Safe Organizations Learning Academy (SOLA) Learner Code of Ethics Policy
[Safe Organizations, LLC](http://safeorganizations.org/)

Ethical conduct is essential to foster a positive experience for each person engaged with Safe Organizations, LLC through our learning academy (SOLA). Learners, facilitators, and guest speakers are responsible to engage in the highest standards of ethics by demonstrating respect, inclusivity, honesty, trustworthiness, and fairness during all interactions and communications. Conduct that deviates from these standards is a violation of this policy and may result in disciplinary action up to and including termination from the SOLA course (Learners) or Safe Organizations, LLC contract (facilitators, guest speakers).

✅ We are committed to maintaining an inclusive, respectful, and engaging learning environment.

✅ We recognize our duty to investigate any concerns that arise involving a facilitator or guest speaker.

✅ We reserve the right to report any form of alleged misconduct by a Learner to the Learner’s employer.

✅ We will communicate with the necessary persons, who may have experienced harm from the alleged misconduct, to ensure their safety is assessed and needs have been met while any investigation or inquiry is pending.

Conduct

Learners are expected to adopt the following conduct during interactions with other Learners, facilitators, or guest speakers:

 ✅ I will contribute to a safe, inclusive, and respectful learning environment.

 ✅ I will treat others with dignity and respect.

 ✅ I understand the importance of privacy and will exercise caution when directing questions to a person.

 ✅ I will engage others with cultural humility.

 ✅ I will communicate respectfully with others and will offer or ask for clarification, if needed.

 ✅ I recognize the importance of acting with integrity.

 ✅ All work products will be my own or attributed/cited, as needed.

 ✅ I will use all course content, LMS, and SOLA systems in the manner intended.

Learners are **prohibited** from engaging in conduct that includes but is not limited to:

 🚫 Any violation of this Code of Ethics enabled through direct or indirect contact with another Learner, facilitator, or guest speaker in live discussion groups, LMS message boards, via email, social media, or other modes of communication.

 🚫 Any form of sexual harassment including but not limited to unwanted, unwelcomed, or aggressive sexual advances, comments, jokes, emails, texts, photos, touch, gestures (e.g., staring, glaring), stalking (online or in-person), or messaging.

 🚫 Any form of harassment including but not limited to hostile, offensive, or derogatory language and/or behavior targeting another person because of their race, ethnicity, or tribal affiliation, disability, sex, gender, gender identity or expression, sexual orientation, age, religion, martial status, pregnancy, and/or other misconduct directed at any other protected class of persons.

 🚫 Any form of bullying including but not limited to acting aggressively (e.g., verbally or physically), shaming, teasing, jeering, making fun of/laughing at, gaslighting, taking credit for another person’s work, insulting, humiliating, threatening, or otherwise excluding, making uncomfortable, or invalidating another person or their feelings.

 🚫 Any form of discrimination including but not limited to microaggressions, unequal treatment of a person or group of persons based upon the social construct of race or gender, or any other behavior that is rooted in unequal, unfair, or prejudiced partiality. (**NOTE:** Discrimination is a form of harassment. All protected classes apply to discrimination.)

 🚫 Any form of intimidation including but not limited to coercion, force, or threat of violent behavior for purposes of personal gain or benefit.

 🚫 Any conduct that is disrespectful, disruptive, lewd, indecent, or otherwise inappropriate.

 🚫 Taking and/or using screenshots or recordings of *any person* during live discussions without their knowledge and permission.

 🚫 Using alcohol, illicit, or mind-altering substances before or during live discussions or other engagement activities.

Reporting a Concern

Any concern should be reported directly to the course facilitator. If there are concerns with the conduct of the course facilitator, please report your concern directly to SOLA@safeorganizations.org. For the subject line, please write REPORTED CONCERN.

As most Learners will be attending the course on behalf of their organization and/or during work time, concerns may also be reported directly to your organization in accordance with its internal policies and procedures.

Coursework

Learners must demonstrate integrity and accountability during their enrollment. All work must be the product of the Learner. Any outside materials that are used for course related assignments but must be cited. Any Learner found to have plagiarized materials will be terminated from the SOLA course or, if already in receipt of their certification, have their certificate rescinded. In such an instance, notification will be sent to the Learner’s employer.

Learners are required to complete coursework in accordance with the course agenda or syllabus. If accommodations are needed to complete coursework, the Learner should connect directly with the course facilitator to make the necessary arrangements.

SOLA Materials

SOLA materials are intended to support the Learner in their application of learned content. Materials may be used to fulfill responsibilities within their organization but may not be copied in part or whole for purposes of *any* training or workshops, nor circulated to other persons, organizations, or entities without the express permission of Safe Organizations, LLC.

Reproduction, (re)distribution and sharing, or selling of SOLA materials is strictly prohibited without express permission by Safe Organizations, LLC. This includes but is not limited to any copyrighted materials, course content, screenshots of content, copies of assignments or assessments, certificates, recording of e-learning courses, or duplication of any materials deemed to be the property of Safe Organizations, LLC.

Communications

Communications between enrolled Learners are permissible as long as both parties consent to communications and have independently agreed to share contact information. Safe Organizations, LLC will not provide any data about a Learner to another Learner.

Communications between enrolled Learners and Safe Organizations, LLC facilitators must only occur through established business channels. No personal contact information should be exchanged unless the Learner and facilitator are or have been acquainted prior to enrollment in the SOLA course (e.g., LinkedIn, previous colleagues, past meeting, mutual acquaintance, etc.). A Learner and facilitator may coordinate to meet one-on-one, if needed; otherwise, all communications will be through the Learning Management System (LMS), during live discussions, or via electronic communications.

Costs for SOLA Courses and Learning Engagements

All Learners must complete full payment before starting the course unless otherwise arranged with Safe Organizations, LLC. If a Learner is terminated from any SOLA course or related learning forum due to misconduct, dishonesty, or another violation of this policy, neither they nor their employer (if paid by the employer) will receive a refund for the cost of the program.

If a Learner becomes ill, incapacitated, or otherwise experiences an unforeseen life event and is unable to complete the SOLA course, they will have one (1) year to complete the course. If, after one year, this is not possible, the course costs will be refunded *pro rata* minus any processing fees associated with enrollment and the refund. The reason for absence must be independently documented but does not need to include specific details. Lack of planning, assuming a new position in a different organization, or taking on more responsibilities in the current organization which may limit time to complete the course, does not constitute an unforeseen life event.

ACKNOWLEDGEMENT

Learners and others who may wish to enroll in a SOLA course are responsible to know and comply with this policy.

[ ]  I have read and understand the Code of Ethics and agree to comply with expectations for conduct during my enrollment in Safe Organizations, LLC’s courses, learning forums, or other related activities.

If applicable, my employer has been apprised of this Code of Ethics and is aware of the reporting and payment conditions associated with my enrollment.

[ ]  Yes [ ]  No [ ]  Not Applicable

*To be completed by the Learner*

Printed Name

Signature

Email

Date