



INSTITUTE OF

AUTHENTIC TANTRA

Holistic healing for body, mind & sex! EDUCATION

INSTITUTE OF
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EDUCATION
POLICY MANUAL

CONTENTS

- ADMISSIONS POLICY FOR AUTHENTIC TANTRA CERTIFICATION PROGRAM:3
- AUTHENTIC TANTRA CERTIFICATION PROGRAM APPLICATION PROCESS5
- PROCESS FOR BECOMING A “TEACHER TRAINER” FOR IATE:.....7
- ATTENDANCE POLICY8
- DISMISSAL POLICY..... 10
- OUTLINE PROCESS FOR DISMISSAL:..... 12
- DISPUTE RESOLUTION POLICY..... 13
- GRADE APPEAL POLICY..... 14
- IATE TUITION REFUND POLICY FOR ATCP 16
- RESPECTFUL AND FAIR TREATMENT OF STUDENTS POLICY 18
- UPGRADE HOURS FOR THHP 20
- IATE COMPANY POLICIES: 21
- IATE PHOTOGRAPH POLICY..... 26
- KAJABI PROGRAM POLICIES..... 27
- POLICY AROUND USING AUTHENTIC TANTRA® AS TRADEMARK..... 28
- RESPECTFUL LEARNING ENVIRONMENT POLICY..... 29



ADMISSIONS POLICY FOR AUTHENTIC TANTRA CERTIFICATION PROGRAM:

The following is a description of the admissions policy for the Authentic
Tantra Certification Program:

- ✓ *Students must have completed the prerequisite Tantra Mastery Training Program within 2 years of applying for the Practitioners Training Program, and no later than the final deadlines for program registration.*
 - **The 13th session of the TM Training must be completed by Dec.1st of the year prior to the beginning of the ATCP.**
- ✓ *Student must have completed and turned in for review the Tantra Mastery Workbook with an accounting of hours of Tantra Yoga practice.*
- ✓ *Student must fill out an additional application for the Authentic Tantra Practitioner Training Program.*
- ✓ *After the application and prerequisite course requirements are reviewed, student will then be invited to an interview with two Senior Teachers of the Institute to determine student's ability to fulfill the requirements for the 11-month Authentic Tantra Certification program.*

Admission Requirements for Certification

- ✓ Complete Tantra Mastery Training
- ✓ Demonstrate learning objectives as outlined.
- ✓ Consult with Senior Instructor
- ✓ Recommendation of Tantra Mastery instructor for the phase 2 11-month certification program. *This will be based on consistent attendance to scheduled sessions, understanding and embodiment of practices, respectful conduct with Instructor and adherence to contractual agreements.*
- ✓ A minimum of 90 hours of completed training hours including training sessions and homework.

- ✓ Able to perform elemental meditations and running of the elements without the aid of the audio recordings
- ✓ Compliance with the terms and conditions of the Tantra Mastery contract
- ✓ Final approval by the Board of Directors of IATE, based on the above criteria and available space in the program.

Additionally, students must demonstrate the following capabilities:

- *Must have computer with internet access for entire 11-month training program.*
- *Must have ZOOM video conferencing app on computer.*
- *Must have the financial means to pay the tuition for the entire 11-month training.*
- *Must be able to commit to in person retreat dates. Retreat dates are specified during the application process.*



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AUTHENTIC TANTRA CERTIFICATION PROGRAM APPLICATION PROCESS

This application must be submitted after the Tantra Mastery Training Program has been completed.

Your Tantra Mastery Homeplay Workbook must be submitted along with this application.

You will have the option of scheduling your final interview with 2 Senior Instructors of the Institute on the following page.

Authentic Tantra Certification Program Application Questions:

1. Are you able to Perform all of the Tibetan Five Element Meditation Practices without the use of the MP3's?
2. Please share how the Tibetan Five Element practices have impacted your life.
3. How often are you "Running the Elements" in the following ways
 - a. formally as part of your daily meditation practice
 - b. informally in everyday life
 - c. incorporated into somatic sexual healing practices.
4. Please describe how often and when you using the Ocean Breath:
5. How often do you perform pelvic floor exercises?
6. How often do you practice the 5 core pelvic movements?

