

Heartfulness Institute Australia – Code of Conduct and Practical Advice for Trainers

Trainers (also known as preceptors) are given approval by the principal Guide of Heartfulness, Kamlesh D. Patel, to teach Heartfulness relaxation and meditation under his guidance.

Mandatory training is required for all trainers living in Australia who teach Heartfulness practices to the public. Trainers must complete the Australian online training programs to comply with local laws and to be insured to teach Heartfulness practices to the public.

Code of Conduct for Trainers

1. Professional conduct: Trainers should always treat meditators in a professional manner, in accordance with Heartfulness principles. This means showing kindness, humility, and a helpful attitude.
2. Responsiveness: Trainers should respond promptly and courteously to requests for meditation sessions. Offering meditation sessions and teaching Heartfulness is their primary duty.
3. Knowledge and preparation: Trainers should have a fundamental understanding of the system and philosophy of Heartfulness and be able to communicate this to others. This requires staying updated with reading materials, online training, and talks through the global portal for trainers. Trainers should strive to exemplify Heartfulness principles in their daily lives and interactions.
4. Cooperation and harmony: Trainers should follow Heartfulness principles to work harmoniously with others, fostering an atmosphere of unity in all Heartfulness relationships, work, and environments.
5. Voluntary service: Trainers offer their services voluntarily and are not permitted to charge or receive payment for any aspect of Heartfulness teaching or training.
6. Counselling restrictions: Trainers should not provide counselling to meditators. If counselling is required, meditators should be directed to a licensed or trained professional. A list of registered professionals is available at the Australian Counselling Association - <https://theaca.net.au>
7. Boundaries on advice: Trainers should refrain from giving advice or interfering in personal, medical, professional, financial, lifestyle, or religious matters.
8. Confidentiality: Communication between meditators and trainers must remain strictly confidential, unless a safeguarding issue arises, in which case the matter will be handled according to safeguarding procedures.

9. Data protection: Trainers should not keep the names or personal details of meditators in diaries. Any written records must be stored in accordance with the Heartfulness Institute's Data Protection Policy.

Personal Safety Guidelines

Heartfulness Institute Australia takes the personal safety of its trainers seriously.

For one-on-one (1:1) sessions, and to ensure maximum safety, Heartfulness Institute Australia advises the following:

- Trainers with access to a local center should only conduct 1:1 sessions at the center if at least three people (including the trainer and meditator) are present throughout the session.
- Trainers without access to a local center should invite new meditators to attend a group session, rather than conducting a 1:1 session at the trainer's home.
- Trainers are advised not to conduct 1:1 sessions in the homes of meditators.
- If a session does take place in the trainer's home, personal safety considerations for both the trainer and meditator are paramount. Trainers should always have a family member or friend present when hosting 1:1 sessions in their home. If this is not possible then only a person of the same sex is permitted for 1:1 session in their home.

Respect and Safety

Meditators and trainers must treat each other with the utmost respect. If at any point a trainer feels unsafe or experiences inappropriate behavior, they should immediately terminate the session and ask the meditator to leave. The trainer must notify the secretary immediately and provide a written report within 48 hours. This report will be retained by the Heartfulness Institute in accordance with its Data Protection Policy.

Concerns raised will be investigated in accordance with the Complaints Handling Policy. If necessary, the police will also be informed.

Disciplinary Action

If a trainer's behavior breaches this Code of Conduct, they may be referred to the principal Guide for Heartfulness for his advice and any disciplinary action required.

Note: Trainers should also refer to the global Code of Conduct for trainers.