

THE INSIGHT FOUNDATION™

Student Handbook

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The policies and information contained within this handbook are current at the time of printing but are subject to update and change at any time. We recommend regularly visiting the website for the latest information and policies or contacting our office for the latest version.



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Welcome to the Insight Foundation

--- Offering a new educational paradigm ---

For those committed to making a difference in the world

Set your foundations.

Get your future in sight.

Discover what you can become!

Insight is the power or act of seeing into things and appreciating its inner nature; knowing that can guide one's choices.

Foundation is a strong basis from which to build a successful life or career; a grounded framework from which to operate.

The Insight Foundation is a global educational and philanthropic organisation dedicated to transformation and healing by incorporating proven tools for advanced psychological clarity and heart purity in personal, business and life coaching faculties.

Our faculties and staff adhere and aspire to high levels of integrity, ethical ideals and duty of care.

We are training the future generation of innovators and leaders who bring a new paradigm of equality, joy, respect and harmonious mutual interdependence. We encourage and promote a new paradigm of planetary stewardship, setting

high benchmarks of ethics, competency, equality, heart empowerment and global sustainability.

Our programs are designed for those who are committed to making a difference in the world.

The Insight Foundation provides you with comprehensive training and guidance in archetypically advanced foundations so you can become more integrated and loving, with a flourishing career and personal life if you so choose, operating from a higher clarity and purity of insight sourced from within.

This basis of clarity, purity, insight and discernment of truth underpins all areas and subjects of study at The Insight Foundation, in both personal and professional capacities. We are dedicated to facilitating a future where more and more people operate in this way - empowered, clear, heart-felt and informed from within and without, furthering the pursuit of harmony, unity and upliftment for the benefit of all.

At the Insight Foundation, we support and encourage wisdom and growth within and beyond one's chosen profession and field of study. You will learn to experience with a balanced heart and mind, operate from the insight therein, integrating body, mind and spirit as the wise, empowered, whole, loving being that you are, in service to all that is.

Welcome to your journey!

Set your foundations.

Get your future in sight.

Discover what you can become!

We know you are going to benefit from the next year of study with us and hope that you will come away with skills that can assist you to be even more effective in your life and career.

The skills that you will be learning and applying over the next 12 months are skills that you can carry across into an exciting new career, if that is what you choose, or you can implement new practices in your workplace, your own business or simply apply these skills in your every day life – within your family, your circle of friends, sphere of influence and your community.

Three month trial period guarantee

The Insight Foundation opens an amazing three month trial period for its courses.

All tuition fees are fully refunded should a student no longer wish to continue and provides written notice of withdrawal to the Insight Foundation within three months of commencement of a course!

Likewise, should the Insight Foundation deem a student is not suitable to continue the course within the first three months of study, all tuition fees will be fully refunded.

The \$285 enrolment fee is non-refundable.

Courses Available

Certificate IV in Business is now available.

Certificate IV in Life Coaching will be available in the near future.

Certificate IV in Business comprises the following units of competency to be completed over a period of 12 months:

- | | |
|--|------------|
| 1. Undertake Business Planning | BSBSBM404A |
| 2. Identify Risk and Risk Management Processes | BCMN416A |
| 3. Monitor and Manage Business Operations | BSBSBM405A |
| 4. Develop Teams and Individuals | BSBCM404A |
| 5. Lead and Manage People | THHGLEO8A |
| 6. Manage Projects | THHGGAO9A |

These units are delivered through the Insight Foundation's ethical business faculty, The Australian Institute of Ethical Business Studies.

- | | |
|--------------------------------|------------|
| 7. Make A Presentation | BSBMKG407A |
| 8. Promote Products & Services | BSBCM409A |
| 9. Address Customer Needs | BSBCM418A |
| 10. Coach Others In Job Skills | THHGTR01B |

These units are delivered through the Insight Foundation's life coaching faculty, Global Coaching Academy.

From 2008, a wider compliment of Certificate IV units including Diploma and Advanced Diploma business units are to follow.

All of our units of study integrate The Insight Foundation's unique sustainable ethical business perspectives.

Course Aims and Vocational Outcomes:

Certificate IV in Business prepares you to develop a comprehensive business plan and the procedures to successfully set up, operate and/or manage an existing small businesses or a department in a larger organisation.

The learning outcomes include: managing risks, motivation, leadership and coaching, managing your team and their professional development and monitoring the overall operation to achieve organisational objectives. You also learn how to address customer needs, successfully promote your business and make professional presentations.

Course Duration:

The course contains twelve units of competency and is delivered over 12 months on the Insight Foundation (Australian Institute of Ethical Business Studies) e-learning system. This is not a self-paced course therefore each unit must be completed within approximately a four-week period.

Course Fees and Charges:

There is a non-refundable \$285 enrolment fee.

In 2007, we are offering **Certificate IV in Business** at introductory rates:

\$1,985 - upfront payment, including \$285 enrolment fee.

Or \$2,085 to be paid in six instalments over 12 months:
first instalment \$585 – includes \$285 enrolment fee,
then 5 bi-monthly instalments of \$ 300

In 2008:

\$3, 485 - upfront payment, including \$285 enrolment fee.

Or \$3,685 to be paid in twelve instalments over 12 months:
first instalment \$572 - includes \$285 enrolment fee,
then 11 *monthly* instalments of \$283

Course Content:

1. Undertake Business Planning BSBSBM404A

This unit covers the research and development of an integrated business plan for achieving business goals and objectives. It is suitable for setting up or working with existing micro and small businesses or a department in a larger organisation. This unit provides the foundation to set up and

build your business. This unit provides the vital framework to bring “ideas” to fruition.

2. Monitor and Manage Business Operations BSBSBM405A

This unit is concerned with implementing the business plan and the operation of the business. The strategies involve monitoring, managing and reviewing operational procedures to ensure its ongoing sustainability and success.

3. Identify Risk and Risk Management Processes BSBCMN416A

This unit specifies the outcomes required in identifying risks and how to apply established risk management processes to a subset of the organisation's operations that are within the person's own work responsibilities and area of operation. It addresses how to identify, analyse, evaluate and treat risks and how to monitor and review the effectiveness of risk treatment. Risk management may be applied to projects being undertaken individually, by a team, or to operations within a section of the organisation.

4. Develop Teams and Individuals BSBCMN404A

This unit covers the skills and knowledge required to determine individual and team development needs and

facilitate the development of the workgroup. It dovetails with the *Coach Others In Job Skills* unit.

5. Manage Projects THHGGA09A

This unit covers the management of a straightforward project or a section of a larger project. It focuses on the application of project management skills and the requirement to meet timelines, quality standards, budgetary limits and other specific project requirements. The unit also includes: the development of a project plan, administering and monitoring the project, finalising the project and reviewing the project in order to identify lessons learnt for application to future projects.

6. Lead and Manage People THHGLE08A

This unit deals with the skills and knowledge required to lead and manage teams of people in the workplace. It focuses on leadership, motivation and teamwork.

7. Make a Presentation BSBMKG407A

This unit covers the preparation, delivery and review of a presentation to a target audience. It covers how to prepare, deliver and review a professional presentation.

8. Promote products and Services BSBCM409A

This unit covers the skills and knowledge required to coordinate and review the promotion of an organisation's products and/or services. It covers how to plan, co-ordinate, review and report on promotional activities.

9. Address Customer Needs BSBCM418A

This unit specifies the outcomes required to manage the ongoing relationship with a customer, which includes assisting the customer to articulate their needs, meeting the customer's needs and managing networks to ensure customer's needs are addressed on an ongoing basis and in changing business environments and markets.

