



TRU EDUCATION
DISCOVER YOUR TRUE SELF

TRU EDUCATION PRINCIPLES OF TRUE ACTION IN WORK

At TRU we aim to walk what we teach: authenticity, integrity, clarity in relating, service, health, kindness, dedication to our practice, love, presence with what is, as well as living a sober, balanced, and spacious lifestyle. We ask all our staff, contractors, and volunteers to work towards the aim of being balanced and grounded, healthy and clear when offering services within TRU. ***This is our Code of Ethics.***

As a teacher, contractor, intern, or volunteer for TRU, you are stepping into a position of being a model for these ideals, and you have been chosen for this position because you have a dedication to live and work within this paradigm, as much as for your appropriate skillset, which is secondary to your lived life. We emphasize the importance of engaging these principles consciously when teaching, creating events, working on materials to be offered to students to practice with, or in creating the structure of the online platform or business and growth, and to bring awareness to a holistic way of working.

Please read and reread this document carefully, and ask questions if they arise. This is a living document, and we are open to feedback and edits, additions.

AUTHENTICITY We define *authenticity* as an ongoing effort to be clear on knowing your own state of being, and acting and speaking from there with honesty with no pretense, no "shoulds," and no masks; or if there is a sense of masking, to share that as a part of your experience. Be genuine. Offer from where you are now, understanding your capabilities, knowledge, and experience are dynamic and continually changing. Honesty, or speaking truthfully, is a subset of authenticity and is a vitally important part of all communication.

INTEGRITY & PRACTICE Everything you do in life while contracted by us reflects on the integrity of TRU to our student base and beyond, but it also contributes to the energetic integrity of this organization (and its offerings) made up of the people who live through it. Living a balanced life is a practice, and we emphasize being humbly authentic and transparent about where you actually are in life right now, but also engaging in a *daily* practice that you know brings you clarity and keeps you moving on your evolutionary journey. You must remain engaged as fully as you are able: studying the teachings that resonate with you and *practicing* living from the deepest truth you have realized, in whatever way you know works for you, but with an emphasis on the non-transcendental practices we teach and share in this organization. *Practice and Live* the teachings. All teachers should continue to remain connected to their teachers and mentors. There is no end to this.

SERVICE Remember, though this work is serving you, we do this ultimately and practically for the benefit of all who are directly and indirectly involved with these programs, for All Beings. Let this intention be infused into your work, at least take a few seconds each time you work to connect with this intention and reality.

HEALTH We aim to create a low stress environment that nourishes the students and staff and sets an example as a way of working that values people's quality of life above income or productivity. This is often difficult as we have internalized cultural narratives that demand we put our health aside for the sake of productivity. Please take every opportunity to de-stress before you work and to remain present and grounded through the duration, taking breaks as necessary.

- *Do not work when:* exhausted, ill, emotionally distracted, stressed out, anxious, frazzled, angry, resentful, depressed, freshly grieving or injured, mooning/menstruating (unless you deem it in alignment), or other similar states where life is loudly calling your attention.
- We are an organization that celebrates health and each individual being aware of their needs and tending to them or asking for help, which may include canceling an event or changing a deadline.
- *Your practice is to remain clear, moment to moment, on your needs and communicating them* to team members *as soon as you know they may affect anything* with TRU. Resisting your actual internal state can cause delays that make it more stressful for team members, please work to know yourself as best you can and be in communication.

SPACIOUSNESS You agree to do your best to not overcommit in your life in general, to remember that *you choose the pace of your life*, to consciously choose a pace that allows you to feel a sense of spaciousness and ease in your daily experience, and remain in integrity with the commitments you do make. Do not agree to take on projects that compromise this, within TRU or otherwise. This is a particular challenge we all work with, everyone's version of success in this arena is different at different times in life, and you are invited to connect with concerns and free advice with any TRU faculty. This also includes never taking on projects that actually compete with TRU's offerings (as detailed in teaching contracts) so that there is a sense of spaciousness around the programming itself.

CLARITY You agree to remain in regular communication with your project leader and team members.

- At the onset of working, you will elaborate on the best way to reach/communicate with you (ie email, phone, text, in person, etc)- these are your "communication preferences." You will also memorize your team members communication preferences and make effort to meet each other within your mutual preferences.
- Please keep all official work messages off facebook that are not directly related to social media marketing *content*.

