made with students or clients;
- obtain consent to make and/or use audio- and video-recordings, as well as still photography.

Yoga X teachers and clinicians understand the importance of respectful, kind, compassionate, and inclusive communication. They also understand that mutuality and trust are essential to a positive teacher-student and clinician-client relationship. Therefore, YogaX teachers and clients practice good communication and interpersonal skills with their students and clients, including but not limited to:

- listening attentively and respectfully to their students and clients,
- respecting students' and clients' points of view, beliefs, and culture,
- speaking truthfully, politely, and directly to students to clients,
- striving for the most compassionate and kind ways of providing information, including performance feedback, to students and clients,
- striving to accommodate diverse learning styles in communicating with students and clients,
- being skillful in addressing special needs of individual students and clients,
- being self-aware and discerning about tone of voice (e.g., non-commanding, clearly audible, warm, inviting, modulated to present-moment occurrences)
- being self-aware and discerning about choice of language (e.g., gender-sensitive, trauma sensitive, invitational, respectful of individual choices)

- not allowing their personal beliefs and values to adversely influence their relationship with their students; and
- not imposing their personal beliefs on their students or clients.

YogaX training event participants, trainees, and workshop attendees are requested to follow these same behavioral and ethical guidelines for the relationships with the teachers and other participants.

Principle 7

Integrity and Honesty in Communications and Actions: *Basic Commitments*

YogaX teachers and clinicians are committed to maintaining impeccable standards of professional integrity and to promoting the physical, emotional, and spiritual well-being of their students and clients. YogaX teachers and clinicians adhere to the traditional yoga principles as delineated through the yamas and niyamas.

YogaX teachers and clinicians commit to all of the following actions:

1. Securing proper credentialing, training, and maintenance of skills.
2. Understanding liability issues and obtaining all necessary insurance, permits, informed consents, or licenses.
3. Collecting informed consents from students and clients (recognizing the differences between legal and ethical issues in studio- versus clinic or hospital settings).
4. Maintaining professional, compassionate, and safe personal and physical boundaries.
5. Using referral sources when a student's or client's health or mental health issue is outside the teacher's or clinician's scope of practice.
6. Integrating the yamas and niyamas in all teaching-related work and day-to-day life.
7. Creating a safe and open-hearted teaching and clinical space where students and clients may offer feedback.

YogaX teachers and clinicians also do all of the following as applicable to their personal educational background and professional preparation:

1. Obtain appropriate and relevant Yoga Alliance registration and continuing education.
2. Obtain appropriate and relevant C-IAYT certification and continuing education.
3. Be clear about personal scope of practice, given registration, certifications, and other professional licenses.
4. Develop an honest yoga resume.
5. Correctly and honestly market services and display credentials.
6. Make ethical, thoughtful, respectful, and inclusive use of social media.
7. Understand how to build relations in with relevant communities.
8. Understand how to connect with other yoga schools, clinics, hospitals, and referral networks.
9. Build a referral list with other health professionals to facilitate networking opportunities within relevant communities.

Because YogaX teachers and clinicians recognize the potential vulnerabilities of the participants in the teacher-student and clinician-client relationship, they adhere with integrity and commitment to all other policies in this YogaX Code of Conduct.

Integrity and Honesty in Communications and Actions: *Inter-Professional Relationships*

YogaX teachers and clinicians are part of the healthcare and wellbeing community and strive to develop and maintain relationships within the community for the benefit of their students and clients and professional development. YogaX teachers and clinicians conduct themselves in an ethical, professional, respectful, and inclusive manner in relationships with other yoga teachers and yoga clinicians, healthcare providers, and wellness practitioners. YogaX teachers and clinicians strive to build a respectful and inclusive community by embracing diversity, collaboration, and commitment to a higher social and ethical purpose.

YogaX teachers and clinicians correctly represent and speak with respect about yoga teachers and clinicians, yoga schools, and yoga traditions that may differ from their own in their roots, practices, or intentions. YogaX teachers and clinicians understand that differences of opinion within the yoga world exist and contribute to the vibrancy of the yoga profession. They are open to having discussions about such differences across various yoga traditions and have these conversations in a professional, ethical, respectful, and compassionate manner.

