



# Embodywise

CULTIVATE INNATE WISDOM

## Grievance Process

Embodywise offers education in the field of psychology, and conducts its business activities in conformance with the following standards from the American Psychological Association's Ethical Principles of Psychologists:

Standard #3: Human Relations

Standard #5: Advertising and Other Public Statements

Standard #7: Education and Training

Embodywise operates within all applicable federal and state laws and maintains an active policy of equal opportunity. Our teachers, trainers and administrative employees are committed to encouraging diversity and refraining from behavior that harasses, demeans or discriminates on the basis of age, gender, race, ethnicity, culture, national origin, religion or creed, gender, gender identity, sexual orientation, marital status, disability or socioeconomic status. Embodywise is also committed to maintaining clear business policies for matters such as cancellation, refunds, discounts, student financial assistance, etc.

Students, employees, vendors and other Embodywise associates who believe they have been treated unfairly, unethically or in violation of policies or applicable state and federal laws are welcome to submit a written grievance request. Our grievance process is as follows:

1. Claimant emails a written grievance request to our office manager at [info@embodywise.com](mailto:info@embodywise.com). Grievance requests should include claimant's name, phone number, email address, full grievance details and reparation requested.
2. Embodywise's office manager and/or assigned staff member researches and clarifies the facts of the grievance request with all involved parties while ensuring the claimant's confidentiality.
3. Office manager works out a resolution that is mutually agreeable to the claimant and Embodywise's director within 60 days after receipt of the claimant's written grievance request.

Hakomi Institute of California, a business division within Embodywise, is also required to follow the [Hakomi Code of Ethics](#). The Hakomi Institute international office headquartered in Boulder, Colorado offers an additional [Ethical Grievance Process](#) for all ethical matters detailed in the Hakomi Code of Ethics. More information is provided at [hakomiinstitute.com/ethics-dei/ethics/](http://hakomiinstitute.com/ethics-dei/ethics/).