- **Keep texting content to logistical only.** Absolutely no inflammatory or emotional content.
- Respond to communications in a timely manner, even if just to say you received a message and need time to respond in detail.
- Stay in open communication regarding timetables and adjustments and work to communicate with your team members taking into account their communication preferences.
- Pause and reflect before responding to any communication that triggers you.
- **Value efficiency and heart connection with your interactions.**
- If you realize you cannot meet obligations or commitments, and want to leave, you agree to be in touch via email or phone asap, make the effort to meet in person with your project manager to discuss and close your participation. If in person is not possible then video chat, or phone. This allows for a clean ending for you, honors the work you have done and offers the gift of clarity to your PM who can pass that gift to other/future team members. Not having this conversation is a serious breach of these principles.
- TRU leadership also promises to have a phone/video/in person conversation to end any working relationships. This conversation may be recorded to assure its integrity in alignment with these principles.

Additional questions and needs can be communicated in a timely fashion to the Director, Cristina Star Ryan, cell [REDACTED] director@livetru.org (text or call for immediate response, emails will be addressed during business hours Tuesday-Friday.)

HARMONY is a very high value for us, and **kindness, humility, patience, and respect** are key. Treat each person within TRU (and beyond) with respect and honor as you would the Divine. In alignment with the principles, it is extremely important that there be open communication about ANY interpersonal issues that arise with coworkers or customers/students. It is our intention to work in an environment that is clear of resentment, which brews when a challenge or miscommunication is not addressed to resolution.

- You agree to maintain a practice which allows you to sense your triggers and express them with skill, with as little reactivity as is possible.
- If there is standard interpersonal conflict (ie workplace disagreements, not feeling seen/heard, value or strategy misalignments, miscommunications etc), you agree to initiate a conversation regarding the conflict in a timely fashion, and remain within it or repeatedly come back to it over whatever time period is necessary until all parties feel resolution and/or clarity.
- If you have been invited to have one of these conversations you will prioritize it and show up.
- If there is abuse indicated, seek refuge and advice in a third party within TRU. Resolution may be cutting off communication lines entirely. Do whatever you need to to feel safe, but definitely report it to faculty and or staff. You are not obligated to

remain in communication with this person.

- As any conflicts arise with students, interns, or staff, you will report them immediately in detail to Cristina Star Ryan, or, if the conflict is with her, another staff member. You agree to engage in the process of moving towards resolution as a priority.
- You have the right to request a mediator to assist in this process.
- You also agree to keep conversations regarding conflict limited to the phone/video chat/in person to be clear, and limit email, messaging or texting.
- You will minimize gossip and keep the conflict details in conversation only with the concerned parties.

ROMANCE We celebrate love, connection, and sexuality. We also bow to its power, recognizing the role sex and romance have played in the destruction of many spiritual communities, yoga lineages, professorships, political careers, and so on. We set specific rules *with a firm hand* to honor the container of safety for all community members and to prioritize the practice and harmony.

- You agree to not make a sexual or romantic advance towards, *or reciprocate an advance from*, TRU students or faculty without a focused conversation regarding the ramifications with 2 Council Members who agree it is in alignment.
- You agree to keep friendly physical contact to a minimum with students. Hugs hello and goodbye, if consent is ascertained, are normal and allowed. Touching beyond this should be essential only.
- You will also adhere to any agreement that is articulated as a part of any of our programs *which may be stricter than this*, involving limitations beyond the course completion date. (ie all immersion programs require time after as well)
- You agree to report advances or confusions from students, staff, or faculty immediately to a council member.
- You also agree that you will report witnessed transgressions to a Council member within 24 hours.
- If it is determined that there was unreported knowledge of a transgression, that person will require a review by the Council, which may result in termination.
- Yes, occasionally in the big world teachers marry students and deep beneficial romances are met in a work environment. Its an ideal for many of us to share this spiritual life with a partner. However, if feelings arise you must be intentional, patient, responsible, aware of power differentials, and ask for feedback/council mentorship in due process to proceed and act on feelings. **If its worth doing, its worth waiting for.**
- **ANY transgression will result in immediate dismissal.**

SOBRIETY Sobriety is a requirement of this organization. You agree to remain sober and free of chemical, herbal, or alcoholic *dependencies* while associated with TRU. Occasional or rare *non-habitual* imbibing is completely ok. Common, frequent, and especially habitual imbibing counts as a loss of sobriety. *Never* attend an event or even work on a project while

a substance is in your system, unless the event itself offers that (ie ceremonial taste of wine at a TRU event). These substances are spirits. Spirits that do not harmonize with the practices we use, unless in a ceremonial setting. They should be used minimally with full awareness.

LOVE The foundation of this organization is the Love shared by those who co-create the offerings with a deep respect and friendship. We ask you make an effort to attend all inner circle events, as well as to spend time with the community members, other faculty and staff outside of "work" events to reinforce our connection which not only enriches our lives, but also creates a stronger foundation for communication and the offerings we co-create. This also bolsters our authenticity.