7. How often do you practice OAP?

8. Yoni/Lingam Massage, i.e. solo sexual healing sessions.

9. How have you used NVC to help resolve internal or external conflict?

10. Men only - Describe the process of performing Taoist male sexual health techniques:

11. Please share how the 4 pillars of Authentic Tantra and associated methods have successfully contributed to your healing and growth, and how do you see them being used to help others.

Please attach your Tantra Mastery Homeplay Workbook



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EDUCATION

PROCESS FOR BECOMING A “TEACHER TRAINER” FOR IATE:

1. Must volunteer at Summer and November IATE Certification retreat
2. Must have been teaching Authentic Tantra professionally for a period of one year or more
3. Must complete Authentic Tantra yearly exam with score of 90% or more (I would like to make this 100%)
 - a. After Summer retreat:
 - b. Trainee will read and grade all of the written exams.
 - c. Trainee will attend group training sessions for Module 3
 - d. Trainee will support by overseeing 2 or more weekly check in's for students to teach. Or review videos that students send in with their teaching. (students can send in videos of elemental meditations)
 - e. Trainee will participate in testing for November retreat



ATTENDANCE POLICY

| | | |
|--|--------------------|---------------|
| <u>Institute of Authentic Tantra Education</u> | <u>1034210-6</u> | |
| NAME OF INSTITUTION | INSTITUTION NUMBER | |
| <u>Attendance Policy</u> | <u>8/1/19</u> | <u></u> |
| NAME OF POLICY | EFFECTIVE DATE | REVISION DATE |

1. The minimum attendance requirements for students are as follows:
 - Students must attend all Group Learning Sessions and Individual Support Sessions (indicated in modules one and three) in person, having completed any necessary coursework prior to the date of the session. “In person” in this case meaning live online.
 - If Student cannot attend Group Learning Sessions in person the Student must view the recorded Group Learning Sessions prior to attending the subsequent Individual Support Sessions.
 - In person participation in the two Retreats is mandatory. “In person” in this case is to be taken literally.
 - Student will adhere to all appropriate standards set forth in the policies regarding the Respectful and Fair Treatment of Students and the IATE Ethical Codes of Conduct.
2. The consequences for students who do not meet the minimum attendance requirements listed above are as follows:
 - Student agrees to watch the recorded Group Learning Sessions (if unable to attend live) prior to attending the subsequent Individual Support Sessions. Failure to consistently attend live classes and/or review recorded group training sessions in a timely manner (timely is as stated above) is a violation of the CTSA and is grounds for dismissal from the ATCP.
 - Student acknowledges that if they fail to attend two (2) Individual Support Sessions without notifying the Primary Teacher, then IATE may withdraw the Student from the Certification Training Program, as per the Student Dismissal Policy.

- If due to an unforeseeable life circumstance, the Student cannot attend one or both of the Retreats then IATE will assist the Student in taking appropriate remedial action to complete the Certification Training the following year, at the sole discretion of IATE.
 - Student acknowledges that this remedial action may include additional fees and that all fees are issued at the sole discretion of IATE.
 - If Student reschedules the same individual session more than two (2) times the student forfeits the right to make-up that session, and Student will lose credit for that session.
3. The process by which students must report an absence from scheduled individual sessions as follows:
- Students must report an absence by telephone, text message or email communication with their Primary Teacher prior to session being missed, endeavoring to provide 24 hours' notice if possible.
 - Students should state the reasons for their absence and the expected date of their return, if known.
 - Students may be asked to provide further documentation relevant to their absence if deemed appropriate by the Primary Teacher or Senior Educational Administrator.
4. Students are not required to notify primary instructors when missing group training sessions. They are required to confirm their review of that session before their next scheduled individual session.

