

# Code of Conduct & Ethics

## OVERVIEW

The purpose of the Warriors at Ease Code of Conduct & Ethics is to ensure that everything we do in connection with the Mission of Warriors at Ease will be, and should be, measured against the highest possible standards of ethical conduct. This commitment to the highest standards helps us contract great people, build great programs, and attract loyal supporters.

It is the intent of Warriors at Ease to strive for the highest ethical conduct from all board members, contractors, representatives and faculty. The leadership is particularly sensitive to individuals who hold management and governance positions of trust and confidence in fulfilling the mission and goals of the organization. These sensitive positions include officers, key senior contractors designated by the Executive Director, and members of the board. In an effort to achieve the highest standards of conduct, each officer, contractor, and board member is requested to acknowledge (by signing) the following adopted Code of Ethics by [month/day] each year. This acknowledgement will be kept on file in the shared Warriors at Ease Google Drive. All board members, contractors, representatives and faculty of Warriors at Ease are required and expected to exercise the highest ethical standards of conduct and practice this fundamental code of ethics at all times.

So please do read the Code and the Warriors at Ease values, and follow both in spirit and letter, always bearing in mind that each of us has a personal responsibility to incorporate, and to encourage others to incorporate, the principles of the Code and values into our work.

## POLICIES

### **Safe Workplace & Environment**

We are committed to a violence-free work environment, and we will not tolerate any level of violence or the threat of violence in the workplace. Under no circumstances should anyone bring a weapon to work. If you become aware of a violation of this policy, you should report it via the Warriors at Ease Grievance Form (found on the Contact US webpage) immediately. Warriors at Ease is committed to maintaining an environment that supports and fosters learning, excellence, compassion, and integrity for all participants. This will be an environment where all participants are willing to engage and where the environment is rooted in respect for everyone.

### **Equal Opportunity**

At Warriors at Ease, we don't just provide the opportunity for differences — we celebrate it, we wholeheartedly support it, and we know that our differences are at the heart of what allows our contractors, our teachers, our training, and our community to thrive. Warriors at Ease is proud to be an equal opportunity workplace.

Working relationships are based solely upon individual merit and qualifications directly related to professional competence. We strictly prohibit unlawful discrimination or harassment on the basis of race, color, religion, veteran status, national origin, ancestry, pregnancy status, sex, gender identity or expression, age, marital status, mental or

physical disability, medical condition, sexual orientation, or any other characteristics protected by law. We also make all reasonable accommodations to meet our obligations under laws protecting the rights of the disabled.

### **Harassment, Discrimination & Bullying**

Warriors at Ease prohibits discrimination, harassment and bullying in any form – verbal, physical, or visual. Everyone at Warriors at Ease should expect and has a responsibility to uphold, a workplace and culture that are free of harassment, discrimination, misconduct, abusive conduct, and retaliation. All contractors and board members have an obligation to comply with this policy and if you observe or become aware of conduct that might violate this policy, you should immediately report it. Warriors at Ease may consider the conduct to be a violation of this policy even if it falls short of unlawful harassment under applicable law.

#### Discrimination

Discrimination is behavior affecting the workplace, which can take place between anyone associated with Warriors at Ease that results in the terms and conditions of an individual's provided services being adversely affected due to the individual's protected status. Discriminatory conduct can include taking actions based on a person's protected status such as intentionally reducing someone's performance score, or bonus, not putting someone up for promotion, or putting someone on a performance improvement plan, just as examples.

#### Harassment

Harassment is unwelcome conduct (physical, verbal or non-verbal) that creates an environment that is intimidating, hostile, or abusive or a situation where enduring such conduct is a condition of contractual working relationships. Harassment can be one severe incident or a series of less severe incidents. In addition, harassment can range from extreme forms such as violence, threats, or physical touching to less obvious actions like ridiculing, teasing, or jokes.

#### Bullying

The purpose of this policy is to communicate to all participating individuals that Warriors at Ease will not in any instance tolerate bullying behavior. Any found in violation of this policy will be disciplined, up to and including termination.

Warriors at Ease defines bullying as repeated, health-harming mistreatment of one or more people by one or more perpetrators. It is abusive conduct that includes:

- Threatening, humiliating or intimidating behaviors.
- Work interference/sabotage that prevents work from getting done.
- Verbal abuse.

Such behavior violates Warriors at Ease 's Code of Ethics, which clearly states that everyone will be treated with dignity and respect.

#### Warriors at Ease considers the following types of behavior examples of bullying:

- Verbal bullying. Slandering, ridiculing or maligning a person or his or her family; persistent name-calling that is hurtful, insulting or humiliating; using a person as the butt of jokes; abusive and offensive remarks.
- Physical bullying. Pushing, shoving, kicking, poking, tripping, assault or threat of physical assault, damage to a person's work area or property.
- Gesture bullying. Nonverbal gestures that can convey threatening messages.
- Exclusion. Socially or physically excluding or disregarding a person in work-related activities.

