



# RIHEL Build Your Own Compass Program POLICIES AND AGREEMENTS

**The following policies and agreements pertain only to participation in the RIHEL Build Your Own Compass program (BYOC).**

## Participant Responsibilities and Agreements

Participants in BYOC must commit the time required to complete assignments and participate in all 90-minute training sessions. BYOC sessions will be delivered through video-conference sessions (i.e., Zoom). Between the sessions, the participants will engage with a coach and read materials on leadership and associated topics. BYOC cannot assume any costs for the computer and communication systems used by the participants.

Participants of BYOC make the following commitments and understand that if they do not fulfill these commitments, their continued participation will be reviewed by BYOC faculty.

1. Commit the time necessary to fully attend all BYOC sessions and complete the assignments.
2. Be an active and respectful contributor to the BYOC and participate fully in all program sessions. This includes being prepared for the session, participating in discussions and activities, assuming responsibility for one's learning, contributing to the learning of others, and embracing diversity and inclusion while respecting the dignity and humanity of others.
3. Complete all assignments required during BYOC.
4. Have regular, reliable access to the Internet and Zoom to participate in the activities of BYOC. This includes having the camera on for virtual sessions (bandwidth permitting).
5. Participate in the evaluation activities of BYOC.

In addition, participants:

1. Understand that a federal law known as "the Buckley amendment" imposes limitations on the release of student records without consent from the student. The student will need to authorize the Regional Institute for Health and Environmental Leadership to release any record relating to their participation in BYOC.
2. Authorize the use of their name as a participant in BYOC events and evaluations.
3. Understand that as participants of BYOC, the names and pictures of participants may be included in the creation of web pages.

## Media & Publicity Agreement

Participants consent to the photographing (video and/or still) of themselves and the recording of their voice, the use of these photographs and/or recordings singularly or in conjunction with other photographs and/or recordings by BYOC, the Regional Institute for Health and Environmental Leadership (RIHEL), the organization in which BYOC is housed, and its representatives. Participants further authorize the use, reproduction, and/or publication of said photographs and/or video that may pertain to them — including their image, likeness and/or voice—without compensation, and without further notice to or



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permission from the participant. Participants understand that this material may be used in various publications, public affairs releases, recruitment materials, training and educational materials, or for other related endeavors, including that this material may also appear on the Internet website of RIHEL.

Participants also understand that any such materials will be used by RIHEL with the highest integrity and discretion, with the intent to communicate responsibly and ethically, the subject matter contained therein. Participants also recognize that the use and publication of this material may make it available to others over which RIHEL have no control.

## General Disability Policy

RIHEL may be able to accommodate some learning or physical disabilities. To inquire about the possibility of accommodations, please contact Nicole Tuitt, Program Director, at [nicole.tuitt@cuanschutz.edu](mailto:nicole.tuitt@cuanschutz.edu). Individuals with questions about this policy should contact Arron Mansika, Executive Director, at [arron.mansika@rihel.org](mailto:arron.mansika@rihel.org).

## Illness Policy

It is important that participants are present at all program sessions. If participants miss more than **8** hours of the program, they will be removed from the program.

If participants have an emergency or become ill and are not able to attend a program session, they must contact Nicole Tuitt, Program Director, at [nicole.tuitt@cuanschutz.edu](mailto:nicole.tuitt@cuanschutz.edu) immediately. Participants will be expected to complete the session materials, review the session recording (or if a recording is not available, review the session content with program faculty), and complete any missed coaching sessions.

Petitions to this policy are considered on a case-by-case basis and must be submitted in writing to Nicole Tuitt, Program Director, at [Nicole.tuitt@cuanschutz.edu](mailto:Nicole.tuitt@cuanschutz.edu).

## Grievance Policy

RIHEL seeks to ensure equitable treatment of every person and to attempt to solve any grievances in a timely and fair manner. Participants have the right to file a grievance regarding presentation or content or instructor/faculty behavior. All grievances will be addressed to the best of our ability to prevent further problems. A process for filing grievances can be found below:

1. A participant should first attempt to resolve the issue directly with the educator/trainer, staff, or participant with whom they have an issue. If participants are not comfortable approaching the individual, they can proceed to step 2.
2. If participants are not comfortable approaching the individual with whom they have a grievance, or are unable to resolve the issue directly, participants should submit a written grievance to the program director at [nicole.tuitt@cuanschutz.edu](mailto:nicole.tuitt@cuanschutz.edu) within 30 days. The program director will review the issue and talk to the participant within 2 days of receiving the complaint. The program director will work with all parties involved to resolve the issue.



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3. If a participant does not feel the issue is resolved, a written request for an appeal should be sent to the RIHEL Executive Director at [arron.mansika@rihel.org](mailto:arron.mansika@rihel.org) for review. This appeal should include the original complaint and reason(s) the participant is unsatisfied with the resolution attempt(s). Appeals are reviewed and a written response will be provided to the participant within 60 days. All appeal decisions are final.

### Statement on Ethics, Integrity, Transparency

RIHEL commits to acting with integrity and transparency. We hold ourselves and our participants to the highest level of integrity and strive to be as transparent as possible by explicitly stating measures being taken to provide programs in an ethical manner. We do not believe in using manipulative or dishonest sales tactics and strive to provide a safe and ethical sales process. Further, we work to provide fair and equitable pricing for all programs to ensure access and quality of coaching education.

RIHEL provides full disclosure in promotional material, in print and electronic format, about the services and resources accessible to program participants and the degree to which they are sufficient to achieve the learning outcomes declared by the program syllabi and curriculum descriptions. Information made available to participants addresses what is and what is not incorporated in this program including the number of training hours, type of training hours, and available coaching hours.

RIHEL offers accurate and congruent descriptions between the written word and live interactions with provider personnel about program elements, benefits, expected outcomes, expenses and access to resources and personnel to successfully satisfy program requirements.

Regarding all coaching related activities, RIHEL adheres to and emphasizes the International Coaching Federation Code of Ethics. The ICF Code of ethics describes the ICF core values, ethical principles, and standards of behavior for all ICF professionals. You can read more about the [ICF Code of Ethics here](#).

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