

SEYT Code of Conduct

For Students, Faculty, and Staff

Statement of Purpose:

SEYT is a community of students, faculty, and staff involved in learning, teaching, and working as a professional in the field of yoga therapy. All members of this community are expected to conduct themselves in a manner that contributes positively to an environment that respects diversity, equality, and inclusiveness. This creates a conducive environment for safe supportive learning and therapeutic (when observing or participating in yoga therapy sessions) practice. Thus, SEYT Code of Conduct sets standards expected of all students, faculty, and staff recognizing both the student-teacher/staff relationship and the nature of the professional relationship between client and therapist.

We accept that it is the responsibility of the yoga therapist or teacher (including our faculty members/guest speakers/mentors) to ensure a safe and nurturing environment in which a client/student/participant can grow towards health and well-being. We also hold individuals and groups (for all students, faculty, and staff) responsible for the consequence of their actions. SEYT's ethical standards are commensurate with those of other medical and health care practitioners and align to the IAYT Code of Ethics.

Thus, our faculty, administration, guest speakers, and students will adhere to the following principles.

PROFESSIONAL PRACTICE:

FOR STUDENT AND FACULTY MEMBER/GUEST SPEAKER/STAFF OF SEYT:

Student and Teacher/Guest speaker/Staff Responsibilities:

1. Demonstrate respect to all students, faculty members/guest speakers regardless of age, gender, ethnicity, physical and psychological limitations, sexual orientation, or religious affiliation.
2. Respect the values, beliefs, and aspirations of all participants.
3. Treat and refer to colleagues or other professionals in a respectful manner.
4. Honour/protect one another's' privacy and right to confidentiality. For example:
 - Anything shared in the room (whether in-person or virtual) stays in the room.
 - If photos/videos are taken in the classroom, permission must be granted, before sharing with others.
5. Honour personal needs:
 - For students/faculty and staff, if anything is needed, while in training (biobreak, snack, water, time alone, support from someone else), SEYT asks that you do what is needed to address that need. If you need help, SEYT faculty is there to help.
 - For faculty/staff, the same is true. If you need something (example. biobreak, take it!) If you don't know how to meet the need, ask for support from your colleagues in the room.
 - SEYT supports student and faculty/guest speakers to advocate for themselves, asking for support and to honouring their own boundaries and energy.
6. Be considerate in training sessions:
 - SEYT asks that each person listens compassionately, without giving advice.
 - Practice patience and allow others to finish speaking.

- Consider lesson content, available time and amount/appropriateness of personal sharing. Class interaction and discourse is encouraged at SEYT. Find the balance between contributing, oversharing and not sharing at all.
- Let the instructor know about any physical limitations, emotional needs, and best learning approaches, so that SEYT faculty/guest speakers/staff can best facilitate learning and comfort.

All Module Responsibilities:

1. Please come prepared to practice even if a lecture is anticipated. Please wear comfortable clothing that allows unrestricted movement.
2. Attendance in all activities is required unless arrangements have been made with Director prior to class. Revision of missed materials will be required before graduation. *See leave of absence and attendance policy below.*
3. Obtain consent from one another before photographing, or audio/digital/video recording.

In Person Module Responsibilities:

1. Computers/tablets/etc. are only permitted for note taking or class participation. Please no texting/messaging/social media/etc. during classroom lecture and practices. Please turn cell phones off.
2. Do not wear perfumes, bath oils, strong smelling shampoos, lotions, aromatherapy or fragrances.
3. Students, teacher/guest speakers share in ensuring that lecture/practice spaces are clean and tidy at the end of each day.

Synchronous Module – Student Responsibilities:

1. Arrive onscreen prepared:
 - With capable internet connection
 - Wearing comfortable clothing with practice props available.
 - Options will be given to individuals interested in optimizing their learning experience with technology (ex. microphones/cameras).
2. Considerations for Zoom:
 - Stay engaged! Help us feel your energy and interest with the chat and non-verbal icons.
 - Use the raise hand if you have a question.
 - Use your away sign if you are OKAY and are taking a moment for yourself (biobreak/zoom fatigue). In the case of Zoom fatigue, let us know you are turning off your camera, but are still listening.
 - If you are NOT OKAY, put up away sign, and please also contact classroom assistant immediately.
 - If you are in a crisis or emergency situation that needs immediate attention, or where you may be considering harming yourself/others, call 911 (or director/faculty/assistant will), and/or tell us you are on your way to the emergency room.
 - Zoom is not 100% private – please make sure to review their policy.