10. Coach Others in Job Skills THHGTR01B

This unit deals with the skills and knowledge required to provide on-the-job coaching to colleagues. This unit has no parity with National Workplace Trainer standards, but reflects the situation in many workplaces where 'buddy' systems and on job coaching are extremely common.

Delivery modes

All courses are delivered on line through the website. The Insight Foundation seeks to ensure the following:

- that everyone has equal and equitable access to all learning materials.
- courses are flexible and convenient.
- courses are relevant to our goals and mission statement
- that The Insight Foundation is reflective of the needs and desires of the participants and the community.
- ethics and integrity are always foremost with full accountability of and to individuals, students and facilitators.
- courses are in line with equal opportunities and anti-discrimination legislation.

Enrolment Process:

Download and complete the 'Student Enrolment' form and the 'Student Contract' form from the Insight Foundation website. Mail these forms to:

Insight Foundation - Enrolment
PO Box 600,
Quinns Rocks, WA
Australia 6030

Payment must be included with submission of enrolment form and student contract.

These forms should be received at least one month prior to the intake starting date noted on the website. If it is close to the enrolment date, fax your form to the Insight Foundation Administration Office and send the original in the mail.

All applicants will be accepted for enrolment for a trial period subject to performance review for three months

The Insight Foundation will give confirmation of enrolment upon successful application and payment.

Entry Requirements

All applicants are required to take the online suitability questionnaire at www.theinsightfoundation.org.au to assess the applicant's suitability for the course. Due to the nature of the courses, it is preferable that applicants are adults who have current or recent relevant workplace experience to draw upon.

When we have received your application for enrolment, a member of the Insight Foundation team will contact you.

The Insight Foundation will issue an official tax receipt at the time of receiving any monies or payments.

At the completion of a course or units of competency, to be eligible to receive final assessment results, certification or statements of attainment all associated tuition fees are to have been paid and received in full.

Tuition Fees are transferable.

Prerequisites

All courses and units are designed for people of all levels to gain new knowing and understandings within their lives and to bring about real and sustained transformation when the knowledge, skills and techniques are applied diligently.

A healthy curiosity, willingness to learn and an openness to do things in a new way allows people to be more engaged and receptive to learning and puts you in good stead for the inevitable journey of transformation and growth involved in all that The Insight Foundation offers to share.

Credit Transfer Arrangements:

The Insight Foundation recognises nationally endorsed units of competency and qualifications within the AQF guidelines. All previously completed units shall be credited towards a student's qualification.

In the event a student does not complete a course, completed units will be recorded and statements of attainment issued for

those units. Where appropriate, these units can be carried over to another course.

Recognition of Prior Learning (RPL):

The Insight Foundation will recognise the AQF qualifications and Statements of attainment issued by other registered training organisations based within Australia. All Insight Foundation staff are made aware of our mutual recognition obligations.

We strongly recommend taking all our units to gain a full understanding of how each unit fits within the whole course program and to realise the benefits of our unique course perspectives and delivery.

However, if you would like to apply for RPL, please contact our administration office for instructions regarding documentation required for your application. There will be \$330 administration fee per unit for the recognition of prior learning applications.

Induction and Orientation Procedures:

There will be a one-on-one telephone induction between each new student and a representative of their faculty within the first two weeks of commencing the course. This induction will review and answer questions in regards to the student handbook, student services, use and capabilities of the e-learning program and provide an opportunity to become acquainted.

Welfare and Guidance services:

We endeavour to provide welfare and guidance to all students. This includes (i) Occupational Health and Safety where applicable; (ii) review of payment schedules when requested (iii) learning pathways and possible RPL & RCC opportunities; (iv) provision for special learning needs; (v) provision for special cultural and religious needs; and (vi) provision for special dietary needs where applicable if ever face to face learning is used for training and assessment. Where necessary, we will source and refer our students to appropriate agencies.

Provision for Language, Literacy and Numeracy Assistance:

We provide for language, literacy and numeracy assistance on request, such as, buddy systems with peers and graduates, sourcing additional resources and providing additional personalised attention from course facilitators. We monitor the needs of our client's language, literacy and numeracy skills through our induction process, application and completed enrolment forms, ongoing course work and assignments.

Student Support:

Our students are on line external students and therefore very little external support is required. However, we offer RPL assessment; options in learning; guidance via our Heads of

Faculty; one-on-one tutoring; pre-course interviews; training needs analysis; research facilities and counselling.

Flexible Learning and Assessment Procedures:

We offer flexible methods of learning and assessment procedures such as on line course material that can be printed or simply accessed from our e-learning site. Assessment Plans are provided to all candidates prior to their assessment. Assessments can be submitted via electronic mail or the e-learning site. We will always ensure that training and assessment methods suit the requirements of our students. Candidates may appeal if they believe the assessment has not been carried out in accordance with the Assessment Plan.

THE INSIGHT FOUNDATION POLICIES

The Insight Foundation has documented policies which comply with Commonwealth and local government legislation. Current policies and procedures are accessible from The Insight Foundation website.

The Insight Foundation will not tolerate any form of discrimination or harassment within its business operations. We have documented firm policies detailing these and a code of ethics manual that we would suggest you familiarize yourself with.

The Insight Foundation seeks to provide a harmonious learning environment through implementation of our policies and request that all students and staff uphold the ethics, values and policies of our organization.

Refund Policy:

If a student withdraws from study *after* the three month trial period, there is a cancellation fee of \$357.50.

Student withdrawal within the first three months does not incur a cancellation fee and tuition fees are fully refunded.

Likewise, should the Insight Foundation deem a student is not suitable to continue a course within the first three months of study, all tuition fees will be fully refunded.

The \$285 enrolment fee is non-refundable.

For student withdrawal, the Insight Foundation requires from the student one month's written notice of withdrawal from study. Fees still apply and are charged over the month of withdrawal *unless* occurring in the first three months. Any training or course materials must be returned in pristine condition to The Insight Foundation within 5 days of the termination notice at cost to the student, and after the deduction of a \$357.50 cancellation fee, the Student Contract agreement will be cancelled and any surplus tuition fees will be refunded to the student.

In all instances, credit card charges (nominally 2%) or debit charges will not be refunded under any circumstances.

This refund policy also applies to students who have their study and student contract terminated by The Insight Foundation.

In the unlikely event of a course being cancelled you will be offered the opportunity to enrol in an alternative course, otherwise a refund of tuition fees will apply.

The Intellectual Property Policy of The Insight Foundation

The Insight Foundation owns copyright and / or patent rights in course materials created, developed and presented by teachers and facilitators of the Insight Foundation, as well as processes and procedures created to facilitate the integration of said course materials.

The Insight Foundation may, on a case-by-case basis, license the use of such copyright and / or patented materials, procedures and processes by teachers, facilitators and / or other designated third parties in forums and workplaces external to the Insight Foundation at its sole discretion.

Application must be made and pre-approved by the Insight Foundation in each and every instance. Violation of the Intellectual Property Policy of the Insight Foundation by a student may result in immediate termination of the Agreement [as agreed in the Student contract] with no refund of monies

paid or monies due and owing pursuant to the terms of that Agreement, all at the sole discretion of The Insight Foundation; further, in that event, The Insight Foundation will be entitled to immediate injunctive relief, and may be entitled to recover monetary damages for such action, as well.

Compliance with Commonwealth, state/territory legislation and regulatory requirements

There is a range of Commonwealth, state/territory legislation and regulatory requirements that the Insight Foundation must comply with that can or may impact on your learning time with us. While some legislation and requirements impact minimally, others have a major bearing on the process of our interaction with you.

Some of the relevant Commonwealth, state/territory legislation and regulatory requirements including, but not limited to:

- i occupational health and safety
- ii workplace harassment, victimisation and bullying
- iii anti-discrimination, including equal opportunity, racial vilification and disability discrimination
- iv privacy
- v VET

In summary, what this means is:

In the case of **OH&S**:

- we will maintain a safe workplace and learning environment for you.