ATCP Student Evaluation

- ✓ Students must complete workbooks for Modules 1 and 3 for evaluation.
- ✓ Student is required to attend Bi- Monthly check in's and Instructors may view video recordings of these sessions.
- ✓ Students must complete a written test for the end of module 2, beginning of module 3.



DISMISSAL POLICY

Institute of Authentic Tantra Education

1034210-6

NAME OF INSTITUTION

INSTITUTION NUMBER

Dismissal Policy

8/1/19

NAME OF POLICY

EFFECTIVE DATE

REVISION DATE

1. The Institute for Authentic Tantra Education (IATE) may dismiss a student from the Authentic Tantra Certification Program (ATCP) on any of the following grounds:
 - Violation of the terms set forth in the Certification Training Service Agreement (CTSA)
 - Violation of the terms set forth in the Ethical Codes of Conduct (ECC)
 - Violation of the terms set forth in the Terms and Conditions presented on the student invoice
 - Violation of the terms set forth in the Respectful and Fair Treatment of Students Policy
2. The process by which a student may be dismissed from a program is as follows:
 - If a student is suspected of being in violation of either the CTSA and/or ECC, the Senior Educational Administrator (SEA) will be informed and begin an investigation.
 - The student's access to all IATE online materials and resources will be suspended to determine the student's current progress status. This access will be restored as soon as is deemed appropriate by the SEA in coordination with the Board, given the facts of the case.
 - The SEA will inform the student in writing that an investigation is underway for potential violations of the appropriate agreements. The notification will indicate to the student that follow up communication is to be expected with 72 hours of the onset of the

investigation. This does not preclude the investigation from proceeding beyond that point. Follow up communication at that time may include but is not limited to:

- 1) requests for further information and/or documentation from the student,
 - 2) updates on the progress of the investigation
 - 3) indications of the expected duration of the investigation (if known)
 - 4) the findings of the investigation
- The facts of the student's conduct will be evaluated in light of the terms of the CTSA, ECC, and/or Terms and Conditions with any discrepancies and the evidence for those discrepancies noted.
 - The findings of the investigation will be summarized in writing from the SEA to the Board. This report will include:
 - 1) the nature of the concerns that prompted the investigation
 - 2) a summary of the relevant facts and policies, including any aggravating, extenuating, and/or mitigating factors to be considered
 - 3) proposed outcome, up to and including dismissal from the program if deemed appropriate
 - Final outcome will be decided by majority Board decision.
 - The findings of the investigation will be summarized in writing and delivered electronically to the student under investigation.
 - Any refund of tuition paid will be evaluated based upon the terms of the CTSA as stated in the refund policy.



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OUTLINE PROCESS FOR DISMISSAL:

Tantra Mastery:

- Student stops payment
- Student does not show up for 2 or more sessions without notice
- Student requests to be removed from program
- Student violates any terms and conditions of contract

Process:

- Access to 13 session vault revoked
- Session cancelled
- Access to training videos up to that point may be revoked depending upon circumstance for removal.

11-month program:

This is in working agreement:

- Violates code of ethics
- Violates terms and conditions
- Violates attendance requirements
- The Client will, at all times, conduct themselves honorably, responsibly, ethically, and lawfully.



DISPUTE RESOLUTION POLICY

| | | |
|---|--------------------|---------------|
| Institute of Authentic Tantra Education | 1034210-6 | |
| NAME OF INSTITUTION | INSTITUTION NUMBER | |
| Dispute Resolution | 8/1/19 | |
| NAME OF POLICY | EFFECTIVE DATE | REVISION DATE |