If YogaX teachers and clinicians do believe harm is being done by another yoga teacher or yoga clinician or by a particular yoga tradition, such criticism, if it must be made, is engaged in with fairness, discretion, and a focus on facts, no opinions. If a YogaX teacher or clinician believes that another yoga teacher or clinician is perpetuating harm, it is the responsibility of the YogaX teacher or clinician to reach out to this individual privately and ethically to resolve the conflict.

Integrity and Honesty in Communications and Actions: *Confidential Information*

YogaX teachers and clinicians shall keep all personal information disclosed by their students, clients, or participants strictly confidential. A teacher or clinician who receives any private information from a student or client may not disclose such information unless it obtains the written consent of the student or client. However, a teacher or clinician may disclose private information about a student or client without obtaining consent in the following situations:

- to comply with the law or the order of a court;
- to prevent bodily harm or danger to the student or client or to others; or
- where the information has already been disclosed to the public.

YogaX teachers or clinicians obtain consent from students before audio- or video-recording during a YogaX training event. They only publicly display recordings or pictures if consent has been provided by participants who may be visible or audible in such recordings.

YogaX requests that participants also honor the confidentiality and privacy of the teachers, clinicians, and other participants in the training event. YogaX asks that participants refrain from voicing or disclosing to outside individuals any private information they learned or became privy to about a teacher, clinician, or another participant during a YogaX training event.

YogaX participants obtain the consent of YogaX teachers, clinicians, and other participants before audio- or video-recording any portion of a training event. They only publicly display recordings or pictures if consent has been provided by all participants who may be visible or audible in such recordings.

Integrity and Honesty in Communications and Actions: *Advertising and Public Communications*

YogaX does not make false, deceptive, or fraudulent statements or advertisements about any YogaX community members, services, policies, or action. This includes, but is not limited to, making no false, deceptive, fraudulent, or unethical statements about the following:

- training, experience, or competence of its teachers or clinicians;
- academic degrees or credentials of its teachers or clinicians;
- institutional or association affiliations;
- services, including classes, workshops, clinical services, and teacher trainings;
- scientific or clinical bases for yoga teaching, education, clinical services, and research;
- fees, payment schedules, cancellation policies, refunds, and similar matter;
- unusual or unique abilities of our teachers and clinicians, including statements involving sensationalism or exaggeration; or
- unjustified claims of positive results from participation in a training event.

Principle 8

Adherence to the Law and Ethical Practices Related to Financial Practices

YogaX and its community members adhere to all applicable laws and legal and ethical practices, including financial practices. YogaX and its community members abide by all local, state, national and federal laws and regulations applicable at YogaX teaching and service locations.

YogaX discloses all fees and financial arrangements in a straightforward professional manner. All tuition costs, payment, cancellation, and refund policies are clearly stated and fairly applied. YogaX has two types of faculty: Stanford employees who are paid as staff by the university; and independent contractors who are paid negotiated rates for each activity they contribute to YogaX. Contractors manage their business affairs according to recognized standard business and accounting practices. No YogaX employee or independent contractor is allowed to receive or pay a commission for referral of a student to a YogaX event.

YogaX strives to create financial accessibility for participants. When possible, we offer free events. All YogaX rates are calibrated to help us sustain YogaX while keeping fees as low as possible. Training events often have scholarship opportunities. These are posted with each specific training and may vary across time depending on funding available to YogaX for this purpose.

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YogaX Grievance and Complaint Policy and Procedures

The YogaX grievance policy gives teachers and participants an easy and safe way to address troubling or sensitive issues, provides guidance on how to register a grievance, and detail about how grievances are handled. The YogaX grievance policy is aligned with Stanford University policies covering the same content area. Stanford University policies are even more detailed and may not always fully apply to YTT participants. YTT participants interested in reviewing the larger Stanford University policies can find them online at <https://exploreddegrees.stanford.edu/nonacademicregulations/student-nonacad-grievance/>.

Reporting of Policy Violations

YogaX is fully committed to conducting all continuing training activities in strict conformance with Yoga Alliance Standards, with YogaX policies, including YogaX Code of Conduct and YogaX Harassment Policies, and with Stanford University policies. YogaX complies with all legal and ethical responsibilities to be non-discriminatory in promotional activities, program content and in the treatment of program participants. The monitoring and assessment of compliance with these standards is the responsibility of the YogaX Director of Continuing Education, in consultation with members of the Stanford University School of Medicine Department of Psychiatry and Behavioral Sciences (where YogaX is housed).

