



## Code of Ethics & Conduct

Breakthroughs International (BTi) believes that growth and learning is best accomplished in an emotionally, mentally, and physically safe environment. BTi's *Code of Ethics & Conduct* outlines the expectations, for participants and members, necessary to ensure such safety at all times. This includes anyone attending a BTi activity as well as all personnel, board members, volunteers, affiliate organizations, and those who hold a valid license/certificate in any of BTi's programs.

Ethics - Guiding Principles	Conduct - Corresponding Expectations
Be inclusive	<p>Understand that BTi's programs and activities are open to all, and foster equal opportunities.</p> <p>Discrimination based on race, color, religion, sex, sexual orientation, gender identity, national origin, politics, level of education, health, physical or mental disability is strictly prohibited in any form(s).</p>
Treat everyone with dignity and respect	<p>Speak with a level tone, use kind language, listen attentively, affirm one another, be courteous and kind, show gratitude, maintain 2 feet of physical distance unless both parties agree to be closer.</p> <p>Refrain from yelling, bullying, name calling, using abusive language, making threats of verbal or physical violence, invading others' personal space, or endangering the wellbeing of others.</p>
Adhere to the self-responsibility model	<p>Take responsibility for your ideas and actions, apologize when you hurt others, empower others to be accountable for their own growth and goals.</p> <p>Refrain from disempowering others by resolving their challenges/issues for them.</p>

<p>Hold others' mental, physical, and emotional experiences in high regard, and first, do no harm</p>	<p>Recognize the boundaries of each unique body and modify activities and processes to avoid causing pain or injury — cues may be vocal, visual, or auditory; permit each student to be their own leader in terms of physical and mental comfort.</p> <p>Refrain from forcing anyone to do a movement or process that causes discomfort or that they are uncomfortable participating in for any reason.</p>
<p>Follow the educational model</p>	<p>Orient to the process rather than the end result. Let the person's innate intelligence guide the process, assume their system has what is needed to create the desired change, use inquiry based questions to assist them, listen to and implement their choices, focus on their gifts, approach challenges or perceived disabilities as unique opportunities to educate and empower. Recognize that muscle checking provides information for the decision-making process yet doesn't preempt thinking or sensing.</p> <p>Refrain from labeling, treating, fixing, prescribing, diagnosing, or imposing your personal judgement/belief of what is happening onto the client/student (e.g. "clearing heavy bad energy").</p>
<p>Maintain professional boundaries</p>	<p>Always get permission to touch, and maintain confidentiality by keeping sensitive information private.</p> <p>Do not violate trust through inappropriate intimacy or touch, nor disclose information about another without their written permission (with the exception of issues related to abuse, potential suicide, threat to another, or situations where the law mandates reporting).</p>
<p>Anchor improvements</p>	<p>Empower students and clients to notice their own gains, draw attention to those you see, acknowledge them as a reflection of the student's or client's own work, and encourage celebrating each one.</p>



Implement balance and compassionate communication in all interactions	Acknowledge thoughts and feelings that we see / sense / hear spoken, initiate communication using inquiry-based language to draw out important data points, challenge and question ideas not people, note challenges while looking for solutions, use appropriate channels of communication.  When concerns or conflicts arise: hold others innocent, emotionally discharge and/or balance prior to approaching the other party, communicate directly with the other party, refrain from blaming or public shaming, and remember that two parties who dislike/disagree with each other can still be respectful towards one another.
Use appropriate channels of communication	Email <a href="mailto:info@breakthroughsinternational.org">info@breakthroughsinternational.org</a> to determine the best channel or refer to the <i>Issues &amp; Contact Information</i> document posted in Google Classrooms.
Comply with all applicable laws	All local, state, regional, and country regulations supersede BTi policies.
Abide by all BTi policies	Be aware of existing policies and read those applicable to you or your circumstances. A full list of BTi policies can be found in the Google Classroom.
Protect BTi's property	Treat BTi's property with respect and care, including trademarks, copyrights, intellectual property and other property (material, intangible, and digital).
Be ethical and responsible in business dealings	Set clear expectations and put them in writing, keep accurate financial records, create win-win agreements, post important policies (refund, privacy, etc.), accurately represent BTi program curriculum/procedures/policies, and refrain from using your position to exert undue influence or control.

## Compliance

We reserve the right to take action with those who fail to adhere to our *Code of Ethics & Conduct* in any situation involving BTi programs or members. Such action is guided by our Compliance Policy or the Board of Directors, and may include meetings designed to provide support, co-creating solutions, or disciplinary action.