

# AVEDA INSTITUTE CAMPUS SECURITY POLICY

*The Aveda Institute is committed to providing safety to Team Members, Students and guests. This policy describes the precautions and procedure used to ensure campus safety.*

- If a crime happens to you or your property or if there is an emergency occurring on campus, contact the designated Campus Security Authority or any available administrator.
- The Aveda Institute will provide Student and Team Members with a copy of the crime report from the previous calendar year by October 1<sup>st</sup> of the following year. Statistics will be gathered from the local police and compiled in the annual report. The report will show number of incidents only on campus and is divided into the following categories:

## **OFFENSES:**

Murder  
Non-Negligent Manslaughter  
Manslaughter by Negligence  
Rape  
Fondling  
Incest  
Statutory Rape  
Robbery  
Aggravated Assault  
Burglary  
Motor Vehicle Theft  
Arson

## **VAWA OFFENSES:**

Domestic Violence  
Dating Violence  
Stalking

## **HATE CRIMES:**

Murder  
Non-Negligent Manslaughter  
Rape  
Fondling  
Incest  
Statutory Rape  
Robbery  
Aggravated Assault  
Burglary  
Motor Vehicle Theft  
Arson  
Larceny-Theft  
Simple Assault  
Intimidation  
Destruction/Damage/Vandalism or Property

## **ARRESTS AND REFERRALS FOR DISCIPLINARY ACTION:**

Weapons: Carrying, Possessing, etc  
Drug Abuse Violations  
Liquor Law Violations

The Aveda Institute has assigned a specific Campus Safety Authority in which any Campus Safety and Security concerns can be reported and addressed. The Aveda Institute has a working relationship with the Local Police Department who are able to support and provide services promptly in the event of an incident. We encourage accurate and prompt reporting of all crimes to the Campus Security Authority and local police.

## **CAMPUS SECURITY AUTHORITY**

JoAnn Stevens, **AVEDA INSTITUTE DENVER**  
303-854-4911  
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Faith Mims, Aveda Institute Avondale  
520-332-5708  
[fmims@avedaavondale.com](mailto:fmims@avedaavondale.com)

Karling Cosca, Director of Operations, **AVEDA INSTITUTES**  
520-730-8454  
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A copy of Aveda Institute Campus Security Policy, as well as 3 years<sup>1</sup> of Crime statistics may be found in the Campus Director office. The Campus Security Authority is responsible for the document. The policy was last updated on September 25, 2022.

In addition to the required annual campus security report, The Aveda Institute will provide emergency notification and timely warnings to Team Members and Students of any occurrences of the crimes that are reported to local police agencies and/or the Campus Security Authority that are considered to represent a serious or continuing threat to our Team Members and Students. As soon as the Institute becomes aware of the crimes, Students and Team will be notified. \*These crimes are: criminal homicide, forcible and non- forcible sex offenses, domestic violence, dating violence, stalking, robbery, aggravated assault, burglary, motor vehicle theft, arson, hate crimes including crimes involving bodily injury reported to local police agencies that show evidence of prejudice based on race, gender, religion, sexual orientation, ethnicity or disability, arrests for violations of liquor and drug law violations and illegal weapons possession, and persons not arrested but referred for disciplinary action for liquor, drug and weapons law violations.

Note: The Aveda Institute is not required to provide timely warnings with respect to crimes reported to a pastoral or professional counselor.

Aveda Institutes maintains a daily crime log documenting reported crime in accordance with the Clery Act

The Aveda Institute will also provide timely warning to students and staff if significant emergency or dangerous situation involving an immediate threat to the health and safety of Team Members and Students occurs on the campus. The Aveda Institute's goal is to maintain a safe and nonviolent academic and working environment. Please notify a Team Member immediately in case of a medical emergency or accident. All accidents must be reported to the Director and Campus Security Authority. Detailed Emergency Response Procedures are outlined in this policy.

If a student wants to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics, please contact the Campus Security Authority.