Although YogaX goes to great lengths to ensure fair treatment for all participants and to anticipate problems, there may be times when a YogaX event or YTT participant takes offense to the actions of a YogaX staff member, teacher, or training participants. These following procedures serve as a guideline for individuals who wish to make such a complaint.

Reporting of the Complaint or Grievance

YogaX encourages anyone who believes they have been the subject to misconduct or any other action that violates YogaX policies and Code of Conduct to report the incident to YogaX management. The report is made to the YogaX Director, unless this individual is the target of the complaint. If this is the case, the complaint is made to the YogaX Manager, who will then take the complaint to a supervisor within the Department of Psychiatry and Behavioral Sciences. If a complainant is not comfortable reporting a severe case of misconduct (e.g., sexual misconduct or sexual harassment) to a YogaX staff member, the complaint can be directed to the Stanford University Human Resources Department.

A grievance or complaint report needs to contain the following information:

- the complainant's full name, email address, and phone number (or other preferred contact information);
- the name of the individual against whom the grievance or complaint is lodged;
- a description of the alleged policy violation or misconduct;

- the date and location of the alleged policy violation or misconduct;
- if applicable, 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 or complaint.

In the interest of fairness and privacy, all reports must be made by the person who personally experienced the misconduct. YogaX does not investigate matters based upon third-party reports or claims of misconduct. All reports must be made in good faith based on information the complainant reporting the incident reasonably believes to be accurate. The complaint needs to specify whether the participant is requesting action in response to the complaint or whether it is made in an informational manner only. Failure to specify a request for action means the complaint will be dealt with as informational (though internal, confidential actions may be taken). YogaX staff may request additional information from the complainant reporting the incident during the course of review of the report.

Contact information for individuals who can received a complaint about YogaX:

YogaX Director:

Dr. Christiane Brems, YogaX Director, Stanford University, Department of Psychiatry and Behavioral Sciences, School of Medicine; cbrems@stanford.edu

YogaX Manager:

Dr. Heather Freeman, YogaX Manager, Stanford University, Department of Psychiatry and Behavioral Sciences, School of Medicine; heatherfreeman@stanford.edu

Stanford University Human Resources Department:

<https://hr.stanford.edu/>

Actions in Response to a Report of a Complaint or Grievance

Once report has been received, YogaX takes appropriate action to ensure it proper receipt, processing, and disposition. The reviewing body will impose clearly defined sanctions that are fair, just, and reasonable under all circumstances. YogaX 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 confidentially by the recipient of the complaint to the largest extent possible. Similarly, actions that the taken in response to the report will also be confidential to the largest extent possible.

When a participant reports a complaint, either orally or in writing, and expects action on the complaint, minimally the following actions will be taken.

1. If the complaint concerns a speaker, the content presented by the speaker, or presentation style, the YogaX Director or Manager (depending on who received the complaint) will pass on the comments to the speaker, ensuring the confidentiality of the complainant. The Director or Manager will inform relevant YogaX or Department of Psychiatry staff of any

complaints and, as needed, will seek their assistance and guidance in resolving the complaints. The Director or Manager will serve as mediator for the complaints and will be its final arbiter (in consultation with others as needed). In all cases, written, confidential documentation will be prepared by the Director or Manager for record-keeping.

2. If the complaint concerns a workshop or training offering, its content, level of presentation, or the facilities in which the workshop was offered, the Director or Manager will review the complaint and will investigate whether the claim can be substantiated. If the complaint is substantiated, the Director or Manager will:
 - a. attempt to move the participant to another workshop or training;
 - b. provide a credit for a subsequent workshop or training; and/or
 - c. provide a partial or full refund of the workshop or training fee.

The Director or Manager will serve as mediator for the complaints and will be its final arbiter (in consultation with others as needed). In all cases, written, confidential documentation will be prepared by the Director or Manager for record-keeping.

3. If the complaint concerns more severe misconduct of YogaX staff or teacher in any aspect of YogaX training events, the YogaX Director or Manager (whoever received the complaint) will seek guidance from the Department of Psychiatry and Behavioral Science for processing and mediating the complaint. Stanford University policies and procedures will be used in cases of severe misconduct allegations.

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YogaX Anti-Retaliation Policy

YogaX has a zero-tolerance policy for harassment, sexual harassment, or sexual misconduct. We encourage anyone who has been anyone who is subject to this behavior to report using the YogaX Grievance and Complaint Policies and Procedures.