- work practices are safe and do not endanger students, staff or visitors
- the owners, operators, students and staff all have a duty of care to one another to ensure occupational health and safety of all

If you have concerns or see something that you are not comfortable with, please bring it to the immediate attention of the facilitator or administration staff.

A full copy of the OH & S 2000 Act can be viewed online at <http://www.workcover.nsw.gov.au/LawAndPolicy/Acts/ohsact.htm> or received from our office upon request.

In the case of **Workplace Harassment, Victimization and Bullying:**

- bullying, victimization and harassment will not be tolerated at the Insight Foundation in any form
- the ethics committee is the watchdog set up to deal with any complaints and grievances with strong guidelines in place to maintain high standards
- all peoples interacting with the Insight Foundation will be treated in a fair, equitable and non-discriminatory manner and we expect our students to uphold the same code.

In the case of **Anti-discrimination, Access and Equity** – including but not limited to –

- the Insight Foundation will not discriminate on the basis of race, religion, colour, gender, sexual orientation,

marital status, social origins, political opinion, physical ability

- all peoples interacting with the Insight Foundation will be treated in a fair, equitable and non-discriminatory manner and we expect our students to uphold the same code.

In the case of the **Privacy Act** (Amendment 2000):

Privacy Policy

We will not disclose any information that we gather about our staff or clients to any third party. We use the information collected only for the services we provide. No staff or client information is shared with another organisation. If staff or client information is required by a third party we will obtain written consent from the relevant staff or client prior to release of any information.

Should staff or clients seek access to their information we have a documented procedure requiring authorisation before this can occur.

Under the Privacy Amendment (Private Sector) Act 2000 the Insight Foundation is bound to ensure that any information gathered about students is securely stored and cannot and will not be disclosed to any third party without your written permission.

The Insight Foundation collects information about students to:

- a) Enrol them, requiring information be stored in our database to maintain records in accordance with Government legislation under Registered Training Organization guidelines.
- b) Administer and manage Professional and in-house qualifications and award certifications.
- c) Administer training and development activities and facilitate operations the training and administration departments.
- d) Provide records to internal and external auditors and service providers for the purpose of conducting our business.

For the purpose of conducting our business we may disclose your details to:

- a) Regulatory authorities for the purpose of auditing and reporting.
- b) Staff members of the Insight Foundation
- c) Law enforcement agencies or Government authorities where it may be necessary to protect the interests of staff and students or to report illegal activities.

Students are entitled to access a copy of their personal records in accordance with Government rulings and legislation. Upon receipt of a written request to the Responsible Officer the records will be issued. If any information is found to be inaccurate, incomplete or out of date, amendments will be made upon receipt of receiving written notification from the student. Questions or concerns about personal information should be directed to the Responsible Officer or administration.

In the case of **VET**:

- The Insight Foundation upholds the requirements for a Registered Training Organization within the scope of the Standards set down by the AQTF
- Qualifications and awards are in alignment with statutory regulations of the Vocational Education and Training System.

Access to legislation

For your information, here are website addresses to view some legislative Acts if you so choose:

The Privacy Act, 1988

http://www.austlii.edu.au/au/legis/cth/consol_act/pa1988108/

Freedom of information Act 1982

http://www.austlii.edu.au/au/legis/cth/consol_act/foia1982222

The State Records Act 2000

http://www.austlii.edu.au/au/legis/wa/consol_act/sra2000156/

Deferments

The Insight Foundation understands that sometimes students may need to defer their studies for a range of reasons. The Insight Foundation offers deferments where possible.

Students must advise Student Services and their faculty in writing at least one week before their debit is due. Any monies still in credit will be held and credited to you when you recommence studies.

Fees Policy

The Insight Foundation makes available information regarding fees, charges, non-refundables and any other relevant costs to you prior to enrolment from student services and the website.

Enrolment fee is fully non-refundable.

The Insight Foundation will issue an official tax receipt at the time of receiving any monies or payments.

At the completion of a course or units of competency, to be eligible to receive final assessment results, certification or statements of attainment all associated tuition fees are to have been paid and received in full.

Tuition Fees are transferable.

Transfer Policy

If within seven days of commencement of a course, a student changes their mind and transfers to study within another Insight Foundation faculty, a transfer fee of \$135 including GST, plus any credit card charges or debit charges, will apply.

Assessment

Students are required to fulfil the competencies and complete all assessments in accordance with the course outline for each unit of competency.

Assessment of the competencies is conducted throughout the course program.

The Insight Foundation is a Registered Training Organization and assesses in accordance with nationally-recognized Competency Standards.

Competency-based standards provide a fair and equitable means of measuring the readiness of an individual to move into their next phase of learning and growth, and career. Competency standards are the specific skills and knowledge that you will be learning on your journey with us. They are measurable and assessable.

You will be assessed on your underpinning knowledge and your practical application through a number of evidence gathering procedures. These standards provide a sound basis on which to make an informed decision as to your performance and readiness to progress in the career.

Upon successful completion of the process, a Statement of Attainment or Certification will be awarded to you covering the units of competency in which you were assessed as being competent. All relevant fees for such units must first be paid

in full in order to receive final assessment result and/or statements of attainment or certification.

If, for any reason, we find that you are not yet competent at the end of the assessment period, you are entitled to reapply for a second attempt at the assessment. It may require further training for you to gain competency. Your assessor will guide you on this. You may only be required to resubmit the parts of the assessment where you were not yet competent. You can sometimes be re-assessed immediately or you may need to reschedule for another time if you require more training or time to master the required skills.

If you are deemed not yet competent after a second attempt we will not be able to issue you with your Certificate under the guidelines of Registered Training Organizations. You have the right to appeal this decision. Your appeal should be made in writing to the Administration Manager.

Disciplinary Procedures:

To ensure all students receive equal opportunities and gain the maximum from their studies with the Insight Foundation, these procedures apply to all our students and staff. Any person(s) whom display dysfunctional or disruptive behaviour may be asked to leave the course.

Dysfunctional behaviour may include, but is not limited to:

- Unethical behaviour- including plagiarism
- Consistent failure to participate in on-line learning activities and assessments
- Disrespect to other students and/or staff
- Harassment by using offensive language
- Sexual harassment

Any person who is asked to leave a session or course has the right of appeal through our appeals process. The Insight Foundation is committed to integrating Access and Equity principles within all our services. All staff recognise the rights of students/clients and provide information, advice and support that is consistent with our Core Business Values and this Code of Practice-- regardless of cultural background, gender, sexuality, disability or age. Students have the right to study in an environment that is free from discrimination and harassment and be treated in a fair and considerate manner while they study with us. If, at any time, they feel that we are not abiding by our Code of Practice then they are encouraged to immediately report their complaints or grievance to the administration office.

Appeals Procedure:

Any decision of Not Yet Competent on a student's assessment task, RPL evidence or course outcomes can be discussed informally with the facilitator either by phone or email.

Assessment Appeals:

In the event of an appeal by the candidate the Assessment Plan will be a key source document. This process is communicated by the assessor prior to commencement of the assessment and is also documented in course advertising materials and on our web-site.

A student has the ability to submit any assessment task 3 times. If they are not deemed competent they are required to re-take the unit.

If a student does not agree with the decision of Not Yet Competent, they must provide a written appeal to the faculty within 28 days from the result of assessment being advised if the following criteria are met:

- That student has been assessed as Not Yet Competent against specific competency standards
- That student feels they have sufficient grounds and evidence entitling them to be assessed as competent.
- That student must be able to adequately demonstrate they have the skills and experience to be able to meet the learning outcomes of units you're appealing against.