Access to the building is given to Students exclusively during business hours. Any Student seeking access outside normal class time must have prior authorization from an administrator. Campus Director, Student Care and Custodial contractors consider safety and security while maintaining the facility (lighting, pathways, etc)•

Aveda Institute empowers Team Members and Students to consider security and the security of others at all times. When coming and going from the facility, Students and Team Members should walk in groups.

The Aveda Institute does not have any off-campus locations, therefore all monitoring and recording of any criminal activity is conducted at the campus location.

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<sup>1</sup> Aveda Institute Avondale opened in September, 2022 and does not have 3 years of crime data to report.

## **EMERGENCY RESPONSE AND EVACUATION PROCEDURES**

The Campus Director is responsible for coordinating and facilitating the Emergency Response and Evacuation Plan. If the Campus Director is away, Student Care shall facilitate in their place. They will ensure that the emergency evacuation procedures have been informed to the Team and Students. Campus Director, with support of Student Care will conduct fire drills annually which may be both announced and unannounced. Feedback from these drills will be used to determine the modifications necessary to the evacuation plans.

### **EVACUATION PROCEDURE**

Evacuation should take place if it is determined that it is safer outside than inside the building (fire, explosion, intruder). It must be determined that Team, Students and Guests can safely reach the evacuation location without danger. The Campus Director will call 911 to give notice the Institute has been evacuated. The Campus Director will communicate the need to evacuate the building by making an announcement or set off the fire alarm. The evacuation routes will be noted by announcing the preferred exit, based on location of the incident. The Campus Director will communicate when it is safe to re-enter the building.

### **TEAM MEMBER RESPONSIBILITY**

- Coordinate exit route based on the announcement of the Campus Director. Exit Routes can be found on campus and are shown during fire drills.
- Bring Sign in sheets
- Experience Center bring iPad for access to Spa Biz (Guest count)
- Use a secondary route if the primary route is blocked or hazardous
- Help those needing special assistance
- Do not lock classroom doors when leaving, close door and turn off lights
- Do not stop for belongings
- Check common areas for people
- Go to designated evacuation meeting area
- Check for injuries
- Bring sign in sheet to Campus Director and ensure all students, Guests and Team Members are present

### **LOCKDOWN**

Lockdown is the initial physical response to provide a time barrier during an active shooter/intruder event. This procedure should involve barricading the door and preparing a plan of evacuation or counter tactics.

The Campus Director will announce a lockdown by proclaiming **“I LOVE SUAVE”**. This indicates that the Institute is experiencing an emergency situation and is now under lockdown.

The Campus Director will designate a Team Member to call 911, and provide a description of: business name, address, describe the emergency, intruder description, identification of the weapon. Team Member will stay on the phone to provide updates and additional information.

### **TEAM MEMBER RESPONSIBILITY**

- Clear the hallway and bathrooms by your room, moving everyone into the classroom
- Lock and/or block doors. All moveable items should be used to barricade the door.
- Take attendance. Identify any Students missing from sign in sheet, Team Members missing from roster, and Guests missing from Spa Biz daily schedule (checked in)
- Spread out in the room. In the event that entry is gained by an intruder, all should consider exiting by running past the intruder
- Use methods to distract the intruder’s ability to accurately shoot or cause harm, such as loud noises or aiming and throwing objects
- Allow no one outside of the classroom until the Campus Director or local law enforcement gives the “All Clear” signal unless a life-threatening situation exists and a safe exit is available
- If Team Members, Students or Service Guests are outside of the campus at the time of a lockdown, they should move to the designated fire drill meeting place or flee to find help

<sup>2</sup> Aveda Institute Avondale opened in September, 2022 and does not have historical crime data.

## **SHELTER-IN-PLACE PROCEDURE**

The shelter-in-place procedure provides a refuge for Team Members, Students, and any other community members who are in danger, inside the school building during an emergency. Shelters may change depending on the emergency but are generally located in areas of the building that maximize the safety of occupants, including rooms central to the institute without windows. Shelter-in-place is used when evacuation would place people at risk.