Student – Teacher relationship:

SEYT Students & Faculty members/Guest speakers/Staff will:

1. Be considerate of the needs of each other.
2. Be considerate of the preferences and limitations of each other.
3. Treat each other in a respectful way.
4. Acknowledge the student's/faculty member/guest speaker's right to make a complaint.

Faculty/Guest Speakers/Staff will:

1. Recognize that their purpose is to serve their student's personal exploration, curiosity and possible growth. Teachers will avoid any activity or influence that is in conflict with the best interests of their students or that may be solely for their own personal gain or gratification. Thus, they must:
 - Create safe spaces by maintaining clear personal and professional boundaries.
 - Be sensitive to the implicit power-imbalance between teacher and student, and act accordingly. Teachers will not harass or exploit the student physically, psychologically, emotionally, sexually, or financially.
 - Declare and take appropriate steps to address any conflict of interest that may arise in dealings with each other (see grievance procedure).
 - Avoid relationships that could compromise the integrity of the teacher-student relationship.
 - Take all necessary actions to resolve any complaints or grievances (see grievance policy).
2. Represent their qualifications honestly and provide only the services they are qualified and certified to perform. Teachers shall not give medical advice. Teachers shall not recommend treatment, diagnose a condition, or suggest that a student disregard medical advice. Teachers must refer their students to medical doctors or complimentary licensed professionals when appropriate.
3. Maintain the necessary legislative requirements such as having the proper insurance, and first aid - necessary to work with students/clients specific to their field of practice.
4. Maintain confidentiality. A teacher who receives personal information from a student or client must not disclose such information unless they obtain the written consent of the student or client. However, a teacher may disclose private information about a student or client without obtaining consent in the following situations: (a) to comply with the law or the order of a court; (b) to prevent bodily harm or danger to the student or client or to others; or (c) where the information has already been disclosed to the public.
5. Honour/respect copyright and intellectual property by acknowledging sources when drawing from others work.
 - For faculty lectures, if you reference "ancient wisdom" or "scientific theory/information", please say whose wisdom/information you share. Please reference and cite all your lecture notes.

Students will:

1. Honour/respect copyright and acknowledge sources when drawing from others work.
 - For student coursework, all other people's material/intellectual property must be cited/referenced. Material includes lectures, books, articles, and practices found on the internet or in journals/magazines, or any other time you are not using your own words.

For Faculty Members and Guest speakers:

1. Maintain the currency of their teaching skills and knowledge.
2. Maintain personal professional/business insurance to teach students in yoga therapy programs in accordance with province and federal laws.
3. Acknowledge and teach within your scope of practice.
 - As this is a Yoga Therapy school, we stay within the IAYT SoP and CoE, with recommendations on referring out beyond yoga therapy. If you have additional healthcare designations, please let the students know when you are putting on that hat, and when you recommend referring outside of yoga therapy.
4. Be a student when attending a session given by another faculty member/teacher. If a difference of opinion comes up in subject matter, discuss the matter privately. If a problem persists – discuss with director.

5. Please don't ask the students to introduce themselves or do a formal check-in. If you need any specific information on student profiles that supports your session, we are happy to share that information with you as appropriate.
6. Please teach the subject discussed via email/zoom that adheres to IAYT's standard/competencies.
7. For synchronous Zoom courses, feel free to use break out rooms (or have SEYT staff support you to do that), have open discussions, use the chat box, the emojis- whatever will make the zoom room more alive for you. We don't require students to keep cameras on continuously, but if they do go off screen they will let SEYT staff know via chat/text that they are okay and the reason for being off screen. See above.
8. Sessions will be recorded and shared with the students in the current cohort or one 2-week period before their homework is due. Students sign waivers and agree not to download/share your material. If you aren't comfortable being recorded, please let SEYT know well before your session. Recordings are not used again/given to future cohorts without your express permission.

Professional Practice as a Yoga Therapist

SEYT students, faculty members, guest speakers, and graduates will adhere to the following IAYT principles when practicing yoga therapy:

April 12, 2016



IAYT Code of Ethics and Professional Responsibilities

Preamble

Yoga therapy is the process of empowering individuals to progress toward improved health and wellbeing through the application of the teachings and practices of yoga. The practice of yoga therapy requires specialized training and skill development to support the relationship between the client/student and therapist and to effect positive change for the individual (IAYT, 2012).

As yoga therapists, we acknowledge our responsibility to create a safe environment for learning and healing for our clients/students. We are committed to conducting ourselves in a manner that is consistent with the principles of yoga. We value the ethical principles of yoga outlined by Patanjali in the first two limbs of the eight-limbed path (*yama and niyama*) and strive to incorporate these principles into our professional practice.