YogaX will not retaliate against any individuals who has reported or threatened to report harassment, discrimination, retaliation, or other violations of YogaX Code of Conduct or polices, or for participating in an investigation of a report of any of the foregoing by another individual. Any YogaX staff member, teacher, or independent contractor who retaliates against a complainant or individual cooperating with a complaint investigation is subject to disciplinary action, up to and including termination.

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YogaX Tuition, Payment, and Refund Policies

YogaX has a clear and explicit tuition, payment, and refund policy. It is revised annually and posted on the YogaX website (see table below for the current version). YTT and other event participants apply the posted payment procedures and refund policies in place at the time of *initial enrolment*. At this time, YogaX is not charging any application fees. Payment schedules are available for teacher training events, but not for workshops or shorter YogaX events. Payments can be made by credit card (preferred) or check; no cash payments are accepted.

Tuition and Fees

Tuition and fees are fully disclosed on the YogaX website for each YogaX training event. Tuition is kept at the lowest possible level to ensure sustainability for YogaX, without the need or desire to realize profit. For some events, scholarships may be available. When this is the case, this is clearly noted on the YogaX website and in any flyers or announcements related to the event. It is requested that only students with financial need apply for scholarships to help us offer scholarships to those who might not otherwise be able to attend the training. The decision about whether to apply for a scholarship is on the honor system (in line with the yama of satya).

Cancellations

The program requires that any notice of cancellation or withdrawal by a student must be provided in writing. Cancellation fees vary by event and are reviewed and reposted annually (see table below for the current fees).

YogaX reserves the right to cancel events if so necessitated by circumstances or low enrollment. Cancellations will be made with the greatest possible advance notice. We strive to cancel within the following time parameters, unless exceptional events occur (such as a natural disaster, a pandemic, or another crisis situation that makes the event unsafe or inappropriate):

- For workshops, we seek to cancel no later than up to 3 days in advance.
- For teacher training or therapeutic yoga training retreats, we seek to cancel no later than up to 30 days in advance.
- For weekend teacher or therapeutic yoga trainings, we seek to cancel no later than up to 10 days in advance.

If YogaX cancels an event or training, a full refund of training cost and associated fees (e.g., room and board charges) is issued to all registered participants automatically and as quickly as possible. YogaX is not responsible for any *travel costs* (e.g., plane tickets) incurred by the participant.

Refunds

Participants who have to withdraw from a training need to do so in writing with an explicit request for a refund. Refund policies vary by event and are reviewed and reposted annually (see table below for the current version). *No refunds are provided once a training event has begun*, except in extraordinary circumstances. Such extraordinary events may include sudden and severe illness of the participant or a close family member, sudden and unexpected work relocation, or a similar emergent situation. In case of such an emergent event preventing the student from completing the training event, YogaX staff will provide a reasonable and fair refund.

Refunds are paid most easily and quickly if participants paid via credit card (the charge will simply be reversed). Slower processing of a refund occurs if the payment was made by check (as this will require the university to cut a check to the participant). We appreciate participants' patience in the latter circumstance, as this process is out of our hands.

Dismissal from a Training Event

YogaX reserves the right to remove participants from training events due to unacceptable behavior that is clearly outside of the YogaX Code of Conduct. Such unacceptable conduct includes but may not be limited to:

- harassment
- sexual harassment
- sexual misconduct
- behavior that is excessively and inappropriately disruptive to the training event and/or other participants
- behavior that physically, emotionally, or mentally endangers other participants or the instructors
- behavior that is clearly unethical, discriminatory, or unprofessional in the context of Yoga Alliance, IAYT, and YogaX Codes of Conduct

No refunds are granted if YogaX has to remove a participant from a training event for unacceptable conduct.