The Campus Director will announce that Aveda Institute is experiencing an emergency situation and needs to implement shelter-in-place procedures. Team Members, Students, and any other community members will be directed to move to the designated shelter locations. All doors, windows and blinds should be closed. If warranted, heating, ventilation and air conditioning systems will be turned off, to stop the inflow of outside air into the building. The Campus Director will designate a Team Member to monitor media for information on conditions that caused the shelter-in-place. The Campus Director will contact and consult with public safety officials as possible, and be prepared to announce additional procedures due to changing conditions of the incident, or to announce an "All Clear".

## **TEAM MEMBER RESPONSIBILITY**

- Move all into designated safe areas, focused on interior rooms with out windows
- Close classroom doors and windows upon exit
- Instruct all to stay low and prepare to cover their heads to protect from debris, if appropriate to the situation
- All persons must remain in the shelter until notified by the Campus Director or public safety official instruct "All Clear"

## **BOMB THREAT PROCEDURE**

A bomb threat will result in law enforcement and other safety and emergency services responding to the scene. These procedures are created to protect Team Members, Students and Guests in the event of a communicated threat regarding the presence of destructive devises on the property. This includes explosive devices of an incendiary, chemical, biological, or radioactive nature.

Once law enforcement arrives, it is critical to follow the instructions of, and cooperate with, the law enforcement officers who will have jurisdiction over the scene.

## **RESPONSIBILITIES OF PERSON WHO RECEIVED THE THREAT**

- Make a record of the exact wording of the threat
- Ask: Where is the bomb located? What does it look like? What materials are in the bomb (type of bomb)? How is it activated? When will the bomb explode? Who is calling, name and address? Did you place the bomb? Why are you doing this?
- If the threat is made by phone, listen closely to caller's voice and speech patterns and noises in background. Make a record of anything you hear
- If the threat is made by phone and the caller hangs up, immediately dial \*57 to trace the call
- Notify the Campus Director and call 911

The Campus Director will notify law enforcement, fire and emergency services by calling 911. The Campus Director will assign Team Members to meet and brief emergency responders. The Campus Director will notify Team Members, Students and Guests that a building emergency is in effect, and that everyone should remain in their rooms until advised otherwise. The Campus Director will determine if evacuation procedures should be activated, selecting routes and assembly areas away from the suspicious item. The Campus Director will work with law enforcement to determine further response, based on the circumstances at hand.

Once emergency responders are on scene, decisions must be made to:

- Evacuate immediately, if this has not already occurred and if warranted, selecting routes and assembly areas away from the suspicious item. **DO NOT ACTIVATE THE FIRE ALARM**
- Speak to the person who received the threat and obtain information
- Search the building
- If a suspicious item is located, order an evacuation
- No one may re-enter the building(s) until fire or police personnel declare it is safe
- After consulting with local law enforcement, the Campus Director shall determine if staff and students should be relocated to an alternative safe site
- Upon law enforcement's clearance, Director will notify Team Members, Students and Guests and resume operations

If an evacuation occurs, students, guests and staff must be evacuated to a safe distance outside of school building(s).

## TEAM MEMBER RESPONSIBILITY

- Check classrooms, offices and general areas for suspicious items and report any findings to the Campus Director. If a suspicious item is found-DO NOT TOUCH IT. Secure the area where the item is located.
- Account for Students, bring Sign in Sheets and Team Member Roster
- Evacuate using standard procedures and exit routes to assembly area. Open classroom windows and leave classroom doors open when exiting. Take roll after being evacuated. Be prepared to report the names of any missing persons to Campus Director
- Keep students together at the assembly area until given further instructions. Be prepared to go to off-site relocation if ordered
- Law enforcement will give the signal for return to the building

## FIRE RESPONSE PROCEDURE

Aveda Institute has a policy and procedures governing fire drills and conducts fire drills as required by law. All Team is trained on how to respond in the event of a fire.

Any Team discovering fire or smoke will **ACTIVATE THE FIRE ALARM**, and report the fire to the Campus Director, or call 911 if conditions require and/or injured are in need of medical assistance. Team Members, Students and Guests will immediately evacuate the building using prescribed routes or alternate routes, determined by the location of the fire.