1. This policy governs complaints from students respecting the Institute of Authentic Tantra Education and any aspect of its operations. Student will not be subject to any form of retaliation as a result of filing a complaint.
2. All student complaints must be made in writing.
3. The student must provide the written complaint to the Senior Educational Administrator (SEA) who is responsible for making determinations in respect of complaints, in coordination with the IATE Board of Directors. If the SEA is absent or is named in a complaint, the student must provide the complaint to one of the Senior Instructors.
4. The process by which the student complaint will be handled is as follows:
 - SEA will review the written complaint and begin an investigation to determine the merits of the complaint and surrounding circumstances.
 - Depending upon the nature of the complaint, the Board may determine the need for an independent investigator.
 - The findings of the investigation will then be provided to the Board of Directors to determine the most appropriate course of action.
 - Written reasons for the determination will be provided to the student within 45 days after the date on which the complaint was made.
5. The student making the complaint may be represented by an agent or a lawyer.
6. If the student is or was enrolled in an approved program, is dissatisfied with the determination, and has been misled by the institution regarding any significant aspect of that program, he or she may file a complaint with the Private Training Institutions Branch (www.privatetraininginstitutions.gov.bc.ca).



GRADE APPEAL POLICY

| | | |
|---|--------------------|---------------|
| Institute of Authentic Tantra Education | 1034210-6 | |
| NAME OF INSTITUTION | INSTITUTION NUMBER | |
| Grade Appeal | 8/1/19 | |
| NAME OF POLICY | EFFECTIVE DATE | REVISION DATE |

The process by which a student may appeal a grade received in each case at the Institute of Authentic Tantra Education is as follows:

1. At the time of oral testing during in person retreats:

- a) Students are given evaluative feedback from Senior Instructor(s) on their performance making use of a fifteen-point scale. Students are graded on technical knowledge (1-10 points) and teaching ability(1-5 points). Students need to obtain a minimum grade of 11 out of 15 to pass each testing section. A score of less than 11 requires retesting. Instructions for performing the 5 Element meditations and Running the Elements require a score of 10 for correctness of technical knowledge. Anything less than a score of 10 for technical knowledge requires retesting.
- b) Students are given the opportunity to retest a total of one (1) time per testing section during the in-person retreat. Student may retest a total of **2 total sections during the in-person retreat**. If a student is unable to adequately complete retesting during the in-person retreat, then the student can retest after the retreat by sending in a video recording of the failed section(s), for an additional fee at standard hourly rates.
- c) If a student is unable to successfully pass 50% or more of the teaching sections, they will be required to retest the following year at an additional cost.
- d) Student requests for retesting are to be made to the Senior Instructor(s) verbally within no more than 24 hours of the time evaluation is provided, so long as the retest can still take place during the scheduled retreat. If retesting is not critical to the student completion of the program, retesting will be at the discretion of the Senior Instructor(s).

2. At the time of the written test:

- e) Students receive the results of their written examination during Module 3 of the training program.
- f) Students wishing to appeal the results of that exam will indicate this either verbally or in writing to their Senior Instructor within 30 days of receiving results.
- g) Students will review their results with their Senior Instructor in order to identify areas of improvement and growth.



IATE TUITION REFUND POLICY FOR ATCP

Institute of Authentic Tantra Education

1034210-6

NAME OF INSTITUTION

INSTITUTION NUMBER

Tuition Refund

8/1/19

NAME OF POLICY

EFFECTIVE DATE

REVISION DATE

Authentic Tantra Certification Program (ATCP)

1. If Institute of Authentic Tantra Education (herein referred to as IATE) receives tuition from the student, or a person on behalf of the student, the institution will refund the student, or the person who paid on behalf of the student, the tuition that was paid in relation to the Authentic Tantra Certification Program (herein referred to as ATCP) in which the student is enrolled if:
 - a) the institution receives a notice of withdrawal from the student, *with reasons compliant with the standards agreed to in the IATE Certification Training Service Agreement (CTSA)* no later than seven days after the effective contract date and before the contract start date; or
 - b) the student signs the student enrollment contract seven days or less before the contract start date and the institution receives a notice of withdrawal from the student, *with reasons compliant with the standards agreed to in the IATE CTSA*, between the date the student signed the student enrollment contract and the contract start date.
2. IATE will refund the tuition for the ATCP and all related fees paid by the student or a person on behalf of the student enrolled in the program if the student is enrolled in the program without having met the admission requirements and did not misrepresent his or her knowledge or skills when applying for admission
3. If IATE receives a notice of withdrawal from a student *that is compliant with the conditions for refund outlined in the IATE CTSA*:
 - a) before the contract start date the institution may retain up to 10% of the tuition due under the student enrollment contract, to a maximum of \$1,000.