#### The following examples may constitute or contribute to, but is not limited to evidence of bullying in the workplace:

- Persistent singling out of one person.
- Shouting or raising one's voice at an individual in public or in private.
- Using obscene or intimidating gestures.

- Not allowing the person to speak or express himself of herself (i.e., ignoring or interrupting).
- Personal insults and use of offensive nicknames.
- Public humiliation in any form.
- Constant criticism on matters unrelated or minimally related to the person's job performance or description.
- Public reprimands.
- Repeatedly accusing someone of errors that cannot be documented.
- Deliberately interfering with mail and other communications.
- Spreading rumors and gossip regarding individuals.
- Encouraging others to disregard a supervisor's instructions.
- Manipulating the ability of someone to do his or her work (e.g., overloading, underloading, withholding information, setting deadlines that cannot be met, giving deliberately ambiguous instructions).
- Assigning menial tasks not in keeping with the normal responsibilities of the job.
- Taking credit for another person's ideas.
- Refusing reasonable requests for leave in the absence of work-related reasons not to grant leave.
- Deliberately excluding an individual or isolating him or her from work-related activities, such as meetings.
- Unwanted physical contact, physical abuse or threats of abuse to an individual or an individual's property (defacing or marking up property).

Individuals who feel they have experienced bullying should report this to their supervisor or to the Director of Operations before the conduct becomes severe or pervasive. All board members, contractors, teachers and/or participants are strongly encouraged to report any bullying conduct they experience or witness as soon as possible to allow Warriors at Ease to take appropriate action.

#### Sexual Harassment & Inappropriate Sexual Behavior

Sexual harassment or inappropriate sexual behavior will not be tolerated by anyone associated with the organization. Anyone associated with the organization is prohibited from harassing or engaging in inappropriate sexual behavior both during the time spent representing the organization and time away from the organization. Anyone associated with the organization who is found to have been engaging in sexual harassment or inappropriate sexual behavior will be no longer be associated with the organization and will have any certifications or pending certifications revoked.

Sexual harassment or inappropriate sexual behavior is defined as unwelcome conduct of a sexual nature that is persistent or offensive and interferes with the mission of Warriors at Ease or creates an intimidating, hostile, or offensive environment. Sexual harassment is defined by the federal Equal Employment Opportunity Commission as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when, for example, a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's contract, b) submission to or rejection of such conduct by an individual is used as the basis for contractual decisions affecting such individual, or c) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment or inappropriate sexual behavior can be physical and psychological in nature. An aggregation of incidents can constitute sexual harassment even if one of the incidents considered on its own would not be harassing.

#### Reporting

If you believe you've been discriminated against, bullied or harassed by anyone at Warriors at Ease, or by a Warriors at Ease partner or affiliate, we strongly encourage you to immediately report the incident via the Warriors at Ease grievance form which can be found on the Contact Us portion of the Warriors at Ease website. Similarly, supervisors and managers who learn of any such incident should immediately report it via the same form. The Warriors at Ease

Grievance Committee and Director of Quality Management will promptly and thoroughly investigate any complaints and take appropriate action.

### **External Affiliations**

Ownership of, contractual services at, or sitting on advisory or director boards whose connection could potentially harm or cause a conflict of interest for the current or potential of Warriors at Ease is prohibited.

### **Internal Opportunities**

Opportunities discovered through your work or connection with belong first to Warriors at Ease, except as otherwise agreed to by Warriors at Ease.

### **Communication**

Everyone will refrain from using language that is hostile, harmful, inappropriate or serves a negative intention. Do not assume that others think or rationalize as you do; you don't know what you don't know. Listen to others with the same attention and intention that you wish to be heard. To the best of your ability, speak clearly and straightforward. Everyone deserves to be heard. Ask questions with a desire to understand not to prove anything or others to be right or wrong.

### **Professional Relationships**

Warriors at Ease requires that all contractors and Board Members establish and maintain appropriate and professional relationship boundaries.

### **Personal Conduct**

Students are personally responsible for the energy and presence they bring into the classroom. All participants (students, teachers, faculty, etc.) are to align their behaviors with the values of Warriors at Ease when participating in Warriors at Ease affiliated events, training, retreats, etc.

### **Dress**

All participating persons are to dress comfortably, modestly, and appropriately while attending Warriors at Ease events.

When teachers, students, or faculty are attending or facilitating Warriors at Ease classes, retreats, workshops, etc., tops should fit comfortably, show no cleavage, and show no midriff. Bottoms should also fit comfortably, come below the knees, and be modest in nature.

All clothing should be free of logos, art, innuendoes, or any other symbols that can be suggestive, offensive, or controversial in nature.