YogaX Training Event Payment and Refund Policies

| <i>YogaX Event Payment and Refund Policies – effective FY 2023/2024</i> | |
|---|--|
| EVENT TYPE | YogaX Full-Day Workshop |
| Tuition Cost: | \$175; payable prior to the start of the event |
| Discounts: | No discounts; some events may be reimbursable through STAP for Stanford staff |
| Scholarships: | None |
| Work Trades: | None |
| Refund Policy: | <ul style="list-style-type: none"> • Full refund if cancelled at least 10 working days before the event • No refund if cancelled fewer than 10 working days before the event |
| EVENT TYPE | YogaX Half-Day Workshop |
| Tuition Cost: | \$100; payable prior to the start of the event |
| Discounts: | No discounts; some events may be reimbursable through STAP for Stanford staff |
| Scholarships: | None |
| Work Trades: | None |
| Refund Policy: | <ul style="list-style-type: none"> • Full refund if cancelled at least 5 working days before the event • No refund if cancelled fewer than 5 working days before the event |
| EVENT TYPE | YogaX Special Events Workshop |
| Tuition Cost: | Price variable based on event – see flyer for individual event; payable prior to the start of the event |
| Discounts: | No discounts; some events may be reimbursable through STAP for Stanford staff |
| Scholarships: | None |
| Work Trades: | None |
| Refund Policy: | <ul style="list-style-type: none"> • Full refund if cancelled at least 10 working days before the event • No refund if cancelled fewer than 10 working days before the event • Events with a very low cost are non-refundable (i.e., below \$50) |

| <i>YogaX Event Payment and Refund Policies – effective FY 2023/2024</i> | |
|---|--|
| EVENT TYPE | YogaX 200-Hour Teacher Training Retreats – per 100-Hour Immersion |
| Tuition Cost: | <ul style="list-style-type: none"> • \$1,750 up to 70 days prior to first retreat day per 100-hour immersion • \$2,250 fewer than 70 days prior to first retreat day per 100-hour immersion • payable by the date posted for the specific retreat event (typically 60 days prior to the start date) • NOTE: Cost of any necessary housing and/or travel for in-person events is not included |
| Discounts: | None other than early payment (see above) |
| Scholarships: | <p>Scholarship may be available with special application – see procedures and deadlines posted online</p> <p>It is requested that only students with financial need apply for scholarships to help us offer scholarships to those who might not otherwise be able to attend the training; this is on the honor system (in line with the yama of satya)</p> |
| Refund Policy: | <ul style="list-style-type: none"> • Full refund if cancelled at least 60 days before the first retreat day • 50% refund if cancelled fewer than 60 and more than 30 days before first retreat day • No refund if cancelled fewer than 30 days before the first retreat day |

YogaX Event Payment and Refund Policies – effective FY 2023/2024

| EVENT TYPE | |
|--|---|
| YogaX 200-Hour Yoga Teacher Training – Online and Hybrid Option | |
| Tuition Cost: | <ul style="list-style-type: none"> • \$3,500 for all weekly and weekend sessions combined if paid fewer than 30 days prior to first weekend • Can be paid in two installments in case of financial necessity; second payment due before 30 days prior to Term 2 • First or entire payment is payable by the date posted for the specific training cohort (typically 60 days prior to the start date) • Late payment and/or repeated necessity for requesting payments may result in late fees or processing fees – please inquire per event • NOTE: Cost of any necessary housing and/or travel for in-person events is not included |
| Discounts: | None |
| Scholarships: | <p>Scholarship may be available with special application – see procedures and deadlines posted online</p> <p><i>It is requested that only students with financial need apply for scholarships to help us offer scholarships to those who might not otherwise be able to attend the training; this is on the honor system (in line with the yama of satya)</i></p> |
| Refund Policy: | <ul style="list-style-type: none"> • Full refund if cancelled at least 60 days before the first training day • 50% refund if cancelled fewer than 60 and more than 30 days before first training day • No refund if cancelled fewer than 30 days before the first training day |
| EVENT TYPE | |
| YogaX 300-Hour Yoga Teacher Training – Online and Hybrid Option | |
| Tuition Cost: | <ul style="list-style-type: none"> • \$6,000 for all weekly and/or weekends combined if paid fewer than 30 days prior to the first training event • Can be paid in three installments of \$2,000 in case of financial necessity (due at least 30 days before the first, fourth, and seventh module) • Payable by the date posted for the specific training cohort (typically 60 days prior to the start date) • Late payment and/or repeated necessity for requesting payments may result in late fees or processing fees – please inquire per event • NOTE: There is a \$10 processing fee for registration for each module – a total additional cost of \$100 in registration fees • NOTE: Cost of any necessary housing and/or travel for in-person events is not included |
| Discounts: | None |
| Scholarships: | <p>Scholarship may be available with special application – see procedures and deadlines posted online</p> <p><i>It is requested that only students with financial need apply for scholarships to help us offer scholarships to those who might not otherwise be able to attend the training; this is on the honor system (in line with the yama of satya)</i></p> |
| Work Trades: | Limited work trade options may exist – check with YogaX staff |
| Refund Policy: | <ul style="list-style-type: none"> • Full refund if cancelled at least 60 days before the first training day • 50% refund if cancelled fewer than 60 and more than 30 days before first training day • No refund if cancelled fewer than 30 days before the first training day |