- b) after the contract start date any unused portion of the training will be refunded.
4. If student is in violation of the ATCP attendance policy, IATE CTSA, Ethical Code of Conduct or other related policy, student will be dismissed from the program without refund.
 5. If IATE provides a notice of dismissal for any reason other than a breach of contract, the student will be refunded for any unused portion of the training.
 6. Refunds required under this policy will be paid to the student, or a person who paid the tuition or fees on behalf of the student, within 30 days:
 - a) of the date IATE receives a student's notice of withdrawal,
 - b) of the date IATE provides a notice of dismissal to the student,
 - c) of the date that the registrar provides notice to IATE that the institution is not complying with section 1(c) or 2 of this policy.



RESPECTFUL AND FAIR TREATMENT OF STUDENTS POLICY

Institute of Authentic Tantra Education

1034210-6

NAME OF INSTITUTION

INSTITUTION NUMBER

Respectful & Fair Treatment

8/1/19

NAME OF POLICY

EFFECTIVE DATE

REVISION DATE

The Institute of Authentic Tantra Education is committed to ensuring that its learning environment promotes the respectful and fair treatment of all students. Under the BC Human Rights Code everyone has the right to be free from Discrimination based on the following personal characteristics (current as of the date of approval of this Policy) age (actual or perceived), ancestry, colour, family status, marital status, physical or mental disability, place of origin, political belief, race, religion, sex, sexual orientation, gender identity or expression, and criminal conviction unrelated to employment.

While on Institute of Authentic Tantra Education premises or in the course of activities or events (including Social Media and online interactions) hosted by Institute of Authentic Tantra Education the following activities are prohibited:

- Disrespectful behaviour, including bullying or harassment, is not acceptable and will not be tolerated. Bullying or harassment is objectionable and unwanted behaviour that is verbally or physically abusive, vexatious or hostile, that is without reasonable justification, and that creates a hostile or intimidating environment for working, learning or living. Harassment may be intentional or unintentional. While bullying or harassment usually consists of repeated acts, a single serious incident that has a lasting harmful effect may also constitute bullying or harassment.
 - Bullying or harassing behaviour includes cumulative demeaning or intimidating comments, gestures or conduct; verbal aggression or yelling; threats to a person's employment or educational status, person or property; persistent comments or conduct, including ostracism or exclusion of a person, that undermines an individual's self-esteem so as to compromise their ability to achieve work or study goals; abuse of power, authority or position; sabotage of a person's work; humiliating initiation practices;

hazing; calling someone derogatory names; spreading of malicious rumours or lies; or making malicious or vexatious complaints about a person.

- Bullying or harassment does not include the exercise of appropriate managerial or supervisory direction, including performance management and the imposition of discipline; constructive criticism; respectful expression of differences of opinions; reasonable changes to assignments or duties; correction of inappropriate student behaviour; instructional techniques such as irony, conjecture, and refutation, or assigning readings or other instructional materials that advocate controversial positions; and single incidents of thoughtless, petty or foolish words or acts that cause fleeting harm.¹
- Other activities as outlined in the Institute of Authentic Tantra Ethical Codes of Conduct (ECC)

If under any circumstances, a prohibited activity occurs, the following outlines the process for addressing the activity:

- If a student feels comfortable doing so, calmly approach the alleged harasser and inform them that their behaviour is offensive and unwelcome, contrary to IATE policy, and insist that they stop immediately.
- Violations of the above standards are to be reported to the Senior Educational Administrator (SEA) or any Senior Instructor (SI).
- SEA or SI will address the alleged violator directly, as above.
- If further action is required, the guidelines of the IATE Dismissal Policy will be followed.
- Should the SEA or SI be the subject of a complaint, the Dispute Resolution Policy will be followed.