### **Communicable Disease**

Students, teachers, facilitators, presenters, and participants who are knowingly or possibly infected with a communicable disease (Flu, COVID-19, HIV, Hepatitis C, etc.) should contact their immediate teacher, faculty, facilitator or the Warriors at Ease Registrar prior to signing this contract. All information will be kept confidential and within the confines of the organization. All students are responsible for taking the appropriate steps to create and ensure a safe environment.

### **Community Health & Safety**

It is our highest priority to support the health, safety and wellbeing of our Warriors at Ease community. Students, Teachers, Facilitators, Presenters, and Participants are all responsible for ensuring a healthy and safe environment for all WAE training, workshops, classes and/or retreats. We ensure a healthy and safe environment by adhering to

the recommended guidelines for disinfection, sanitation and operations set by Yoga Alliance, the CDC and local governing agencies.

### **Problem & Conflict Resolution**

Anyone who finds themselves with a problem they wish to have resolved or understood should do so first by approaching only those who are involved with the intent to resolve the issue. If no resolution can be reached on your own, bring the issue or problem to the attention of the teacher, faculty or facilitator, or direct supervisor directly. If a resolution still cannot be found, then the issue will be brought up to the Director level utilizing the Quality Management process in order to support the resolution of the conflict with a mediator.

### **Personal Property**

All students are solely responsible for their own personal property. Warriors at Ease, it's teachers, faculty, facilitators, and/or contractors are not responsible for losses, damages or replacement of any personal property.

### **Usage, Copyrights & Intellectual Property**

All intellectual, digital, and written property of Warriors at Ease is under legal copyright and may not be copied, dispersed, or used in any way without the prior and written consent of WAE.

The Warriors at Ease intellectual property rights (our trademarks, logos, copyrights, trade secrets, "know-how", and training material) are among our most valuable assets. Unauthorized use can lead to their loss or serious loss of value. You must respect all copyright and other intellectual property laws, including laws governing the fair use of copyrights, trademarks, and brands. You must never use the Warriors at Ease (or its affiliated entities') logos, marks, or other protected information or property for any business or commercial venture without pre-clearance from the Marketing team. We strongly encourage you to report any suspected misuse of trademarks, logos, or other Warriors at Ease intellectual property to Legal.

Likewise, respect the intellectual property rights of others. Inappropriate use of others' intellectual property may expose Warriors at Ease and you to criminal and civil fines and penalties. Please seek advice from Legal before you solicit, accept, or use proprietary information from individuals outside the company or let them use or have access to Warriors at Ease proprietary information. You should also check with Legal if developing a product that uses content not belonging to Warriors at Ease.

### **Values**

#### Compassion

*Understanding* - The desire for others to be free from suffering while remaining respectful of personal differences and experiences, and aware of collective responsibility to the greater good.

*Vulnerability* - The courage to live life while remaining open to change, uncertainty and the unknown. To be human is to be vulnerable. "Vulnerability is the birthplace of joy, creativity, belonging, and love." - Brene Brown

*Support* - Maintaining space for differing opinions, experiences, and beliefs, and understanding that being supportive looks different depending on the situation.

*Health* - Not only promoting the health of the members of the military community but also caring for our own health and well-being by promoting and enacting self-care within our own lives

#### Integrity

*Authenticity* - Choosing to be seen and be vulnerable. Living and loving our story, and every part of it.

*Accountability* - Maintaining the highest of standards and holding ourselves and those we work with responsibility for the work we do.

*Honor* - Respecting the abilities, qualities, differences and achievements of others by recognizing and appreciating those qualities. Living up to our commitments. Being truthful with others, ourselves, and our dealings.

*Equality* - Providing everyone the same opportunities, regardless of race, creed, sexual orientation, ethnicity, socioeconomic status, background, gender or any other lifestyle choice.

Commitment

*Growth* - A commitment to constantly finding ways to learn and better ourselves for our own benefit and the community we serve. "There is a place where everything is right, and there is a place where everyone is wrong. I will meet you somewhere in the middle." - Iyengar

*Resiliency* - The capacity to persist, adapt and transform in the face of change and adversity in a way that allows us to maintain our values.

*Purpose* - Staying dedicated to helping everyone remember who they are -- and have always been -- worthy and deserving of love and kindness.

*Consistency* - Achieve and maintain a level of performance that supporters, teachers and students can expect from us in all of our work.

Leadership

*Teamwork* - Cooperating; using individual skills and providing constructive feedback despite personal differences in a way that is most beneficial to the organization and those we serve.

*Resourcefulness* - Continually serve as an authentic, reliable and relevant source of information within the yoga, meditation and mindfulness space.

*Humility* - Having a sense of curiosity that allows us to acknowledge when we don't know something and be open and willing to learn something new.

**AGREEMENT**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Title / Position: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_