An appeal will be noted on the front cover of the student's original assessment kit. The appeal will detail the competencies / elements appealed. The Faculty Heads will then review the appeal and contact the student to discuss and may arrange a re-assessment.

If a student considers the response to their formal appeal unsatisfactory, they have the right to further appeal to the Insight Foundation's Academic Board. Please detail your appeal in writing and submit to the Insight Foundation.

Recognition of Prior Learning (RPL) Appeals

A student must provide a written appeal to the faculty regarding a disputed decision of RPL within 28 days from the result of assessment being advised if:

- That student has sufficient grounds to believe they are entitled to be granted RPL
- That student can provide evidence to adequately demonstrate the skills and experience required as per the learning outcomes of units of competency RPL has been applied for.

Grievance and Complaints Procedure:

Some examples of grievances are:

- Bullying
- Sexual harassment
- Discrimination on the grounds of gender, sexual orientation or religion
- Unfair blame or disagreements on standards of performance
- Threats of physical violence

The Insight Foundation acknowledges that problems can arise which may cause a student to feel aggrieved. It is recommended to first discuss the issue informally either by phone or email. If the outcome is still unsatisfactory, a formal written complaint to Insight Foundation Ethics Committee can be lodged.

Recognition of Prior Learning (RPL):

The Insight Foundation will recognise the AQF qualifications and Statements of attainment issued by other registered training organisations based within Australia. All Insight Foundation staff are made aware of our mutual recognition obligations.

We strongly recommend taking all our units to gain a full understanding of how each unit fits within the whole course

program and to realise the benefits of our unique course perspectives and delivery.

However, if you would like to apply for RPL, please contact our administration office for instructions regarding documentation required for your application.

There will be \$330 administration fee per unit for the recognition of prior learning applications.

Other Policies Available:

- *Access and Equity Policy
- *Anti Discrimination Policy
- *Code of Ethics

Government Acts and Legislation that impacts upon your studies include:

- Occupational Health and Safety Act 2000
- Vocational Education, Training and Employment Act 2000
- Australian Quality Training Framework standards for Registered Training Organizations
- Training Accreditation Council
- Anti-discrimination Act 1991
- Industrial Relations Act 1999
- Privacy Amendment (Private Sector) Act 2000
- Equal Opportunity Act 1992

**Code of Ethics
and
Manual of Professional
Conduct
for
The Insight Foundation**

<http://www.theinsightfoundation.org.au>

<http://www.theinsightfoundation.org.au/IFethicsmanual.pdf>

The Insight Foundation is a registered non-profit teaching organisation
centered in Australia

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PREAMBLE

Keeping in mind the educational and supportive nature of The Insight Foundation, this Code of Ethics (Code) is intended to encourage growth and understanding in and among those involved in the Life Skills activities of THE INSIGHT FOUNDATION. It is a framework, designed to provide an operational scope within which our high levels of moral integrity and duty of care are undertaken and exercised. The Code provides a structure within which disputants may safely and constructively resolve their differences, guidelines for developing ethically based courses of action, and ethical ideals to which to aspire and adhere to. It is a living document, meant to mature with experience and input from our membership.

Why do we have a Code of Ethics?

- to define accepted/acceptable behaviours;
- to promote high standards of practice;
- to provide a benchmark for members to use for self evaluation;
- to establish a framework for professional behaviour and responsibilities;
- as a vehicle for occupational identity;
- as a mark of occupational maturity and professionalism;
- to ensure the commitment to our responsibility and duty of care is maintained

What are Ethics?

- the principles of conduct governing an individual or group, ie professional ethics;

- a system or philosophy of conduct and principles practiced by a person or group;
- the discipline dealing with what is acceptable within the context of moral duty and obligation;
- a set of moral principles or operational values.

What is moral?

- of or concerned with the principles of appropriate behaviour, conduct and character;
- modes of conduct;
- that which is ethical, nurturing and supportive of the duty and responsibility of care;
- teaching or upholding standards of nurturing behaviour judged by one's own conscience to be ethical or approved.

What is a THE INSIGHT FOUNDATION student?

THE INSIGHT FOUNDATION students are any persons who are involved in the following THE INSIGHT FOUNDATION activities regardless of whether you yourself as someone involved in the official activities of the foundation or its faculties are personally involved in their instruction/training of not -

- THE INSIGHT FOUNDATION classes, workshops and seminars
- THE INSIGHT FOUNDATION Life Skills Coaching Programs
- THE INSIGHT FOUNDATION Courses of any kind including all THE INSIGHT FOUNDATION related faculties

Note: attendees of THE INSIGHT FOUNDATION Personal Growth Events such as information gatherings, concerts, spiritual cinema screenings, information nights etc do not become classed as students until they sign up officially to become involved in one of the above THE INSIGHT FOUNDATION activities. Refer to page 7 for more important information

A Code of Ethics (or Ethical Standards) speaks to the implementation of ethical values. Underneath these guidelines are values that The INSIGHT FOUNDATION chooses to uphold. THE INSIGHT FOUNDATION members are responsible for their own behaviour; THE INSIGHT FOUNDATION members accept and strive for excellence through thoughtful, responsible, masterful and professional behaviour.

The INSIGHT FOUNDATION responsibility of CARE!

In a position of authority there is little equality. Those in our care are to be treated with respect and dignity without exception! Above all - CAUSE NO HARM!

PURPOSE OF THE CODE OF ETHICS AND MANUAL OF PROFESSIONAL CONDUCT FOR THE INSIGHT FOUNDATION

The purpose of this document is to define acceptable conduct and behaviour, standards of practice, maturity and professionalism within The Insight Foundation. These definitions form the ethics of The INSIGHT FOUNDATION and apply to all THE INSIGHT FOUNDATION facilitators, representatives, employees, members, branch leaders, life coaches and teachers (including guest facilitators of The INSIGHT FOUNDATION), For the purposes of this document all those whom this document applies to will be referred to as THE INSIGHT FOUNDATION Life Skills Coaches.

The profession of THE INSIGHT FOUNDATION Life Skills, Life Success and Life Mastery Coaching is dedicated to providing an environment in which individuals can freely choose to acquire the necessary skills to function effectively and successfully in their lives on a human/Earthly, psychological and spiritual level. It is not possible to foresee every situation we may encounter. Therefore, the basic ethical principles in THE INSIGHT FOUNDATION Ethics are necessarily extremely wide and in some areas general. THE INSIGHT FOUNDATION Life Skills Coaches must exercise personal judgment and ethical reflection. In each ethical situation the intent of the Life Skills Coach is to benefit and not harm individuals. Benefit is defined in both physical (safety and comfort versus pain and injury), psychological (feelings of self-worth, interpersonal trust, self-knowledge and general knowledge versus fear, humiliation and cynicism) and spiritual (trending towards actualisation of an ascended consciousness of clarity, purity

and integrity). Certain activities and relationship dynamics are clearly defined as unacceptable within The INSIGHT FOUNDATION Code of Ethics.

SCOPE

The Code of Ethics and Professional Conduct Policy provides for ethical standards and behaviours of all THE INSIGHT FOUNDATION Members in any capacity and/or endeavour. This policy as updated and amended from time to time is binding upon all members without exception.

OBJECTIVES

It is the objective of The INSIGHT FOUNDATION that the following Code of Ethics and Professional Conduct will:

- Provide a means for individual THE INSIGHT FOUNDATION members to evaluate their own ethical standards and behaviours and make adjustments if necessary to meet the established standards.
- Provide a means for participants and trainees of THE INSIGHT FOUNDATION Life Skills Programs to evaluate the standards and practices used by their Coaches and Trainers and validate that participants and trainees are receiving professional and ethical training and development.
- Provide a means for Employers to evaluate the standards and behaviours of Life Skills Coaches to ensure a high ethical standard is being met.

