

ANAILIS® Policies and Ethics

As a potential ICF accredited provider, our organization 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. Meeting these ethical standards of behavior is the first of the ICF core coaching competencies. You can read more about the ICF Code of Ethics on <https://coachingfederation.org/ethics/code-of-ethics>.

Additionally, ANAILIS® 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.

1. General Disability Policy

ANAILIS® supports individuals with disabilities and is committed to providing disabled individuals access reasonable accommodations. In addition, ANAILIS® prohibits discrimination because of disability and ensures equal opportunity for all qualified individuals with disabilities. ANAILIS® is committed to providing reasonable accommodations in compliance with all local, state/territory, and federal laws. Individuals with questions about this policy, or who wish to request accommodation should contact Marc Beretta, ANAILIS® Director of Education, mberetta@anailis.com.

Our goal is to create a learning environment which meets the needs of each individual student. We can accommodate a variety of learning disabilities to make our program more accessible. Please contact Marc Beretta, ANAILIS® Director of Education, mberetta@anailis.com before enrolling to determine if your needs can be met.

2. DEIJ Statement

The ICF Global Board of Directors approved the ICF Statement of Diversity, Inclusion, Belonging and Justice in July 2020. Staff and volunteer leaders from ICF's six family organizations subsequently cosigned the statement. This statement of principles reflects a position we invite every ICF Member, Credential-holder, and accredited provider to subscribe to.

ICF Members and Credential-holders live and work in more than 140 countries and territories. ICF is a vibrant global community committed to the shared vision of making coaching an integral part of a thriving society. Our mission is to lead the global advancement of coaching. To do this, we must reflect on our blind spots and be aware of opportunities for improvement. We cannot ignore

the challenges that many coaches and coaching clients face due to systemic problems in their communities.

As members of the ICF community, we ascribe to the core values of integrity, excellence, collaboration, and respect. The foundation of these values is a shared commitment to diversity, inclusion, belonging and justice.

We will place diversity, inclusion, belonging and justice at the forefront of every decision we make within our Association. As we continue the journey toward our vision, we will recommit ourselves to valuing the unique talents, insights, and experiences that every coach and client brings to the world.

Non-Discrimination Policy

It is the policy of ANAILIS® that:

- Recruitment and hiring of all personnel are conducted without discrimination against any individual regarding race, age, religion, color, creed, national origin, gender, sexual orientation, gender identity, marital status, disability, or veteran status.
- All staff and personnel will not discriminate against any employee or participant because of race, age, religion, color, creed, national origin, gender, sexual orientation, gender identity, marital status, disability, or veteran status.
- All individuals are welcome to participate regardless of race, age, religion, color, creed, national origin, gender, sexual orientation, gender identity, marital status, disability, or veteran status.
- All employees, students, and other participants should be able to enjoy an environment free of discrimination and harassment. This includes, but is not limited to, discrimination or harassment in the areas of race, age, religion, color, creed, national origin, gender, sexual orientation, gender identity, marital status, disability, or veteran status. Our organization does not and will not tolerate conduct by any employee, student, volunteer, contractor, visitor, or vendor which unreasonably interferes with an individual's ability to learn in a welcoming environment.

Participants who wish to report discrimination are encouraged to follow the grievance policy outlined below. ANAILIS® will promptly investigate all claims and reports of inappropriate conduct.

3. Grievance Policy

ANAILIS® 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, facility concerns, 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:

- 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.
- 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 manager within 28 days. The program manager will review the issue and talk to the student within 28 days of receiving the complaint. The program manager will work with all parties involved to resolve the issue.

- If a participant does not feel the issue is resolved, a written request for an appeal should be sent to Marc Beretta, ANAILIS® Director of Education, mberetta@anailis.com 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 28 days. All appeal decisions are final.

4. Participation Policy

Success in our program requires full commitment by all participants. By enrolling in this course, participants agree to being fully present during all sessions and participate to the best of their ability. This includes arriving on time, abiding by the code of conduct, and engaging in course activities.

Attendance

To provide you with the minimum required training hours for certification, it is important that you are present at all course meeting.

If you have an emergency or become ill and are not able to attend a coaching session, please contact your instructor and Marc Beretta, ANAILIS® Director of Education, mberetta@anailis.com immediately. You will be expected to complete the session materials, review the session recording, and complete a coaching session outside the live session to make up for the missed session, most probably asynchronously.

As PCC Level 2 accreditation requires 125 hours of training, and as the ANAILIS® program is 135 hours if you need to miss more than 10 hours of the course, you will have the option to work with the instructor to cover the missed material at your own expense or register for another course. If you miss any hour of mentor coaching, you will need to arrange and pay for individual mentor coaching sessions to complete the required 10 hours of mentor coaching to satisfy the International Coaching federation requirements.

