



GRIEVANCE PROCEDURE

Dallas Yoga Center is fully committed to conducting all activities within an APA CE accredited course in strict conformance with the American Psychological Association's Ethical Principles of Psychologists. Dallas Yoga Center will comply with all legal and ethical responsibilities to be non-discriminatory in promotional activities, program content and in the treatment of program participants. The monitoring and assessment of compliance with these standards will be the responsibility of the Director in consultation with the members of the continuing education advisory committee.

While Dallas Yoga Center goes to great lengths to assure fair treatment for all participants and attempts to anticipate problems, there will be occasional issues which come to the attention of the convention staff which require intervention and/or action on the part of the convention staff or an officer of Dallas Yoga Center. This procedural description serves as a guideline for handling such grievances.

When a participant, either orally or in written format, files a grievance and expects action on the complaint, the following actions will be taken.

1. If the grievance concerns a speaker, the content presented by the speaker, or the style of presentation, the individual filing the grievance will be asked to put his/her comments in written format. The Director will then pass on the comments to the speaker, assuring the confidentiality of the grieved individual.
2. If the grievance concerns a workshop offering, its content, level of presentation, or the facilities in which the workshop was offered, the Director will mediate and will be the final arbitrator. If the participant requests action, the Director will:
 - a. attempt to move the participant to another workshop or
 - b. provide a credit for a subsequent year's workshop or
 - c. provide a partial or full refund of the workshop fee.

Actions 2b and 2c will require a written note, documenting the grievance, for record keeping purposes. The note need not be signed by the grieved individual.

3. If the grievance concerns Dallas Yoga Center CE program, in a specific regard, the Director will attempt to arbitrate.

Grievances may be written and given to any staff member at the time of the CE activity, or participants may call or send concerns and complaints to:

Dallas Yoga Center, PLLC
4525 Lemmon Avenue, Suite #305
Dallas, TX 75219

Phone: (214) 443-9642
e-mail: mindfulness@dallasyogacenter.com