¹Wording for this section has been adopted and modified from the University of British Columbia Statement on Respectful Environment. See <https://www.hr.ubc.ca/respectful-environment/files/UBC-Statementon-Respectful-Environment-2014.pdf>



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UPGRADE HOURS FOR THHP

Ways graduates can fulfill additional hour requirements for THHP:

- Volunteer at retreats = 70 hours per retreat
- Volunteer to grade tests and review videos for Module 3 = they track hours
- Yearly Continuing education = 25 - 40 hours
- Volunteer work with the team on projects (TBD)



LATE COMPANY POLICIES:

Tantra Mastery Policy– 13 sessions

- Sessions must be completed within a year.
- Non-payment of second installment results in access to the vault being suspended until payment is made
- Rescheduling the same session more than 2 x's forfeits that session (unless under circumstances of life or death or serious illness).
- Students enrolled in the Tantra Mastery Training Program specifically for the purpose of going the ATCP are expected to apply for and if accepted, enroll the following year's training program. Prerequisite status will be granted for a total of 2 training years, i.e. students enrolled in Tantra Mastery in 2019 are expected to enroll in 2020 ATCP. If this is not possible, student will still be eligible for 2021 ATCP as space allows, and the discretion of the Senior Instructors, based upon the application, logbook, and consultation results.

Admission requirements for 13 sessions:

- Complete application through website
- Attend consultation with senior instructor (these must be recorded from this point forward)
- Reviewed course syllabus provided online
- Agree to proposed training schedule - 1 hour, 1 x per week, 12 weeks + 1 follow up 4 weeks later.
- Agree to payments and terms and conditions

Methods of Evaluation:

- Turn in completed workbook for Tantra Mastery after 13th session for admission to 11-month training.
- Weekly check in's and recordings of sessions

Dismissal from The Tantra Mastery Training Program – 2020

Student may be dismissed from the Tantra Mastery Program under the following conditions:

- Student stops payment
- Student does not show up for 2 or more sessions without notice
- Student requests to be removed from program
- Student violates any terms and conditions of contract
- Student violates the code of ethics

Process for removal:

- Students access to Tantra Mastery vault will be revoked
- Personal Sessions will be cancelled
- Access to personal training videos in dropbox up to that point may be revoked depending upon circumstance for removal

Tantra Mastery Pricing – 2020

- ✓ \$3,000/installments, \$2800/one time
- ✓ 2 payment \$1500: One before 1st session, second before 7th session
- ✓ 4 payments of \$775. 1st, 4th, 7th, 10th sessions
- ✓ Affiliates: \$100 off with coupon code and \$100 to the practitioner
- ✓ All USD payments are processed through the Kajabi Vault. Canadian students may receive a PayPal invoice and pay via direct deposit.

Certification Grading and Testing Policy for Instructors

A. Grading for Certification

- 1 - Accuracy of information and application of methods
- 2 - How well can you respond to questions -.i.e. knowledge

- 3 - How well can you convey the information - engagement
- Column 1 - Core info = key points they have to hit - scale of 1-10
- Column 2 - responses to more advanced questions scale of 1-5
 - ✓ Able to answer?
 - ✓ Answer correctly?
- Column 3 - Ability to teach
 - ✓ Reading from notes?
 - ✓ Engaging students?
 - ✓ Clear and understandable?

B. Retesting process -

- 1 - 3 sections - can submit video to retest for \$250 per hour minimum charge.
- Each section failed must submit:
 - ✓ 50% or more than redo following year's retreat.

See full Grade Appeal Policy [HERE](#)

C. Module 3 testing:

- Students should record themselves working with clients and teaching a 4 – 6 session program.
- This can be used in place of in person sessions to test comprehension and teaching ability.

D. TEST Policy:

- Test must be turned in before the first Module 3 session
- Plagiarism, including cutting and pasting from the textbook, results in a zero grade.