IAYT-certified yoga therapists must be committed to responsible and ethical practice, to their own professional and personal growth, and to contributing to the growth and development of the field of yoga therapy. In furtherance of these commitments, we agree to be bound by the following Code of Ethics and Professional Responsibility.

A. Commitment to the Client or Student

I WILL

1. Respect the rights and dignity of my yoga therapy clients/students.
2. Provide my services in a nondiscriminatory manner.
3. Keep the client/student informed by explaining practices and recommendations and make only realistic statements regarding the benefits of yoga therapy.
4. Protect the confidentiality of information acquired in the course of client care. However, disclosure is permitted to law enforcement, family members of the client, or other persons when it is believed the client presents a serious and imminent threat to self or others, or as otherwise required by law.
5. Maintain professional boundaries in relationships with clients/students and avoid any relationships that may exploit the trust of clients/students.
6. Keep accurate client records.
7. Provide yoga therapy only within my level of skill and knowledge.
8. Provide the highest quality of care to yoga therapy clients/students.
9. Make timely referrals to other healthcare professionals as appropriate.
10. Refrain from providing yoga therapy to clients if I am unable to safely and effectively do so due to impairment (e.g., practicing while under the influence of drugs or alcohol).
11. Seek appropriate professional assistance for any personal issues that may impair my ability to practice safely and effectively.
12. Bill clients/students and third-party payers accurately and fairly.
13. Neither receive nor pay a commission for referral of a client/student.
14. Not engage in sexual contact with a current client/student after the professional relationship is established.
15. Be mindful that engaging in sexual contact with a former client or student can cause egregious harm and may be exploitative of the trust established during the professional relationship. Therefore, I will exercise extreme caution in engaging in any type of personal relationship with a former client or student.

B. Commitment to the Profession

I WILL

1. Work to promote high standards for the profession.
2. Commit to working toward equitable access to yoga therapy services.
3. Credit the sources on which materials are based when developing materials for training programs or publication, and obtain authorization/approval to utilize another individual's or organization's copyrighted or otherwise proprietary materials.
4. Commit to the maintenance and improvement of my yoga therapy skills through educational activities and study.
5. Strive to communicate with and about colleagues in a professional, balanced, and factually accurate manner.
6. Provide accurate, truthful, and non-misleading information in connection with any IAYT application, requirement, or disciplinary investigation or proceeding.
7. Comply with all IAYT policies that pertain to my membership, accreditation, and certification status.



C. Commitment to the Public

I WILL

1. Provide accurate information regarding my education, training and experience, professional affiliations, and certification status.*
2. Use only the appropriate professional designations for my credentials, including any designations required or granted by IAYT.
3. Advertise only accurate, truthful, non-misleading information.
4. Refrain from making public statements on the efficacy of yoga therapy that are not supported by the generally accepted experience of the profession.
5. Respect the integrity of other forms of healthcare and other health and wellness traditions, and seek to develop collaborative relationships to achieve the highest quality of care for individual clients/students.

THE INTERNATIONAL
ASSOCIATION OF
YOGA THERAPISTS

*To elaborate on C.1., while attending SEYT, I will be transparent personally and professionally with where I am at with my yoga therapy training ie. using the term "Student of Yoga Therapy"(SYT)(Not "Yoga Therapist) or another term approved by SEYT Director's.

Grievance Procedures

Formal complaints* should be brought to the attention of the faculty member/guest speaker. The complaint may begin as a verbal discussion. The discussion and outcome of the discussion will be documented in the student's folder and signed by the faculty member/guest speaker.

The faculty member/guest speaker will be required to inform the school director of the discussion and its results.

If the student feels they have not found resolution, the student should write and document their complaint, including any supportive information. The written document will be given to the faculty member/guest speaker and the school director.

The director will meet independently with the faculty member/guest speaker and the student. The director will have the right to investigate the situation. This may include interviewing peers, students, other faculty in assisting in room, and, with permission of the student, family members. All meetings will be documented and signed by the people in attendance at the meetings. All documentation will remain in the student's file.

When resolution is determined, the director, faculty member/guest speaker and student will meet and document the outcome of the meeting.

If the one of the directors is involved in the complaint, the other director, or additional faculty member will be asked to moderate the complaint.

The filing of a complaint will not affect the student's fair evaluation in completing a program or course.

For students that want to submit feedback that is not necessarily a complaint, they have the option to do so. They may even choose to do so anonymously. A feedback form is made available to students at all time and available via our LMS.