No one may re-enter building(s) until it is declared safe by the fire department. Once the fire department arrives, all people will cooperate with the fire department personnel who have jurisdiction at the scene. The Campus Director will call or direct staff to call 911 to confirm the alarm is active, identify business name and location, provide exact location of the fire or smoke, if any injuries are present, and that the building is being evacuated. The Campus Director will ensure that all people immediately evacuate the building using prescribed routes or alternate routes due to the location of the fire. Meeting areas may need to be relocated because of the building collapse or unsafe areas from the fire. The Campus Director will announce any change to assembly areas. The Campus Director will designate Team Members to obtain student rosters and identify any missing Students. The Campus Director will designate a Team Members to account for missing Team Members, as compared to the roster and schedule. Guest Services will use Spa Biz to account for missing Guests. Any missing persons will be provided to the fire department for search efforts, if necessary.

The Campus Director will announce when the building can be re-entered, based on the clearance from the emergency response team.

## TEAM MEMBER RESPONSIBILITY

- Take the class roster and first-aid kit and any other supplies or resources relevant to the incident and lead Students as quickly and calmly as possible out of the building to the designated assembly area. Assist others.
- Follow instruction received to use alternate escape routes
- Close the classroom door and turn out the lights
- Take attendance at the assembly area. Report injuries and any missing Students or Team Members to Campus Director and the emergency responders
- Keep everyone together
- Re-entry when declared safe by the fire department

## MEDICAL EMERGENCY PROCEDURE

While medical emergencies may vary greatly based on the circumstance, these procedures are in place to provide direction to Team Members, Students and Guests.

## TEAM MEMBER RESPONSIBILITY

- Quickly assess the situation. Make sure the situation is safe for you to approach (i.e., live electric wires, gas leak, building damage, etc.).
- Call or have someone call 9-1-1 immediately. Be prepared to provide the school name and address, exact location (floor, room number); describe illness or type of injury; and age of the victim(s).
- Send someone to notify the Campus Director, who will assign someone to wait for emergency responders, notify appropriate family of the situation
- Assess the seriousness of the injury or illness
- Protect yourself against contact with body fluids (blood borne pathogens).
- Administer appropriate first-aid according to your level of training until help arrives
- Comfort and reassure the injured person. Do Not Move an injured person unless the scene is unsafe
- Complete Incident Report form and provide to Campus Director for filing

## **MISSING STUDENT**

Anyone at Aveda Institute who receives a report of a missing Student must immediately contact the local police department and comply with their direction.

## **DRUG AND ALCOHOL POLICY**

School policy prohibits the possession, use and sale of alcoholic beverages to anyone.

School policy also prohibits the possession, use and sale of illegal drugs.

School policy supports and enforces State underage drinking laws.

Students caught in any of the above situations will be withdrawn from the program and will be reported to authorities.

Students needing assistance may contact the below substance abuse resources:

Substance Abuse Treatment Referral Service 1(800)662-4889

Al-Anon & Alateen 1(888)425-2666

Alcoholics Anonymous (602)264-1341

## **SEXUAL OFFENDER REGISTRATION**

In accordance with the Campus Sex Crimes Prevention Act of 2000, the Clery Act, and the Family Rights and Privacy Act of 1974, Aveda Institute is providing information for where students and employees may obtain information regarding registered sex offenders. The Campus Sex Crimes Prevention Act requires institutions of higher education to provide a statement advising the campus community where law enforcement information provided by a state concerning registered sex offenders can be obtained.

**ARIZONA SEX OFFENDERS REGISTRY:** [HTTPS://WWW.AZDPS.GOV/SERVICES/PUBLIC/OFFENDER](https://www.azdps.gov/services/public/offender)

**COLORADO SEX OFFENDERS REGISTRY:** [HTTPS://APPS.COLORADO.GOV/APPS/DPS/SOR/](https://apps.colorado.gov/apps/dps/sor/)

**UTAH SEX OFFENDERS REGISTRY:** [HTTPS://SHERIFFALERTS.COM/CAP\\_MAIN.PHP?OFFICE=54438](https://sheriffalerts.com/cap_main.php?office=54438)

## **CAMPUS OBLIGATIONS UNDER VIOLENCE AGAINST WOMEN ACT (VAWA)**

Under Title IX, discrimination on the basis of sex can include sexual harassment and sexual violence, which includes sexual assault, domestic violence, and stalking. Any Institute that receives federal funds may be held legally responsible when it knows about or ignores sexual harassment or sexual violence in its programs or activities. The Institute can be held responsible in court whether the harassment or violence is committed by a student or staff.