- Provide a means to educate the public and promote the high ethical standards practiced by members of The INSIGHT FOUNDATION.
- Provide a means for The INSIGHT FOUNDATION Ethics Committee and the Central Executive Committee to evaluate and adjudicate grievances against THE INSIGHT FOUNDATION Life Skills Coaches.

VALUES

The INSIGHT FOUNDATION holds the worth, dignity and capability of every human being as their primary value. Therefore, Life Skills Coaches shall not discriminate against anyone on the basis of race, colour, language, religion, age, sex, sexual orientation, marital status, physical and mental ability, economic condition or national ancestry. Furthermore, they shall work towards preventing and eliminating such discrimination in rendering service, in work assignments and in employment practices.

The INSIGHT FOUNDATION affirms that all people have the right to well-being.

In addition, all people have the following rights:

- To learn the skills necessary for the development of human relationships and that each person has the right to self-determination with due regard to the rights of others.
- To operate in such a way to move steadily towards the actualisation of love, wisdom, compassion and unconditional love within every facet, activity, circumstance and endeavour of their existence as a

human/spiritual entity..

- To choose the orientation of their energies in. of and for love in service to all that is.
- To act if they but choose as a free agent of creative will
- To exist free of the control and manipulation of fear upon all levels

The INSIGHT FOUNDATION duty of care includes the facilitation of the above rights for all who choose to be involved within the activities of The Insight Foundation (THE INSIGHT FOUNDATION).

I. RESPONSIBILITY OF CONFIDENTIALITY

Values Statement

The commitment to confidentiality fosters open communication and is essential for effective client relationships. Concerns about privacy and confidential matters arise throughout the entire professional relationship, from intake to after the Contract has ended.

Standards of Professional Conduct

- Allow individuals to be the primary source of information about themselves and their issues.
- Explain to individuals the legal limitations to confidentiality and disclose such information only when authorised by the individual or when obligated legally to do so, such as necessary to prevent a crime or to prevent individuals from doing harm to themselves or to others. Recognise that such disclosure should not be

made without great care or without the individual's knowledge unless informing the individual would impede the due process of law or endanger someone.

- Ensure that information obtained and recorded about an individual can be justifiably supported as either being related to an individual's behaviour in the program or be required by the employer for administrative accountability or research needs.
- Permit individuals, in the company of The INSIGHT FOUNDATION Life Skills Coaches/Employer representative, the opportunity to check the accuracy of all factual data in their files as they have the right to know what their records contain.
- Protect the privacy of individuals according to the current government regulations and hold in confidence all knowledge, records and materials concerning each individual. Students or staff may access any of their own records. Such records will be supplied within twenty four hours.
- When disclosure is required by law, by order of a court or competent jurisdiction or by the work setting, divulge no more information than is required, and when possible, notify the individual of this requirement.
- Disclose client information, only to the extent necessary, to defend myself, my colleagues or employers against allegations of malpractice or misconduct.
- Endeavour to promote and maintain excellence in the profession of THE INSIGHT FOUNDATION Life Skills Coaching by adhering to these confidentiality standards.

II. RESPONSIBILITY TO SELF

Values Statement

In private life or professional activity, the behaviour of an individual THE INSIGHT FOUNDATION Life Skills Coach reflects upon the entire profession of coaching and personal/spiritual growth.

Standards of Professional Conduct

- Review on an annual basis this Code of Ethics and Professional Conduct, evaluate my actions and behaviours, and make any necessary changes to ensure I am upholding and subscribing to these Ethics and Standards in spirit as well as in the letter.
 - Accurately identify my qualifications, both verbally and in writing.
 - Avoid claiming or implying any personal capabilities or professional qualifications beyond those I have actually attained, recognising that competency gained in one field of activity must not be used improperly to imply competency in another.
 - Strive to know my limitations and to stay within the bounds of these limitations.
 - Refrain from using a position of trust to receive special benefits, financial or personal gain.
 - Accept full responsibility for the consequences of my own actions and decisions taken.
 - Maintain personal, physical and psychological well-being, including healthy personal support systems, to ensure ongoing professional competence and avoidance of conditions which could result in impaired judgment.
- Use professional THE INSIGHT FOUNDATION counselling to deal with any debilitating personal issues that may interfere with appropriate coach/client relationships.
 - Seek consultation or support from experienced THE INSIGHT FOUNDATION mentors or trainers and give due regard to their advice in arriving at a responsible decision when faced with a difficult issue related to THE INSIGHT FOUNDATION Life Skills.
 - Maintain a high degree of self-awareness to be able to recognise when personal needs, feelings, values, and limitations interfere with the group and the individuals in the group process of planned change and/or termination of a professional relationship.
 - Accept personal responsibility for continued professional competency and utilise ongoing self-evaluation, peer support, consultation, supervision, continuing education and/or personal therapy to evaluate my strengths, limitations, biases or levels of effectiveness as a THE INSIGHT FOUNDATION Life Skills Coach; always striving for self-improvement in my professional knowledge, my skills and abilities, my work with groups and individuals, and my emotional well-being.
 - Participate in ongoing professional development, continuing in and contributing to THE INSIGHT FOUNDATION Life Skills coaching knowledge and education, liaison with colleagues and other professional associations relevant to my field.
 - Contact THE INSIGHT FOUNDATION Headquarters as soon as practicable in order to obtain necessary support

when defending myself against allegations of malpractice or misconduct.

III. RESPONSIBILITY TO GROUP AND INDIVIDUALS

Values Statement

THE INSIGHT FOUNDATION Life Skills Coaches recognise their primary professional responsibility under all circumstances is to the group and individuals they are serving.

THE INSIGHT FOUNDATION Life Skills Coaches recognise that they bear a heavy social responsibility because their recommendations and professional actions may alter the lives of others.

Standards of Professional Conduct

- Only undertake group or individual facilitation that I honestly believe I am personally and professionally capable of handling.
- Recognise the intense level of affective involvement inherent in a professional relationship. Ensure that the difference between professional and personal involvement with individuals is explicitly understood and respected and that my behaviour as a THE INSIGHT FOUNDATION Life Skills Coach is appropriately professional. Ensure that all interpersonal transactions between myself and individuals served are non-

exploitative and essential to their integrity and well-being.

- Be alert to personal, social, organisational, financial and political situations or pressures that may lead to misuse of my influence with individuals. Accept that as a THE INSIGHT FOUNDATION Life Skills Coach, I am an authoritative figure no matter how equal I might appear within a group or to an individual.
- Ensure that appropriate boundaries and safeguards are established with each group and individual which will protect the psychological safety and the integrity of individuals.
- Recognise when an individual's needs are beyond my professional competencies as a THE INSIGHT FOUNDATION Life Skills Coach. Refer individuals for their own safety and well-being or when it is in their best interest to appropriate agencies, services or practitioners. Maintain appropriate contact and support for an individual as necessary to ensure their safety and well-being until seen by the receiving service.
- Not practice, condone, facilitate or collaborate with any form of unjust discrimination. Not engage publicly in demeaning descriptions of others, including jokes or other remarks which reflect adversely on the dignity of others.
- Abstain from all forms of harassment, including sexual harassment.
- Refrain from any overtly or covertly sexualized behaviours and any intimate and sexual intimacies and relationships with individuals whom you meet at THE INSIGHT FOUNDATION Ascension Gatherings and THE

INSIGHT FOUNDATION Workshops/Seminars for a minimum period of three months after the event regardless of whether the attendee is considered an equal.