YogaX Event Payment and Refund Policies – effective FY 2023/2024

| EVENT TYPE | |
|----------------|---|
| EVENT TYPE | YogaX 300-Hour Therapeutic Yoga Training – Online and Hybrid Option |
| Tuition Cost: | <ul style="list-style-type: none"> • \$6,000 for all weekly and/or weekends combined if paid fewer than 30 days prior to the first training event • Can be paid in three installments of \$2,000 in case of financial necessity (due at least 30 days before the first, fourth, and seventh module) • Payable by the date posted for the specific training cohort (typically 60 days prior to the start date) • Late payment and/or repeated necessity for requesting payments may result in late fees or processing fees – please inquire per event • NOTE: There is a \$10 processing fee for registration for each module – a total additional cost of \$100 in registration fees • NOTE: Cost of any necessary housing and/or travel for in-person events is not included |
| Discounts: | None |
| Scholarships: | <p>Scholarship may be available with special application – see procedures and deadlines posted online</p> <p>It is requested that only students with financial need apply for scholarships to help us offer scholarships to those who might not otherwise be able to attend the training; this is on the honor system (in line with the yama of satya)</p> |
| Work Trades: | Limited work trade options may exist – check with YogaX staff |
| Refund Policy: | <ul style="list-style-type: none"> • Full refund if cancelled at least 60 days before the first training day • 50% refund if cancelled fewer than 60 and more than 30 days before first training day • No refund if cancelled fewer than 30 days before the first training day |

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YogaX Teacher Training Academic Integrity Policies

IAYT-Certified Therapeutic Yoga Training Admissions Policies

Application to the YogaX Therapeutic Yoga Training (and for almost all yoga teacher training programs in the country) is a multi-step process:

1. Register your interest by using the registration link on the YogaX website or by emailing yogaxteam@stanford.edu
2. Look for a reply-email that provides you with additional information and a link to the formal application form
3. Respond to the email affirming receipt within 48 hours
4. Complete the application form and submit it via email within the specified timeline
5. Receive the response from the YogaX Team about admission or rejection
6. If accepted, make your payment within the specified timeline
7. Come and enjoy the training

Admission is contingent upon receipt of successful completion of the application form that is provided post-registration and the applicant's ability to demonstrate the ability to meet the following prerequisites for admission:

Prerequisite #1: Completion of a 200-Hour Yoga Teacher Training or Equivalent

Successful applicants provide evidence of *one of the following* options:

- *Option 1:* YogaX YTT200 certification
- *Option 2:* A successfully completed YTT200 registered with Yoga Alliance – applicant must provide the training syllabus for review to show that all prerequisite information was covered in the YTT200; any information that was not adequately covered in the original training program may need to be made up with additional readings or recordings to be determined by the YogaX YTT300 lead teachers
- *Option 3:* A successfully completed YTT200 certification program (not registered with YA) – applicant must provide the training syllabus for review to show that all prerequisite information was covered in the YTT200; any information that was not adequately covered in the original training program may need to be made up with additional readings or recording to be determined by the YogaX YTT300 lead teachers

Prerequisite #2: Career in Healthcare, Allied Healthcare, or Mental Healthcare

Applicants provide evidence of *one of the following* options:

- *Option 1:* Proof of an advanced degree in a medical, allied healthcare, or mental healthcare field (minimum of a master's degree)
- *Option 2:* Proof of current enrollment in an advanced degree program in a medical, allied healthcare, or mental healthcare field (minimum target of a master's degree)

Prerequisite #3: Formal Informed Consent

Applicants provide evidence of informed consent related to all program requirements, policies, and other features via signature on the Stanford University School of Medicine Department of Psychiatry and Behavioral Science *Assumption of Risk, Release of Claims and Hold Harmless Agreement*. Because of the experiential components and, at times, personal nature of this training, Stanford University requires that trainees sign the *Assumption of Risk, Release of Claims and Hold Harmless Agreement* (see Section 3 of the Training Manual) to be able to participate in the activities that are part of the YogaX YTT300. The signed consent form has to be received prior to the first training session for trainees to be able to attend and participate.

