

SANCTUM

Center for Personal and Corporate Excellence

A.B.N 23 365 850 409

Tame your Dragon: Anger Management Mandatory Participation Agreement & Zoom Conditions

The Participation Agreement that appears below are for your benefit. Its purpose is to ensure the smooth operation of the Anger Management Program that you are about to participate in. **Please note that following these rules is mandatory and it is your responsibility to follow them.** Consequently, if these rules are not followed while participating in the program, you will be disconnected from the session.

Please also note that **there will not be any refund after the deadline date. Additionally, there is no refund if you are asked to leave or if you are disconnected due to non-compliance of this agreement.** This is because a place on the program date you chose was allocated to you at the exclusion of someone else, which now cannot be filled. A manual and certificate was also professionally printed for you and these expenses cannot be refunded to Sanctum. Consequently, if you are unable to participate on the specific date for any and all reasons, there is no refund or transfer of funds to another program date, even if you are disconnected through non-compliance, or had issues with the internet and/or technology.

This is exclusively an online program. Consequently, not being able to login on the day is the same as not attending. Make sure you have good Internet, your equipment works and is charged before the session.

Mandatory Behaviours

1. Attendance is required for the entire duration of the program.
2. You must actively participate in the program to receive your Certificate of Completion. Simply attending is not enough.
3. Make work arrangements accordingly. Do not do this program if you expect to be working or receive work-related calls during the program, whether it is for emergencies or for any and all reasons.
4. For the Tuesday evening program, both Tuesday evenings need to be successfully completed.
5. Consumption or being under the influence of alcohol or illicit drugs during the program is strictly prohibited.
6. Sleeping during the program is not permitted. Avoid participation if under the influence of sedating medications like methadone or valium.
7. No smoking or vaping is to occur during the program.
8. No eating is to occur during the program. Drinking water, coffee or tea is okay.
9. Mobile phones must be switched off.
10. Under no circumstances is the program to be recorded by any means, way or form.
11. Avoid conversations with family and friends during the program.
12. Refrain from watching TV during the program.
13. Any form of violence or verbal abuse within the group is strictly prohibited.

Mandatory Zoom Conditions

Please follow each condition. If you are disconnected from the program for not following any of the program conditions, you will then need to consider rebooking and pay a rebooking fee of \$195 to keep another place for you in the next group.

14. Download "Zoom Cloud Meetings" on a laptop, desktop, or tablet; a device with a camera and microphone. You do not need to purchase any Zoom accounts for this.
15. Use a computer, laptop, or tablet for the course; mobile phones are discouraged. If you have nothing else but a mobile phone, keep it stationary on a tabletop, avoid carrying it, walking around with it, texting or making calls to prevent us disconnecting you.
16. Keep your program manual available throughout the course.
17. Non-participation due to equipment failure, internet loss, failure to log in or leaving early results in non-completion. You will not be granted a Certificate of Completion. Maintain a stable internet connection and test your equipment beforehand to avoid this.
18. Keep your camera on you, face the camera at all times.
19. Take toilet breaks during designated breaks, not during the program.
20. Ensure a private, disturbance-free space; use earbuds or a headset to prevent nonparticipants from overhearing discussions.

Conduct to be mindful of:

- A. Respect people who are talking and not talk over them. You will also be given time.
- B. People have a right to their opinion even if you disagree with it.
- C. Women (and men) are not to be labelled / described in an abusive manner.
- D. Confidentiality of other participants is a must. Please use headphones or ear buds.
- E. It is expected that all group members contribute to discussions. Simply attending is not enough.

I (print) _____ agree to comply with the above-mentioned group rules. I understand that failure to do so will result in being disconnected. I also understand there is no refund or transfer of funds to a different program. I understand that I would need to pay a rebooking fee if I would like to book a place in the next course.

Signature: _____ **Date:** _____