- Refrain from any overtly or covertly sexualized behaviours and any intimate and sexual intimacies and relationships with THE INSIGHT FOUNDATION students (refer to page 3 for definition of a THE INSIGHT FOUNDATION student) either while involved in a coach-client, facilitator/student, teacher/student or trainer-trainee relationship or for at least two years from the time that the professional contract has formally ended.

Note: under special and unusual circumstances permission may be sought from The INSIGHT FOUNDATION Ethics Committee to commence a sexual/romantic/intimate relationship with a former student after nine months has elapsed since the termination of the teacher-student relationship. This only applies if the former student is now actively undertaking the actualisation of their own world service work in a real and demonstrated way.

Additional Comments on the wise, spiritual expression of sexuality

by Michael King
Founder and Perpetual Chairman of The INSIGHT FOUNDATION

About sexuality

It must be meaningful, about mutual joy, respect, trust and unconditional love. Sexuality is a minefield creating cords and connections with potential for contamination. The problem is that whoever you have sex with you will inevitably take on some of their patterning in the act. There is no way to avoid it. So, partners must be clear, of high vibration and relative purity. Everything you do affects everyone in The INSIGHT FOUNDATION Group Consciousness. Be very clear about who or what you bring into the group energy wise.

Criteria to decide if sex is appropriate

- Is it meaningful?
- Is there mutual joy and respect for each the other?
- Is there trust?
- Is there unconditional love from both sides?
- Is there unconditional positive regard?
- Is there equality to some degree?

Mastery comes in many forms however you must be brutally honest on this point.

Sex with clients and students is a definite “no go” area. Clients and students become infatuated with how you make them feel and intoxicated with their idea of you. They want to possess

some of you. They seek to express their gratitude with their bodies. To betray the sacred trust between healer/teacher - student/client is the height of ego and dis-respect. Using those who look up to us for guidance and instruction in such a way has zero tolerance within The INSIGHT FOUNDATION. It will always cause dis-empowerment and harm.

However.....

Certainly over time (if they succeed in completing their training) students will often inevitably become peers and colleagues. In such a long term experience of relationship the initial glamour's will dissipate and this may lead to meaning, mutual joy, equality, respect, trust, joy and unconditional love in each others company. In such cases intimate and sexual intimacies and relationships may then be an appropriate expression provided boundaries are very clear. In all cases, if a THE INSIGHT FOUNDATION staff member seeks to enter into a romantic relationship with an ex-student or client then a submission for permission to do so must be made to The INSIGHT FOUNDATION Ethics Committee for consideration unless a period of no less than two years has elapsed since the termination of the student teacher relationship.

Intimate and sexual intimacies and romantic relationships amongst members of The INSIGHT FOUNDATION teaching, administrative, Branch Leader and Life Skills Coaching staff - provided the criteria above for safe spiritual sex is met are perfectly acceptable. When an ex-THE INSIGHT FOUNDATION student joins The INSIGHT FOUNDATION teaching, administrative or coaching staff then they do so on a probationary basis for a minimum period of three months. During this probationary period intimate and sexual intimacies

are prohibited with other The INSIGHT FOUNDATION teaching, administrative, Branch Leader and Life Skills Coaching staff. After the successful completion of the probationary period then intimate and sexual intimacies and/or romantic relationship with another member of The INSIGHT FOUNDATION teaching, administrative, branch leader and coaching staff must first be reviewed by The INSIGHT FOUNDATION Ethics Committee to ensure that some degree of authentic equality exists and that the potential relationship serves the personal/spiritual growth of each person involved. Long serving The Insight Foundation teaching, administrative, Branch Leader and Life Skills Coaching staff are all expected to consult the Ethics Committee before embarking upon a relationship with another member of the teaching, administrative, Branch Leader and Life Skills Coaching staff. Although relationships outside of The Insight Foundation do not require consultation with the Ethics Committee if such relations or outside activities adversely affects the ability of the teaching, administrative, Branch Leader and Life Skills Coaching staff member to fulfil their duties within The INSIGHT FOUNDATION then the Ethics Committee reserves the right to bring such poor performance to the teaching, administrative, Branch Leader and Life Skills Coaching staff member and if the situation is not rectified satisfactorily within 21 days then the said member may be removed from their duties within the foundation. If such activities constitute a serious breach of integrity then the teaching, administrative, Branch Leader and Life Skills Coaching staff member may be removed completely as a member of the teaching, administrative, Branch Leader and Life Skills Coaching staff.

Additional guidelines for sexual behaviour

- One night stands are seldom, if ever, about love, respect and so seldom, if ever, meet the criteria for safe spiritual sex.
- Sex as a second chakra release i.e. feeling sexual charged so sex just becomes a release for that energy is about ego and lack of self mastery. Learn to breathe that energy up to the heart.
- Self release - so long as it is not just a second chakra release it is fine. Bringing others into the act in thought, without their permission is not ok. If making love to yourself meets the criteria of meaning, respect, joy etc then not only is this ok but it keeps the whole energy matrix fit and exercised.
- If you are lucky enough to have a regular sexual partner then keep the sacred circle of trust intact. Never bring other energies into the equation, always maintain the circle of sacredness.
- I am in no way encouraging sexual encounters or exploration amongst The INSIGHT FOUNDATION teaching/coaching faculty members. However if it happens in, of and for love, then great. If it occurs and causes harm to individuals or the group in any way then all involved will be immediately asked to leave The INSIGHT FOUNDATION.

You cannot be a Master without self mastery. There are choices and consequences.

*The INSIGHT FOUNDATION ethics are high and this distinguishes The INSIGHT FOUNDATION from other groups.
Michael King – Chairman of The INSIGHT FOUNDATION*

When does a student or client cease to be so?

Generally accepted Professional etiquette dictates that a minimum nine month period should elapse after a counselling/healing client ceases therapy before a romantic relationship should be considered. The INSIGHT FOUNDATION however chooses to generally extend this cooling off period to two years. This gives enough time for any glamour of emulation and adulation or egoic based infatuation to abate. Students who progress quickly and really 'get it' could conceivably move into equal status within a relatively short period of time depending on their attainment in other lifetimes, their willingness to release attachments and their prior attainment before becoming a student. This, however, is an extremely rare situation.

If a student really did move into equality it might be conceivable in, of and for love to begin a romantic relationship under certain conditions.

- The student would have to be mentored by someone else. You cannot be the teacher of your romantic partner.
- You would have to be contemplating a permanent arrangement rather than a fling.
- The minimum cooling off period must be satisfied and the blessing of The INSIGHT FOUNDATION Ethics Committee must be obtained

Of course then it is possible that you may discover that a long term relationship is not meant to be in which case you would complete the learning then move on and remain friends.

Friends as lovers?

It is conceivable that this may be in, of and for love however very clear boundaries must be clearly understood from the outset. Provided the previously mentioned spiritually safe sex criteria exists then there is no reason why THE INSIGHT FOUNDATION Life Skills Coaches could not make love in the human sense. I am not advocating bed hopping nor am I advocating multiple sexual partners. This is very dangerous ground spiritually and if harm comes to individuals or the group then you will have to cease your involvement with The INSIGHT FOUNDATION. I have known friends to have very healing and nurturing sexual relationships for a period of time. These friends were not 'in love' however they shared a very deep love and spiritual connection. Much growth and healing came out of these encounters. When one of them fell 'in love' with another the arrangement ceased immediately and they remain the best of friends. Discernment is necessary in all such situations.

*End of additional comments on correct sexual conduct by
Michael King – Chairman of The INSIGHT FOUNDATION*

Standards of Professional Conduct continued.....

