**ESYF grievance procedure**

The *ESYF Ethics Committee* oversees the implementation, maintenance and promotion of the Guidelines for ESYF Members.

1. The ESYF Ethics Committee uses the following *ESYF Grievance Procedure* to respond to and manage complaints about inappropriate behavior of ESYF members. The ESYF Ethics Committee treats all involved parties fairly, with respect and without prejudice.
* Each party receives the possibility to present their own view of the incident.
* In all cases, the person against whom the complaint is made, has to be informed.
* All documents and signs of evidence have to be displayed to all parties involved and
 will be treated confidentially.
* The ESYF Ethics Committee supports all parties to find an appropriate solution for
 the clearance of the conflict.
* ESYF has the right to recommend an external, independent mediator to settle the
 conflict.
* The complainer is accountable for initiating legal steps.
1. If you have a concern or complaint about an apparent breach of the *Guidelines for ESYF Members*, please contact the ESYF Ethics Committee by filling in the following form and send it to: ethics@esyf.eu. The Committee consists of Rayna Radha Hristova (adv.hristova@abv.bg), Sascha Satyam Pfeifer (om@yogasadhana.nl) and Ewa Gyanshakti Keller Heusser (ewa@samatvam.ch).

# Contact details

|  |  |  |  |
| --- | --- | --- | --- |
| Given name |       | Family name |       |
|  |  |  |  |
| Street |       | Nr. |       |
|  |  |  |  |
| Postal Code |       | Place |       |
|  |  |  |  |
| State |       | Country |       |
|  |  |  |  |
| Phone |       | Mobile phone |       |
|  |  |  |  |
| E-mail address |       |  |  |

Date and place of the incident:

Name against whom this complaint is raised:

Exact details of the incident:

Steps already taken to settle the conflict:

With my signature I confirm the above information is true and correct.

|  |  |  |  |
| --- | --- | --- | --- |
| Place und Date |       | Signature |       |

|  |  |
| --- | --- |
| Additional comment |       |