

ICF POLICIES

ICU

INSPIRATIONAL COMMUNICATION UNLIMITED

INHOUD

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Publicly Accessible Website that states:

Title of education offerings

Number of contact hours

Dates/locations of educational offerings

Language(s) that are used

Delivery method

Intended participants and pre-requisites for individuals to enroll

Contact phone number/email

Organizational contact list

Disability/Discrimination/DEIJ statement

Complaint/Grievance policy

Enrollment Agreement

Partial completion policy

Payment/Fees policy(s)

Transparent fee schedule

Established business enterprise (physical published address)

Organization admin information (Commercial organizations only)

Refund policy

Transfer of credit policy

Illness policy

Ethical marketing agreement

Organization owner(s) – percentage of ownership

DIVERSITY, INCLUSION, AND EQUITY

ICU strives to ensure our training is representative of all sections of society.

We cultivate behavior and attitudes of openness, equality, and inclusion in all our training. This is reflected by our staff, students, graduates, and clients.

All classes and training are built on a foundation of respect, understanding, openness and safety. This safety is what enables students, staff, and faculty freedom to express themselves with transparency and honesty.

DIVERSITEIT, INCLUSIE EN GELIJKHEID

ICU streeft ernaar om ervoor te zorgen dat onze training representatief is voor alle geledingen van de samenleving.

We cultiveren gedrag en houdingen van openheid, gelijkheid en inclusie in al onze trainingen. Dit wordt weerspiegeld door onze medewerkers, studenten, afgestudeerden en klanten.

Alle lessen en trainingen zijn gebaseerd op respect, begrip, openheid en veiligheid. Deze veiligheid stelt iedereen in staat om zich authentiek uit te drukken.

Ethische code

ICU volgt de ICF ethische code:

Alle medewerkers, docenten, studenten, afgestudeerden, medewerkers en leden van ICU worden verwacht en moeten akkoord gaan met de ICF Ethische Code. Eventuele inbreuken zullen worden onderzocht en kunnen leiden tot de intrekking van alle rechten die eerder zijn verleend via hun verbinding met ICU.

GENERAL DISABILITY POLICY

Inspirational Communication Unlimited (ICU) supports individuals with disabilities and is committed to providing disabled individuals access with reasonable accommodations. In addition, Inspirational Communication Unlimited prohibits discrimination based on disability and ensures equal opportunity for all qualified individuals with disabilities. ICU is committed to providing reasonable accommodations in compliance with all local and national policies.

Our goal is to create a learning environment which meets the needs of each individual student. Currently we can accommodate a few learning and physical disabilities to make our program more accessible. Please contact Jane Tipping jane@icunow.nl before enrolling to determine if your needs can be met.

TRANSFER OF CREDIT POLICY

ICU will accept partial credit from other organizations or programs.

We will apply your completed credit hours to your Level 2 program. You must provide documentation of your Level 1 completion, including the organization, number of hours completed, completion certificate, and contact information for the organization or trainer. You may be asked for additional details or documentation on an as-needed basis.

For more information contact: info@icunow.nl

ILLNESS POLICY

ICU requires 85% attendance for all classes to meet the minimum required training hours for certification. If you have an emergency or become ill and are not able to attend a class or mentoring session, you must contact your instructor and inform them of your intended absence. You will be expected to complete the session materials and review the session recording. If you miss more than 20% of the live sessions, then you will be expected to attend additional live sessions.

If you are unable to attend or miss a group mentoring session, further sessions can be arranged at a fee. If you miss your individual mentoring, you will be expected to reschedule, and a cancellation fee paid. Unusual or dire circumstances will be taken into consideration.

Petitions to this policy are considered on a case-by-case basis and must be submitted in writing to the instructor and (organization).

CODE OF CONDUCT

Participants are expected to conduct themselves in a professional manner during all sessions. This includes, but is not limited to:

All programs:

Arriving on time to all sessions.

Attending all live sessions and mentor coaching sessions.

Online programs:

Having your camera on for virtual live sessions.

Participating fully in all sessions and mentor coaching sessions. This includes being prepared for the session, involving yourself in discussions and activities, assuming responsibility for your learning, and contributing to the learning of others.

Engaging in discussions with integrity and honesty.

Being respectful of your fellow participants and instructors, including silencing your cell phone, not texting, and other disruptive or distracting behaviors.

ICU STANCE ON ETHICS

All staff, tutors, students, graduates, associates, and members of ICU are expected and must agree to the ICF Code of Ethics. Any observed or reported breaches of the code will be investigated and may lead to the withdrawal of all and any rights previously bestowed on staff, present and past students, through their connection with ICU.

For more information on the code go to:

<https://coachingfederation.org/app/uploads/2021/01/ICF-Code-of-Ethics-1.pdf>

<https://coachingfederation.org/ethics/code-of-ethics>

COPYRIGHT

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