- Refrain from the use of all mind altering substances. There is absolutely no place for mind altering substances of any kind in the life of any THE INSIGHT FOUNDATION Life Skills Coach or other representative of The INSIGHT FOUNDATION. They reduce clarity and

control of the human-body system and they plug the user into the group consciousness of all substance abusers on the planet and in the universes. As presenters of THE INSIGHT FOUNDATION Life Skills all representatives "practice what they preach" and demonstrate this in their daily personal and professional life. Hence, they do not engage in denial and avoidance, chemical or otherwise, but face challenges with up cast eyes and a bright and irrepressible enthusiasm. They acknowledge and integrate their challenges and do not judge them. To be a sacred vessel and channel and represent the energies of The INSIGHT FOUNDATION we cannot pollute our four-body system with recreational drugs, alcohol, nicotine or carnal energies. Purity and clarity are very difficult to maintain and very easily lost. The more we progress in the process of refining ourselves as human spirits, the easier it is for our system to be polluted and to fall unconscious.

- Certain substances and behaviors are mutually exclusive to participation and acceptance in The INSIGHT FOUNDATION.
 1. Coffee adversely affects the pineal gland, upsets the adrenal and thyroid glands which has implications on the alignment of the higher bodies as well as the ability to receive guidance from higher planes of consciousness.
 2. Nicotine turns certain levels of the emotional body into a jelly like consistency producing

stillness in the emotional body so we cannot feel/transmute imbalanced energies effectively.

3. Alcohol is a poison that numbs the body and stupefies the spirit. It is something you preserve things with and if we are committed to change and want to accelerate our physical and other bodies into light, the last thing we would do is soak these bodies in alcohol and prevent change. It also adversely affects the pineal gland associated with the crown chakra that is our link to spirit. It is a preservative and affects the soul. Even in small amounts alcohol reduces the capacity for clear mediumship and shuts down intuition and illumination. It allays feeling so one can numb oneself. If someone needs alcohol to relax or dis-inhibit they are in major denial. Mastery is relaxing and stilling the mind or emotions at will. Only the negative ego uses poison to numb the feeling nature and avoid the eyes of the heart.

- Recognise and accept that all behaviours have meaning and are need fulfilling. Recognise and accept that behaviour is not the individual and that the individual has the right to change their behaviour if they choose. Accept that an individual is not expected to demonstrate behaviours beyond their capacity and their level of skill development. Strive to present various learning opportunities to enable individuals to become aware of their skills and how their behaviours are

fulfilling their needs. Promote awareness and development of options for individuals to enhance their personal effectiveness.

- Consider each individual's motivation, capacity and opportunity for change at any given time during the change process to appropriately guide the interaction. Provide the group and individuals with guidance, counselling, assistance with exploration and consideration of alternatives and consequences, and support them with their decision. Encourage individuals to accept responsibility for their choice and action, as our goal is to assist each individual to become self-determined.
- Be open, honest, trustworthy and non-judgmental. Be aware of the meaning and impact of my own biases, values and the stresses in my own life as they reflect on individuals.
- Do not impose my own biases, values and personal experiences on individuals but rather encourage individuals to develop their own value systems through a process of exploration and values clarification.
- Be responsible, reliable, courteous, conscientious and a good role model. Display a positive self-image, self-control and a sense of humour. Be empathetic and show care and concern. Exercise tact and diplomacy in all relations.
- Recognise that competence for a particular task may require advice or collaboration with experts in other professional fields, on a confidential basis. Accept that it is professionally ethical to obtain this advice in such instances, following the proper legislative procedures.

- Ensure that an individual be allowed to leave with as much dignity as possible in the case of voluntary or involuntary termination of the individual/coach relationship.
- Be aware of the diverse backgrounds of individuals and, when dealing with topics that may give offence, treat and present the material objectively.
- Ensure programs are learner-centred by conducting pre-selection interviews, needs analysis and basing THE INSIGHT FOUNDATION Life Skills course content on learner-identified needs. Develop written lesson plans.
- Do not allow outside interests to occupy my time such that the group or individuals suffer from inattention or poor service.
- Disclose the nature of any potential conflict to the group or individuals when necessary.
- Accept that my commitment to THE INSIGHT FOUNDATION Life Skills professional values does not exclude me from participating in outside interests such as politics, another profession, occupation or business enterprise.

Comments on the age-old practice of spiritual teachers having sex with their students.

Is it possible to transmit "higher frequencies" to students by having sex with them?

Of course.

Is there anything that can be transmitted in the sex act which cannot be transmitted some other way?

Absolutely not.

This old argument has been used by unintegrated teachers for eons to justify their so called privileges of position. In almost all cases it is abuse of privilege and position. In extremely rare cases, where real barriers to advancement exist because of low self image, then it may be appropriate. However, historically, I would estimate that to be true in less than 3 in 1,000,000 cases of student/teacher relations. There is a two way transfer of patterns which add to the level of fragmentation in the teacher. When one holds themselves up and declares themselves to be a guide, then there is an inherent responsibility to set an example. Many do not set a masterful integrated example and by so not doing, cause immeasurable harm to the race and planet. We need to set a shining example of what spiritual growth is really all about. Using a spiritual group as a means to have casual sex like so many people do is appalling.

The world is full of false prophets and unintegrated groups of all kinds. Anyone who tries to lower The INSIGHT FOUNDATION to such levels will deal with The INSIGHT FOUNDATION Ethics Committee. It is a sad that those who are supposed to be the very light of the world are so unintegrated as to engage in such demeaning behaviours, only in leading by shining example will this state be turned around.

Could sex with one's long-time partner be considered inappropriate if the sexual act was out of lust or duty?

Yes, if the union does not meet the outlined criteria of safe spiritual sex then it makes no difference if it is a one night stand or a long term partner. If the criteria is not met, then sex will be spiritually harmful to both parties. If it is accompanied by denial and avoidance then you may never recover in that lifetime so far as the ascension process goes. Once awakening occurs in a life, then casual sex should stop completely as the risks are not worth it. This applies regardless of your age at awakening.

What constitutes sex?

You do not need any physical contact to have sex. Sex is an energetic melding experience. The act has little to do with the physical sex act itself. Serious flirting can be sex in some circumstances.

SUMMARY

The INSIGHT FOUNDATION is a group consciousness and everything you do affects everyone in the group.

Be very clear about who or what energies you bring into the group. I am referring to a heart affinity, not a gonad affinity.

- Is it meaningful? Is there trust?
- Is there mutual joy and respect for each the other?
- Is their unconditional love from both sides?
- Is there mutual unconditional positive regard?
- Is there genuine equality to some degree?

Mastery comes in many forms however you must be brutally honest on this point. Your partner does not, however, need to be on the path, nor at any particular level of initiation to meet these criteria.

**The INSIGHT FOUNDATION Sexual Ethics Policy:
Sex with clients and students is unacceptable.**

In the spiritual sense clients and students are our children and we have a responsibility and duty to care, nurture, protect and encourage them. Part of that process means facilitating experiences which will assist them to transcend any dependency they have on you to learn discernment and to empower the human-divine spirit that they are. Those who use others on the path as play things for their own gratification in anyway, show their lack of spiritual maturity. They are a dis-grace to the human race and are false prophets. Within The INSIGHT FOUNDATION we always and in all ways strive to operate in integrity, truth, love and respect.

IV. RESPONSIBILITY TO THE EMPLOYER

Values Statement

Life Skills Coaches are accountable and responsible for the efficient performance of their duties to their employer.

Standards of Professional Conduct

- Be accountable and responsible for the efficient performance of my duties to my employer as well as

- provide competent group and individual service.
- Fulfil obligations to individuals and responsibility to my employer with integrity and competence. Inform my employer of any situation that may impede my competent performance or infringe on my integrity. Disclose the nature of any potential conflict to my employer when necessary.
- Respect employer policies and procedures and co-operate with management as long as they are consistent with THE INSIGHT FOUNDATION Code of Ethics and Professional Conduct. Be aware of the need for changes in policies and procedures and actively pursue such changes. Refuse to participate in any unethical practices.
- Recognise the need to work co-operatively in a multi-disciplinary team respecting the unique contribution of each member and discipline.