DIGNITY & KINDNESS Though informality is currently the dominant paradigm for business and social interactions alike, at TRU we value dignity, nobleness, humility, and honor. We all have private lives and times when we cut loose, but dignity begs us to be clear on what is presented publicly *including criticisms of others/organizations*.

Practically, this means:

- You are aware of the *words and actions* that you choose to speak and take, and reflect on if they are Dignified and Kind-- purposefully not narrowly defined here.
- Pay special care to the way you write and meet in professional correspondence, as well as how you are presenting yourself in the online medium on social media (posts, photos, and comments).
- This is a practice in balance with Authenticity and Humility.
- Please respect that your association with TRU is not just when you are at an event.
- We do keep an eye on you and will offer unsolicited feedback if dignity or kindness are lacking. Consistent violations of this principle will lead to termination.

ABUNDANCE The relationship to money is often challenging, especially when offering spiritual and transformative experience. We hold as values:

- Finances are never allowed to be a *primary* motivator for a work project/offering.
- Money/dollar amounts are never proportional to influence or success.
- Finances are always factored in as a form of "energy exchange" that is important to making sure that this organization is sustainable. Remain in the mindset that there is always "enough" people/students/money, feeling that marketing is simply the way to notify/grab the attention of those people who can benefit most.
- Absolutely no one ever turned away for lack of funds. This fact also has to be readily apparent in verbage/signage that scholarships are an option (never hidden or forcing a person to speak up and ask to discover. Financial status is never to be a factor in whether someone is admitted to a program they must apply to.
- There is no set limit to the number of people who can have a scholarship for

any particular program. Scholarships are based on financial need. We may at times say there is set number available, but no one can ever be denied a scholarship if they demonstrate need and personal investment. We put a lot of care into our Scholarship applications and process to make sure everyone mutually benefits.

- More on this principle is offered in our Marketing Instructions, provided upon request.

TRANSPARENCY You agree to bring challenges in practicing these principles to the Council so we can assist. If it is determined that you are consistently not living to these principles, you will be asked to step away from the work with TRU until such a time when you are ready to re-apply.

- The director has executive power to relieve any person from their position within TRU at any time.
- The director will show up for and accept any feedback from any faculty, staff, or student regarding her ability to navigate these principles.
- The director will regularly self assess and hold herself to the same standards.

These are ideals, and we do not expect you to live them 100%. What we require is 100% engagement with working towards these principles in practice, and remaining in conversation about them so we can build, live, and grow together.

This is not written as legal document, but an agreement. We operate on the honor system and it is your choice how much you share with leadership and team members about this practice. We hope you believe in this vision of living and working in harmony for the benefit of all beings and keep that your priority; from there all else flows. Thank you for adhering to the best of your ability, **as you are**, to these principles.

MAY ALL BEINGS BENEFIT FROM YOUR WORK.

Signature Page

I _____ have read and agree to conduct myself in accordance with the terms of these principles as stated in TRU Education Principles of Right Action in Work document *for as long as I am affiliated with TRU*, including amendments and updates which I will be notified of and read within 5 business days of receipt. I have had the opportunity to ask questions to the Director and understand these principles.

signature

date

director signature

date

TRU Council:

Cristina Star Ryan, Charles Ekabhumi Ellik

Rights & Responsibilities: Please initial

_____ I understand and agree that any works I do or co-create with and for TRU (eg: administrative process, documents, recordings, edits, multi-media, business plans, teaching concepts, intellectual property etc.) are intended for and will always remain the exclusive property of The Reality University (TRU) and I hereby permanently assign any rights I may have in such works to TRU and its assignees.

_____ I understand that any works or part thereof shall never be circulated to anyone for any reason other than to fulfill the requirements of creating and using the works for TRU

_____ I understand and agree that, upon the conclusion of my work (end of project or termination), all files and materials created or provided in the work process be immediately and without repeated prompting returned to TRU via Director and any remaining form of such work (eg: digital, hardcopy etc.) be deleted or erased.

_____ I understand that all contact information shared with me through TRU is private and I will not share with third parties without prior expressed permission in writing or in voice.

_____ I understand that my position on any project may be terminated at anytime without notice, and agree to remain in integrity per the principles of the contract.

_____ I agree that if I cannot meet obligations or commitments (contractual or verbal) for any reason, to be in touch via email or phone asap, make the effort to meet in person with my project manager to discuss and close your participation. If in person is not possible then skype, or phone. Not having this conversation is a serious breach of these principles and will be shared with any references.