Admissions decisions are made no later than within one month of receipt of a completed application. We reserve the right not to admit anyone whose expressed interest or levels of preparation are not commensurate with the training. Notification occurs via email. Instructions are included for timelines and requirements to notify YogaX of acceptance of the admissions offer by the trainee.

YA-Registered Teacher Training Admissions Policies

Application to the YogaX Teacher Training (and for almost all yoga teacher training programs in the country) is a multi-step process:

1. Peruse the appropriate webpage to find the most up-to-date information and links for applications – i.e., look for the 200-hour or 300-hour YTT page
2. Register your interest by using the appropriate registration link on the YogaX website or by emailing yogaxteam@stanford.edu
3. Look for a reply-email that provides you with additional information and a formal application form
4. Respond to the email affirming receipt within 48 hours
5. Complete the application form and submit it via email within the specified timeline
6. Receive the response from the YogaX Team about admission or rejection
7. If accepted, make your payment within the specified timeline
8. Come and enjoy the training

Admission criteria include:

- Successful completion of the application form that is provided post-registration
- Stated interest that is in line with the intended purpose of the YogaX teacher training to which you are applying, including:
 - a stated desire to integrate yoga into healthcare settings (broadly defined, including allied and mental health)
 - a stated understanding of yoga as a practice that moves beyond physical fitness
 - a stated desire to learn an integrated, holistic style of yoga
- Appropriate of level of preparation for the training
 - Clarify your level of preparation with regard to *minimum expectations* (e.g., a personal yoga practice if you are applying for a 200-hour training; a 200-hour certification if you are applying for a yoga training above the 200-hour level)

- Clarify your level of preparation with regard to what you hope to *gain from the training* (e.g., if you already have advanced yoga teacher training, you may not be eligible for a 200-hour training unless you define how you will use the YTT information from this training above and beyond what you already do)

Admissions decisions are made no later than within one month of receipt of a completed application. We reserve the right not to admit anyone whose expressed interest or levels of preparation are not commensurate with the training. Notification occurs via email. Instructions are included for timelines and requirements to notify YogaX of acceptance of the admissions offer by the trainee.

Once accepted, trainees are subject to all YogaX Policies and Procedures, including Code of Conduct, Tuition and Refund Policies, Attendance Policies, and more.

Attendance Policy

YogaX has a strict attendance policy for all of its teacher training and therapeutic yoga training events to:

- ensure that YogaX participants meet the standards to become a yoga teacher or clinician;
- highlight the importance of participants being present for each part of the training program; and
- remind participants that YogaX fully complies with
 - Yoga Alliance™ standards to ensure that graduates from a YogaX YTT are eligible to register with Yoga Alliance
 - International Association of Yoga Therapists to ensure that graduates from a YogaX therapeutic yoga program are eligible for IAYT certification

The YogaX attendance policy requires that students/trainees try to the best of their ability to fully participate in all training events, to complete all training assignments, and to fulfill all training requirements. YogaX is also aware that life circumstances can arise that may make it impossible for students to comply fully with this attendance policy despite their best intentions and attempts. Thus, YogaX has developed several contingency plans for participants who encounter attendance challenges during participation in a YogaX training event.

Missed Training Hours

Training participants are expected to be present for 100% of all training hours and to be on time for class at the beginning of each session and after each break.

Training participants must give advance notice of needing to miss training events/hours to the best of their ability, depending on the circumstances necessitating the absence. Ideally, at least one week's notice is given for significant absences. Shorter notices can be acceptable depending on the reason for the absence.

Acceptable reasons for a necessary absence include, though they may not be limited to, events such as:

- participant's illness
- illness of the participant's dependent other who cannot access care other than from the participant
- participant's unalterable, unexpected, unavoidable work demands
- death of a family member
- medical emergency that requires the participant's presence

Training participants cannot physically miss more than 10% of total training hours. Missed hours must be made up by the participant in collaboration with a YogaX lead teacher/faculty member. The make-up plan will be negotiated verbally and then documented in writing by the lead teacher/faculty member. If additional cost is incurred due to the necessary accommodation to be made for the student, additional charges may be necessary to compensate for excessive additional YogaX staff time.