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

Course Engagement

Our courses are designed to be interactive and engaging for our participants. It is therefore an expectation that you participate in course activities, including dialogue with the course instructor and peers, mock coaching activities, and experiential learning exercises. If you are unable to participate in an activity, please inform your instructor as soon as possible. Please refer to the code of conduct for additional details.

Code of Conduct

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

- Arriving on time to all sessions.
- Attending all live sessions and mentor coaching sessions.
- 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 behaviors.
- Embracing diversity and inclusion while respecting the dignity and humanity of others.

Mentorship

- Collective Mentorship: If you miss any hour of mentor coaching, you will need to arrange and pay for individual mentor coaching sessions to complete the required 10 hours of mentor coaching to satisfy the International Coaching federation requirements.
- Individual Mentorship: Sessions should be scheduled ahead. Change of scheduled are accepted with a minimum of a 48-hour notice. If that notice is not respected -except force majeure and/or sick certificate-, the session is considered as hold. Therefore, you will need to arrange and pay for individual mentor coaching sessions to complete the required 10 hours of mentor coaching to satisfy the International Coaching federation requirements.

5. Partial Completion Policy

ANAILIS® will offer credit for partial completion of a course

The number of hours awarded will depend on the number of hours of curriculum received. If you are interested in receiving partial credit for a course in which you are currently or were previously enrolled, please contact Marc Beretta, ANAILIS® Director of Education at mberetta@anailis.com no more than 14 days after the course has ended. Please include details about the course in which you were enrolled, the number of credit hours you are seeking, and any additional relevant information. If approved, you will receive a certificate of credit from ANAILIS® indicating the number of training hours completed.

6. Payment/Fees Policy

Once the application form validated by ANAILIS®, all registrations are secured on a first-come, first-served basis. Your registration in the ANAILIS® program is dependent upon receipt of full payment. Payment instalments and/or specific discounts may be exceptionally granted on a case-by-case basis. We exclusively accept payment by bank transfer. All payment and invoices from ANAILIS® side will be in euros.

Registration fees

ANAILIS 1 / to ACC	8k€	-> 4.5 k€ for 2024 ICF Pilote
ANAILIS 2 / From ACC to PCC (for ACC only)	9k€	-> 5.5 k€ for 2024 ICF Pilote
ANAILIS 3 = 1 + 2 / directly to PCC	12k€	-> 6.5 k€ for 2024 ICF Pilote

ICF requires a full program accomplished to get the program accredited; that's why a discount is given to the first cohort participants

7. Refund Policy

If ANAILIS® decides to interrupt the training participation:

- If it's due to our responsibility, then we will refund proportionally to the days of the program left.

- If it's due to participant's responsibility (e.g., no show, not respecting the rules, inappropriate behavior...), then no refund will be granted.

If one participant decides to interrupt the training participation:

- If it's due to medical reasons (proven by sick note), then we will refund proportionally to the days of the program left.
- In any other case, no refund will be accorded.

Registration Modifications

Transfer of course dates must be completed at least seven days before the program date.

8. Transfer of Credit Policy

ANAILIS® will accept partial credit from other organizations or programs

If you have completed a Level 1 program at another organization, 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. Please contact Marc Beretta at mberetta@anailis.com for more information.

9. Illness Policy

In order to provide you with the minimum required training hours for certification, it is important that you are present at all course meetings. If you have an emergency or become ill and are not able to attend a coaching session, please contact Marc Beretta (mberetta@anailis.com) and your instructor immediately. You will be expected to complete the session materials, review the session recording, and complete a coaching session outside the live session to make up for the missed session.

If you need to miss more than 10 hours of the course, you will have the option to work with the instructor to cover the missed material at your own expense or register for another course.

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

10. Survey, Studies & Research

You may be required -as a participant or as an alumnus/alumna- to take part of surveys or studies for research purposes. Your participation in this would contribute to the world knowledge of coaching impact. Your participation is optional.

11. Privacy Policy

Being a French entity, ANAILIS® must respect the RGPD law about collecting, using and protecting personal information. Beyond this obligation, we are particularly vigilant about the use of the data we receive. Moreover, our classes, training sessions or modules may be recorded; you accept to transfer to ANAILIS® your image rights.

The information collected is recorded and used for:

- Internal use by ANAILIS® (Administration and accounting).
- Distribute information and make documents available (e-mail, website).
- Exchanges with Director of Education, Instructors, Observers and Mentors.
- Put members in touch with each other.
- ICF accreditation.

They are kept until the member requests their deletion or for a maximum of 5 years after the end of the course. In accordance with the French Data Protection Regulations, you may exercise your right to access and rectify your personal data by contacting ANAILIS® (Marc Beretta / mberetta@anailis.com).