E. Process for becoming a “Teacher Trainer” for IATE:

- Must volunteer at Summer and November IATE Certification retreat
- Must be recommended by Senior Instructor
- Must be certified sexologist and ATCP and be working in the field for 2 years or more with one or both of those titles in order to participate in instruction for the ATCP.

- Must complete the Authentic Tantra yearly exam with score of 90% or more.

After Summer retreat:

- ✓ Trainee will read and grade all of the written exams.
- ✓ Trainee will attend group training sessions for Module 3
- ✓ Trainee will support by overseeing 2 or more weekly check in's for students to teach. Or review videos that students send in with their teaching. (students can send in videos of elemental meditations)
- ✓ Trainee will participate in testing for November retreat

F. Student Evaluation Policy:

- Must have written and tangible “evidence” of their performance.

G. 11-Month Practitioners Training

- Must attend all group sessions or review before the next scheduled personal session, except under special circumstances.
- Must attend all in-person sessions for Module 1
- Must attend all in-person sessions for Module 3 or provide video alternatives for each section
- Must complete all course requirements as indicated in course curriculum for all Modules

H. Tuition Refund policy:

See refund agreement [HERE](#)

I. Student dismissal policy:

See full policy [HERE](#)

J. Student grade appeal policy:

See full policy [HERE](#)

K. Dispute resolution policy

See full policy [HERE](#)

L. Respectful Treatment of Students policy

See full policy [HERE](#)



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IATE PHOTOGRAPH POLICY

Photographs taken by our contracted photographer at the ATCP retreats are the property of IATE.

IATE may use its discretion to share images with studies as they deem fit.

Photographs will be shared with students under the following conditions:

1. After they have been sorted and organized by an IATE rep or employee.
2. After the student has graduated in good standing from the ATCP
3. At the sole discretion of IATE Founders and Directors



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KAJABI PROGRAM POLICIES

Creating a program in Kajabi:

Offer can be created with ONLY PayPal buy option. This can be indicated when setting up the program

Confirmation emails that come from Kajabi must be edited for each new program to indicate where or IF they will be able to access the learning library.

Create an email list for the program in Aweber OR Kajabi. Please note that Aweber or Kajabi list must NOT include the “opt in” portion.

Please make sure there is a notification to check the junk box for email confirmations. This should ALWAYS be on both the OFFER page and the Confirmation page.



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POLICY AROUND USING AUTHENTIC TANTRA® AS TRADEMARK

- ✓ The Graduate must be licensed and in good standing with IATE.
- ✓ The graduate must always use the ® in Authentic Tantra
- ✓ Never use Authentic Tantra for URL's, domain names, or website names
- ✓ Graduates in good standing can use the mark for meetup groups, classes, workshops, events where the modality is being presented.
- ✓ Includes Flyers + advertising for classes, workshops, and events
- ✓ Encouraged badges CATP in CED vault



RESPECTFUL LEARNING ENVIRONMENT POLICY

A. Statement of Principle¹

The best possible environment for working, learning and living is one in which respect, civility, diversity, opportunity and inclusion are valued. Everyone at the Institute of Authentic Tantra Education (IATE) is expected to conduct themselves in a manner that upholds these principles in all communications and interactions with fellow IATE community members and the public in all IATE-related settings.

B. The Respectful Learning Environment

In the context of an academic community, responsibility for maintaining a respectful environment falls on all community members, including students, faculty, staff, and members of the public who participate in IATE-related activities. Excellence in the learning community is fostered by promoting the freest possible exchange of information, ideas, beliefs and opinions in diverse forms, and it necessarily includes dissemination and discussion of controversial topics and unpopular points of view. Respect for the value of freedom of expression and promotion of free inquiry are central to the mission of IATE. However, these freedoms cannot exist without an equally vigorous commitment to recognition of and respect for the freedoms of others, and concern for the well-being of every member of the learning community. Excellence in scholarship, teaching and employment activities flows from active concern and respect for others, including their ability to participate meaningfully in the exchange of information, ideas, beliefs and opinions. Therefore, freedom of expression and freedom of inquiry must be exercised responsibly, in ways that recognize and respect the dignity of others, having careful regard to the dynamics of different relationships within the learning community, such as between teacher and student, or supervisor and employee. A respectful environment is a climate in which the human dignity of each individual is valued, and the diverse perspectives, ideas and experiences of all members of the community are able to flourish.

