



Trainer Ethical Conduct Notification & Student Rights to Report Misconduct

(To be retained on file by TFA)

Trainer Name: _____

Training Program/Cohort: _____

Date: _____

Dear Participant,

As part of our commitment to maintaining a safe, respectful, and professional learning environment, TFA wants to ensure that you are fully informed of your rights regarding ethical conduct during this training program. Your trainer is expected to uphold the highest standards of professionalism, ethics, and respect in all interactions. If at any point you feel that your trainer has engaged in **unethical, discriminatory, harassing, or otherwise inappropriate or uncomfortable behavior**, you have the right to report that misconduct.

Further, you have the right to:

- Make a report without fear of retaliation
- Expect your report to be taken seriously, reviewed and responded to in a timely manner
- Trust that TFA Scope of Practice, Practice Standards, and Ethics and Conduct guidelines will be followed
- Request that your identity remain confidential to the extent possible

How to Report:

Reports can be made to the certifying organization, TRE For All, Inc. as follows:

- Email: ethics@TREforall.org
- Describe the conduct that you observed or experienced as clearly and specifically as possible, in as much detail as you feel comfortable sharing.
- Please share how you prefer to be contacted, so your report may be addressed.

If you are unsure whether a situation warrants a report, you are still encouraged to reach out. TFA is committed to supporting you and ensuring a learning environment rooted in respect, equity, and safety.

Acknowledgment of Receipt:

I have received and understand the information above regarding my rights to report ethical misconduct.

Participant Name: _____

Signature: _____

Date: _____