



Training For Life, Inc.
139 Fulton St. Suite 316
New York, NY 10038

Sensitivity and Formal Counseling Policy

As Instructors it is our responsibility to create a comfortable and bias free learning environment, such that no course participant, at any time, feels uncomfortable due to their race, creed, religion, gender, or any other cultural or societal distinction, which may exist.

At all times the actions, speech, and manner of Training For Life, Inc. staff and hired Instructors must be professional and beyond reproach or the possibility of misinterpretation. At all times, proper respect and common courtesy must be paid to all course participants, facilitators, fellow Instructors and anyone with whom the Instructor may come in contact with in the execution of their duties.

If an Instructor is placed in a position in which they themselves feel uncomfortable, it is that person's responsibility to make the Lead Instructor aware of the situation and, if not immediately resolved, the Training For Life administration.

Violation of these core values will result in termination or at the least one-on-one counseling with Training Center Faculty to make the individual aware of the impropriety of his/her actions and to ensure the counseled individual's willingness to adhere to this and all standing policies of Training For Life, Inc.

Instructors Printed Name

Instructors Signature

Date

Revised 01/16

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