



academie DUELO

Instructor Code of Conduct

1. Be welcoming and respectful to everyone who trains here. Our school is a diverse and inclusive space.

- i. People who can maintain our code of conduct are welcome to train with us.
- ii. People who cannot are welcome to train elsewhere.

2. Our duty is service: to our students, to the school, and to the Art.

- i. Our school's goal is to make Masters of the Art.
- ii. Our business's goal is to create a profitable & sustainable centre that can make Masters.
- iii. Seek to support the school and each other.
- iv. Help to make the Art fit the student rather than make the student fit the Art.
- v. Making time for your own practice serves the Art and your students.

3. Arrive early (~10 minutes) to your classes. Notify the front desk and/or a co-instructor *by phone* if you anticipate being late or absent.

- i. Appropriate personnel: front desk staff or an instructor teaching concurrently with you.
- ii. Notify the Head instructor if you are unable to arrange coverage, *by phone* if urgent.
- iii. E-mail is an inappropriate mode of contact in urgent/emergency situations.

4. Represent yourself and the school with integrity.

- i. Instructors are under a higher level of scrutiny in the studio and sometimes beyond that.
- ii. Make appropriate preparation in order to effectively deliver your class.
- iii. Keep your clothes and equipment clean and well-maintained.
- iv. Being kind to yourself is part of acting with integrity.

5. Be circumspect with romantic relationships

- i. Avoid entering into romantic relationships with students.
- ii. Notify the Head Instructor of romantic relationships with students and/or instructors.
- iii. Maintain professionalism when interacting with students who are also romantic partners.
- iv. Avoid conflicts of interest when evaluating students.

6. Harassing and/or discriminatory behaviour is prohibited.

- i. Be familiar with the school's policy on harassment & discrimination.
- ii. Attend scheduled training on workplace harassment & discrimination where applicable.
- iii. Avoid commentary and/or discussion around controversial topics during class.
- iv. Address instances of harassment and/or discrimination to the level that you feel comfortable and escalate everything else.

7. Address student concerns professionally, compassionately, and with integrity.

- i. Everyone learns at an individual pace: be respectful of this.
- ii. Receive concerns when you are able; let the speaker know if you are not able.
- iii. Listen carefully to expressed concerns.
- iv. Refer concerns that are out of scope and that you are unqualified to address elsewhere.
- v. Encourage escalation for internal issues where appropriate and/or escalate it yourself.

8. Seek help in situations with the public that you are unequipped to address.

- i. Seek to support the school and each other.
- ii. Recognize and adhere to your own boundaries.
- iii. Avoid placing yourself and others in danger.
- iv. People are more important than property.