V. RESPONSIBILITY TO THE PROFESSION

Values Statement

The INSIGHT FOUNDATION has a public responsibility to provide competent THE INSIGHT FOUNDATION Life Skills Coaching services. Therefore, individual THE INSIGHT FOUNDATION Life Skills Coaches must actively support and uphold the ethical standards and behaviour of all THE INSIGHT FOUNDATION Life Skills Coaches.

Standards of Professional Conduct

- Accept responsibility for the quality of my professional performance while facilitating, encouraging, and respecting the same standards of colleagues. Contribute my ideas and share my expertise and learning with other Life Skills Coaches.
- As a co-facilitator, work in a mutually supportive manner and do mutual planning to enhance group and individual development. Confront and resolve any issues that develop between me and my co-coach in a professional, timely and competent manner. Refuse to participate in unethical practices.
- Report to The INSIGHT FOUNDATION Ethics Committee any unethical practices or other actions by THE INSIGHT FOUNDATION members which could impair coach/individuals relationships or reflect discredit upon The INSIGHT FOUNDATION or the Life Skills profession. Confine expression of professional conduct to matters of fact.
- Actively support the purposes and values of The INSIGHT FOUNDATION. Bring to the attention of The INSIGHT FOUNDATION Ethics Committee all ethical issues which require clarification or the development of new guidelines or standards.
- Support other THE INSIGHT FOUNDATION Life Skills Coaches in their adherence to The INSIGHT FOUNDATION Code of Ethics and Professional Conduct.
- Take steps to protect the larger community by educating individuals and groups as to what constitutes harm caused by those purporting to offer Life Skills Coaching.

VI. RESPONSIBILITY TO THE COMMUNITY

Values Statement

As Life Skills Coaches are viewed as role models within the communities they live and serve, their integrity and behaviours reflect upon the profession as a whole.

Standards of Professional Conduct

- Abide by the laws of the society in which I live and work.
- Work within the community of human services to create, promote and maintain employment policies, practices and conditions which are consistent with the values, ethics and professional standards of the Life Skills profession.
- Ensure advertisements and other public notices and information relating to THE INSIGHT FOUNDATION Life Skills are accurate and truthful. Avoid using misleading claims or promises that could lead to loss of confidence by the public.

GRIEVANCE PROCEDURE

As a THE INSIGHT FOUNDATION Life Skills Coach, participant, employer or concerned member of the public who has a

concern with the ethical behaviour of a THE INSIGHT FOUNDATION Life Skills Coach or Trainer, the following procedure applies.

If the grievance is of a criminal nature, it must be reported immediately to the proper legal authorities.

If you perceive the behaviour of a Life Skills Coach/Trainer to be outside the acceptable Code of Ethics and Professional Conduct as adopted by THE INSIGHT FOUNDATION, then:

- a) Reference this Code of Ethics and Professional Conduct Policy , and seek advice and guidance as necessary from any member of The INSIGHT FOUNDATION Executive or the Ethics Committee.
- b) Initiate discussion with the Life Skills Coach/Trainer with whom you have a personal concern about their professional ethics and behaviour to clarify, confront and resolve the situation as soon as possible.
- c) If unable to confront or resolve the situation a written grievance is to be sent to The INSIGHT FOUNDATION Executive and The INSIGHT FOUNDATION Ethics Committee. At the same time, a copy of the written Grievance must also be provided to the Life Skills Coach/Trainer you are grieving. Grievance of an alleged breach of Ethics must be formally initiated no later than one year after the situation occurred.

Confidentiality is to be strictly adhered to by all individuals involved in the grievance process and subsequent review and investigation (including the complainant, the

defendant, members of the Ethics Committee and The INSIGHT FOUNDATION Executive) to ensure a factual and effective review and investigation and to promote the dignity of all involved.

Upon receipt of a written grievance, a meeting of the Ethics Committee must be called by the Chairperson within thirty (30) days of receipt of the grievance. If the grievance is of a criminal nature, it will immediately be forwarded to the proper legal authorities.

After the Ethics Committee's first meeting regarding a grievance, a letter indicating the Committee members' names, names of the people involved in the grievance and dates pertinent to the issue, must be sent to the people involved and to members of THE INSIGHT FOUNDATION Executive. The letter will also describe the Committee's initial plan of action and/or decisions and information on appeal procedures.

There are three acceptable actions only:

- a) Conduct an investigation,
- b) Refer the matter to a more appropriate agency or individual for resolution,
- c) Refer the matter elsewhere, with further proceedings by the Ethics Committee to be held in consideration.

Should the Ethics Committee decide to conduct an investigation, they will review and conduct it in a timely manner. This will include speaking with the person initiating the grievance and the Life Skills Coach/Trainer against whom the grievance is made. Other people may be

interviewed and evidence will also be sought as deemed appropriate by the Committee.

Upon completion of the investigation, the Ethics Committee will issue a written notice of the findings, including any action to be taken, to the Complainant, the Life Skills Coach/Trainer and The INSIGHT FOUNDATION Executive.

The Ethics Committee and all those involved in a grievance have the right to call upon advisors for the purpose of gathering information or seeking legal or other counsel.

The appeal procedure is the same as set out for the original grievance. Notice of the appeal must also be sent to the other party. An appeal, by either party, must be received or postmarked no later than sixty (60) days from the date the original ruling was issued by the Ethics Committee.

Upon receipt of an Appeal, The INSIGHT FOUNDATION Ethics Committee will review the Appeal and any additional information brought forward in the Appeal. If deemed necessary, further investigation may be undertaken. A final ruling on the grievance, binding on both parties, will be issued to both parties and The INSIGHT FOUNDATION Executive no later than 90 days after receipt of the Appeal.

Where a case is proven against a Life Skills Coach or Trainer, they may, depending on the circumstances and the gravity of the charge, be reprimanded, suspended from membership, or removed from the list of members. Details

of cases in which members are found in breach of the Code of Ethics and Professional Conduct may be published in such a manner as the Ethics Committee shall deem appropriate.

All correspondence becomes a matter of public record.

ETHICS COMMITTEE

- All members of the Committee must be THE INSIGHT FOUNDATION members in good standing for a minimum of one (1) year.
- At least one member must be from The INSIGHT FOUNDATION Central Executive Committee.
- All other members will be elected or appointed from within the ranks of The INSIGHT FOUNDATION Life Skills Coaching Facilitation staff.
- Elections or appointments shall be held annually at The INSIGHT FOUNDATION Annual General Meeting.
- The position of Chairperson shall be elected or appointed by the Committee Members at their first meeting following the Annual General Meeting and be held for the remainder of the 1 year term.
- The quorum for the Ethics Committee will be three (3) members present. In the event that a member(s) is unable to deal with a formal complaint, the remaining committee members will choose an alternative(s) from the membership at large, subject to approval by the Executive to meet quorum requirements. After a meeting of The INSIGHT FOUNDATION Ethics Committee, any alternatives are expected to stay with

the Committee until the end of the specific grievance procedure.

- THE INSIGHT FOUNDATION Ethics Committee members must report any conflicts and voluntarily remove him/herself from the Committee.
- If a grievance is toward a member of The INSIGHT FOUNDATION Ethics Committee, that member must step down until the matter has been settled. The Committee may later reinstate the individual to the Committee if appropriate.

Note: These Ethics Guidelines operate within and in conjunction with the operational charter of The Insight Foundation.

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