



## MNRI® CODE OF ETHICS and CONDUCT

The Svetlana Masgutova Educational Institute®, LLC and Masgutova Foundation are proud of the values with which it conducts business. The SMEI and Masgutova Foundation have a strong commitment to ethics and integrity. Our core values define the means by which we do business and interact with our families, course participants, MNRI® Core Specialists, MNRI® Cores in Training, MNRI® Instructors, and MNRI® Staff. Doing the right thing every day for the benefit of those whom we work with and serve is critical to our ongoing success. The SMEI and Masgutova Foundation have and will continue to uphold the highest levels of business ethics, conduct, and personal integrity in all types of transactions and interactions. To this end, this Code of Conduct and Ethics serves to:

1. Emphasize the company's commitment to ethics, conduct, and compliance with the law
2. Set forth basic standards of ethical and legal behavior
3. Provide reporting mechanisms for known or suspected ethical or legal violations
4. Help prevent and detect wrongdoing

SMEI and Masgutova Foundation expects its MNRI® Core Specialists, MNRI® Cores in Training, MNRI® Instructors, and all MNRI® Staff (referred to as MNRI® Staff in remainder of document) to protect the reputation for integrity in the global marketplace.

**All Staff are responsible for their own behavior. This behavior includes demonstration of behavior that is:**

- Exceptional, dependable that requires limited personal supervision ®
- Resourceful, industrious, self-motivated and exhibits a natural drive to participate in MNRI ®
- Respectful towards all clients and associates
- Demonstrates an attitude that is positive and enthusiastic
- Appropriate and positive, professional language ®
- Open to ask for assistance in a professional, discrete manner if any process is unclear

All of Dr. Masgutova's ideas and inventions, innovative new MNRI® procedures, and other proprietary information, are among SMEI's most important assets and must be safeguarded. All MNRI® Staff have an obligation to maintain the confidentiality of proprietary information. This obligation continues even after deciding to no longer maintain a direct relationship with the Organizations as a MNRI® Core Specialist, Instructor, or Staff.

**All MNRI® Staff understand and agree to the following standard of conduct:**

- Not engage in the use of consumption of alcoholic beverages or illegal drugs or misuse of prescribed

drugs during any Activity/Event.

- All understand that the purchase, possession, or consumption of alcoholic beverages after Activity hours must comply with state and federal law and must not affect their interactions with others. All understand that time away from the MNRI® Activity or session is a personal choice; however, the next day all MNRI® Staff must be fully present and able to function at optimum performance. All are prohibited from carrying firearms or weapons in their possession or on the Activity property, in accordance with US, state, or local laws.
- To dress in a professional and neat manner. We only get one chance to make a great first impression with our clients, participants, and families.
- Maintain an atmosphere that is free from all forms of harassment and abuse at all Activities.
  - This includes sexual, emotional, verbal, physical, racial, and religious abuse. All have the responsibility to demonstrate behavior that is free from any discrimination or harassment, including race, color, national origin, sex, religion, age, disability, or citizenship of an individual.
- Respect diversity, whether the differences are in physical characteristics or in perspectives.
  - All shall report instances of discrimination or harassment (directed at self or others) to an SMEI, LLC Representative at an Activity or to a SMEI, LLC Staff person. At the time the report is made all parties will be notified of the implantation of the SMEI, LLC Grievance Policy.
  - All MNRI® Staff understand the expectation that all behavior will be dependable, cooperative, supportive, positive, and that all interactions will be in a pleasant manner with others, and expressed in socially appropriate language.
- Report any potential illegal or unethical behavior believed to violate the MNRI Code of Ethics to Leadership.
  - Reports of alleged misconduct will be investigated, and cooperation with internal investigations is required. Substantiated allegations are resolved through appropriate corrective action and/or discipline. Retaliation is prohibited for reports of alleged misconduct made in good faith.
  - All MNRI Staff are solely responsible for loss or theft of any personal/professional items. Any MNRI® Staff who is found to participate in theft of any kind will be terminated and have their MNRI® Agreement null and void.
- Use any equipment and/or materials provided for use at any Activity in a safe manner and for its intended purpose. All such equipment and/or material will be returned in good condition.
- Only use/demonstrate the Masgutova Method® when representing the company. During MNRI® Family Conferences, Courses, Clinics, or any sanctioned activity only the specific processes of the Masgutova Method® will be demonstrated, used and/or be advertised.
- Shall not exploit a relationship with a client, a client's family members, or any other person for personal gain or advantage.
- Shall keep in confidence personally identifiable information obtained in the course of professional service, unless disclosure serves professional purposes or is required by law.
- Shall make reasonable effort to protect the client from conditions harmful to development and/or to the client's mental and/or physical health and/or safety.
- Shall not unreasonably restrain a client, and will strive for safety of all in their presence.
- Shall respect and seek the input of the client's guardian(s) or representative(s).
- Shall not engage in sexual relationship with clients.

- Shall obey the law.

All MNRI Staff will comply with this Code of Ethics and Conduct and all policies and procedures of the Organizations. Any violation of the above items may result in expulsion from the activity at their own expense.

Reports of alleged misconduct will be investigated by a committee and a determination of outcome will be decided and final.