¹ Adapted from the UBC Statement on Respectful Environment for Students, Faculty and Staff, as approved by the UBC Executive, May, 2014.

C. Activities Harmful to a Respectful Environment

Activities harmful to a respectful environment include behaviours ranging from expressions of disrespect such as rudeness and gossip, to bullying or harassment. Disrespectful behaviour, including bullying or harassment, is harmful to a respectful environment and therefore has no place at the IATE. It is not only a direct attack on the dignity and worth of the individual or group at whom it is directed, it undermines the freedoms of the whole community. For these reasons, disrespectful behaviour, including but not limited to bullying or harassment, is not acceptable and will not be tolerated by the IATE. Bullying or harassment is objectionable and unwanted behaviour that is verbally or physically abusive, vexatious or hostile, that is without reasonable justification, and that creates a hostile or intimidating environment for working, learning or living. Harassment may be intentional or unintentional. While bullying or harassment usually consists of repeated acts, a single serious incident that has a lasting harmful effect may also constitute bullying or harassment. Bullying or harassing behaviour includes cumulative demeaning or intimidating comments, gestures or conduct; verbal aggression or yelling; threats to a person's employment or educational status, person or property; persistent comments or conduct, including ostracism or exclusion of a person, that undermines an individual's self-esteem so as to compromise their ability to achieve work or study goals; abuse of power, authority or position; sabotage of a person's work; humiliating initiation practices; hazing; calling someone derogatory names; spreading of malicious rumours or lies; or making malicious or vexatious complaints about a person. Bullying or harassment does not include the exercise of appropriate managerial or instructional direction, including performance management and the imposition of discipline; constructive criticism; respectful expression of differences of opinions; reasonable changes to assignments or duties; correction of inappropriate student behaviour; instructional techniques such as irony, conjecture, and refutation, or assigning readings or other instructional materials that advocate controversial positions; and single incidents of thoughtless, petty or foolish words or acts that cause fleeting harm. A determination that disrespectful behaviour, including bullying or harassment, has occurred is based not only on what the alleged perpetrator and target of the disrespectful behaviour actually experienced, knew, or understood about each other and the situation, but on what a reasonable person in each of their circumstances would have experienced, known or understood, taking into account the full context of the situation.

D. Addressing Respectful Environment Concerns

Primary responsibility for addressing respectful environment concerns, including concerns about bullying or harassment lies with all members of the IATE community who exercise supervisory or leadership roles. These individuals are well-placed to set examples for others by their own conduct, to communicate to those under their direction IATE's commitment to a respectful learning environment, and to take appropriate action to preserve or restore a respectful environment if problems arise. They are expected to take steps to maintain an environment free from disrespectful behaviour, and to prevent such behaviour, where possible.

E. Reporting of Concerns / Incidents / Complaints

Specifically, when faculty, staff or students have concerns about disrespectful behaviour they have experienced or witnessed, they should contact their primary instructor or Senior Educational Administrator. Where the issue is not resolved or there is concern about conflict of interest, students should contact the Senior Educational Administrator or any of the Senior Instructors.

F. Investigation of Concerns/Incidents/Complaints

The Senior Educational Administrator will be responsible for the investigation of any concerns/incidents /complaints related to this policy. Should there be a conflict of interest, investigations will be directed by the Board of Directors. The Senior Educational Administrator or Board members, whether responding to a concern raised to them or taking action because they have otherwise become aware that a person may be engaging in disrespectful behaviour, are expected to act promptly to determine if behaviour contrary to the Respectful Environment Statement including incidents of bullying or harassment has occurred or is ongoing, and if so, to address the behaviour and its damaging effects.