Only in extraordinary circumstances will students be able to request an absence of more than 10% of training hours. An example of an exceptional circumstance may be an absence required of a participant who is a healthcare provider whose service is necessitated by a major pandemic.

Absences that were not pre-approved (or had not acceptable cause for lack of pre-approval) may result in dismissal from the program. Dismissal will preclude graduation from the program without reenrollment.

A leave of absence from the training may be granted due to medical disability or other extraordinary circumstances at the discretion of the YogaX Director. In this case, the YogaX refund policy will apply. The student must reapply for the next available training event and pay the difference, if any, of any remaining tuition and related administrative fees. If tuition is increased for the next available session, the student must pay the higher rate.

Tardiness

Training participants are expected to be present for 100% of all training hours and to be on time for class at the beginning of each session and after each break.

Excessive and regular tardiness will result in time counted as "absent". Excessive tardiness is defined as being more than

- 10 minutes later for a training session of less than 3 hours;
- 30 minutes late for a training session of 3 or more hours;
- 2 hours late for a weekend training session; or
- one day later for a retreat.

Such absences will result in the participant being docked training hours (with every part of an hour accruing as a full hour for absences under 60 minutes), counting them as absent. These absent hours are then subject to the make-up policy outlined in the "*Missed Training Hours*" policy.

Enrollment Agreement

Students with successful applications that led to them being accepted into the IAYT-accredited therapeutic yoga program or one of the YA-registered teacher training programs will receive an official enrollment agreement form YogaX. This agreement must be acknowledged within 48 hours of receipt and signed by the student to affirm admission to the program. Once a signed enrollment agreement has been returned to YogaX, the student is officially enrolled; once the first tuition payment is received, the student is officially matriculated and their spot in the program is secured. Until such time as receipt of payment, students may be moved to the waitlist in case of more demand than current training slots.

The enrollment agreement will include the following information:

- YogaX staff and teacher names and contact information
- Program name to which the student was admitted
- Start date for the program to which the student was admitted
- Disclosure of tuition, fees, and any possible additional expenses
- Disclosure statement of finance charges, if applicable
- Schedule of payments
- Refund policy
- Legal signature of the school representative, including the date signed

The student will need to sign and date the enrollment agreement and must return to YogaX staff.

Transfer Credits

Currently, no transfer credits are accepted in any YogaX teacher training or therapeutic yoga training events.

Academic Honesty and Integrity

Students in any YogaX training program are expected to abide by the Stanford academic integrity principles as reflected in the Stanford Student Honor code and related policies and procedures. Following is the Stanford Honor Code, quoted from the Stanford website <https://communitystandards.stanford.edu/honor-code> (retrieved on 7.26.2023):

The Honor Code is an undertaking of the Stanford academic community, individually and collectively. Its purpose is to uphold a culture of academic honesty.

- Students will support this culture of academic honesty by neither giving nor accepting unpermitted academic aid in any work that serves as a component of grading or evaluation, including assignments, examinations, and research.
- Instructors will support this culture of academic honesty by providing clear guidance, both in their course syllabi and in response to student questions, on what constitutes permitted and unpermitted aid. Instructors will also not take unusual or unreasonable precautions to prevent academic dishonesty.
- Students and instructors will also cultivate an environment conducive to academic integrity. While instructors alone set academic requirements, the Honor Code is a community undertaking that requires students and instructors to work together to ensure conditions that support academic integrity.

Sample violations of the honor code are available online and are copied here from the Stanford webpage <https://communitystandards.stanford.edu/policies-guidance/honor-code> (retrieved on 7.26.2023).

Examples of conduct that have been regarded as being in violation of the Honor Code include:

- Copying from another's examination paper or allowing another to copy from one's own paper
- Unpermitted collaboration
- **Plagiarism**
- Revising and resubmitting a quiz or exam for regrading, without the instructor's knowledge and consent
- Giving or receiving unpermitted aid on a take-home examination
- Representing as one's own work the work of another
- Giving or receiving aid on an academic assignment under circumstances in which a reasonable person should have known that such aid was not permitted

Additional guidance about academic integrity expectations, including guidance on what constitutes violations of the honor code and possible sanctions and disciplinary procedures for violations, can be gleaned at:

<https://communitystandards.stanford.edu/policies-guidance/honor-code>

All YogaX community members are required to be familiar with these linked resources and are bound by them. Ignorance of the code and related policies and procedures does not constitute an excuse for not following them.