*This same procedure may be used by faculty member/guest speaker to make a complaint about a student.

Student Disciplinary Procedures

If for any reason, the student makes an offence against their agreement (labelled in section 2 of their enrolment form), they will be immediately dismissed, with no refunds for any amounts paid, but will not have to pay remainder of fees.

If for any reason, the student makes an offence against their (agreement labelled in section 1 of their enrolment form), they will be notified via email, and have a meeting with the directors of SEYT. If a resolution is come to, they may continue with their studies after undergoing recommendations from meeting with Directors. Examples include:

- Resubmitting coursework with more detail answers or appropriate referencing.
- Extra coursework.
- Attendance at other courses or 1:1 meetings with faculty, at the cost to the student.
- Referrals to healthcare practitioners or other supports for medical or psychological help.
- Verbal and/or written apologies to students, faculty, or staff.

If a resolution is not made, they will be immediately dismissed, with no refunds for any amounts paid. They will not have to pay remainder of fees.

For Faculty/Staff - Complaints about students should be brought to the attention of both school directors, in written form, to attempt resolution. The school director and student are to follow the grievance procedures discussed above.

Grading and Attendance Policies

- Attendance is mandatory at all In-person, Synchronous Modules, and Quarterly Meetings. See leave of absence policy below for more details.
- Students must receive a 75% average in all coursework to be participate in practicum.
- All coursework, distance learning, and practicum must be complete to become certified with SEYT.
- Students will be held responsible to complete all assignments as outlined in the Student Handbook.
- Students must notify directors, before due dates, if additional supports are needed or alternative deadlines are requested.

Leave of Absence Policy

SEYT is designed based on an 8-module format, coursework, independent studies, online content, quarterly meetings, and practicum. However:

- A leave of absence is possible due to medical reasons or extraordinary circumstances, at the discretion of the directors. Refunds will not be administered, but the student will be given the opportunity to reintegrate back into modules, or possibly rejoin alongside the following cohort when they are ready with written consent from the treating medical practitioner. In cases where an individual's mental or physical health continues to be an ongoing/chronic issue, SEYT may ask for the treating medical practitioner's ongoing approval for the student's participation and any accommodations needed. This is to protect the well-being of the student, their cohort and anyone participating in their practicum.
- Each student may miss up to 42 hours or 6 classes over the course of two years without having to make up these hours.
 - For synchronous courses: students will be asked to watch recordings and fill in the additional coursework,
 - For in-person courses(not recorded the student will have to check in with peers to receive information and fill in the additional coursework.
- Missed hours above the 42 may be completed (with approval of the school's directors by taking approved classes outside of the program, or completing private instruction with an approved instructor/assistant. These instructors will charge the student according to their hourly fee schedule.

Non-discrimination policy

Yoga therapy is relational. The SEYT clinic is committed to providing services that respect inclusive support. All yoga traditions, faiths or secular orientations, ethnicities, races, abilities, ages, gender identities and socioeconomic status will be respected and served with an assurance to equality and inclusion.

SEYT is learning to better serve our students, alumni, instructors, and potential clients through representing more diversity, increasing access and opportunities (especially for those that are underrepresented). Celebrating differences is respected and valued.

We adhere to and believe in the International Association of Yoga Therapy ([IAYT](#)) statement to DEI and Social Justice.

SEYT is open and willing to modify class experience and assignments and accommodate to various abilities and learning styles.

Refund policy

- SEYT takes a limited number of placements on each cohort. Registration fee is \$1000+HST and is non-refundable. This amount reserves the student's place in the program.
- Tuition Refunds (depending on which option a student chooses):
 - Full Payment: no refunds. There will not be a deduction/refund of all or part of the tuition fee for reason of withdrawal, absence, cancellation, non-attendance, holidays, sick days, weather/other events out of our control, or missed days for any reason.
 - Annual Payment: no refunds for any amounts paid. There will not be a deduction/refund of all or part of the tuition fee for reason of withdrawal, absence, cancellation, non-attendance, holidays, sick days, weather/other events out of our control, or missed days for any reason. If student cancels **within one month from the beginning of their second year**, they will not be responsible for paying for the second year.
 - Module Payment: no refunds for any amounts paid. There will not be a deduction/refund of all or part of the tuition fee for reason of withdrawal, absence, cancellation, non-attendance, holidays, sick days, weather/other events out of our control, or missed days for any reason. If student cancels **within one month previous to a module beginning**, they will not be responsible for paying for the next month or future amounts.
- All individual course payments are non-refundable.