### **What is VAWA?**

On March 7, 2013, President Obama signed into federal law the Violence Against Women Reauthorization Act of 2013 (VAWA), which is aimed at improving how colleges and universities in the U.S. address sexual violence. This new law imposes obligations for Colleges and Universities to revise their policies and practices to comply with new regulations that addresses and prohibits acts of violence such as, sexual assault, domestic violence, dating violence and stalking, and it clarifies the rights of victims. The regulations also include:

- Reporting campus crime statistics prohibited under the Clery Act, to now include incidents of domestic violence, dating violence, sexual assault and stalking, as well as crimes motivated by gender identity or national origin;
- Providing comprehensive educational prevention and awareness programs for incoming students and new employees, in addition to ongoing prevention and awareness campaigns for students, faculty and employees that identifies and defines sexual assault, rape, acquaintance rape, domestic violence, dating violence and stalking; and
- Conducting annual training for investigators and hearing officers who investigate and review reported offenses.

In addition, both Title IX and VAWA legislation permits the Aveda Institute, to assist both the victim and the accused with:

- An investigation
- Counseling and medical services
- Using the Campus Safety Escort Service
- Choosing a support person to accompany them throughout proceedings
- Allowing the victim and the accused to attend different classes
- Academic support services

## TITLE IX POLICY

Aveda Institute (the “Institute”) is committed to providing a work and educational environment free of unlawful harassment, discrimination and retaliation. In accordance with Title IX of the Education Amendments of 1972, the Institute does not discriminate on the basis of sex in its education programs or activities, which extends to admission and employment. The Institute also prohibits Sexual Harassment (as defined below) committed against persons in the United States as part of its education programs or activities.

If you believe that you have experienced or witnessed other incidents of sexual misconduct or discrimination, please follow the procedures outlined in the Institute’s most updated Non Discrimination and Policies.

The Institute reserves the right to make changes to this policy as necessary, and once those changes are posted online, they are in effect. If government laws, regulations or court decisions change requirements in a way that affects this policy, the policy will be construed to comply with the most recent government regulations or holdings.

### Title IX Coordinators, by location

#### **THE TITLE IX COORDINATOR COORDINATES THE INSTITUTE’S EFFORTS TO COMPLY WITH ITS TITLE IX RESPONSIBILITIES.**

Aveda Institute Denver Title IX Coordinator: JoAnn Stevens, 303.854.4911, jstevens@avedadenver.com

Aveda Institute Tucson Title IX Coordinator: Anne Skubis, 520.289.5339, askubis@avedatucson.com

Aveda Institute Provo Title IX Coordinator: Brittany Sharp, 801.541.0133, bsharp@avedaprovo.com

Aveda Institute Phoenix Title IX Coordinator: Katrina Bervin, 480.249.7666, kbervin@avedaphoenix.com

Aveda Institute Avondale Title IX Coordinator: Faith Mims, 520.332.5708, fmims@avedaavondale.com

Aveda Institute Title IX Coordinator: Karling Cosca, 520.730.8454, kcosca@igaveda.com

The Title IX Coordinator is responsible for implementing the Institute’s Title IX policy, intaking reports and Formal Complaints of Sexual Harassment, providing supportive measures and maintaining accurate Clery Act crime statistics.

Any person can report sex discrimination, including Sexual Harassment (whether or not the person reporting is the alleged victim) in person, by mail, telephone, or e-mail, using the contact information listed above for the Title IX Coordinator. A report can be made at any time, including during non-business hours. However, responses to reports made outside of business hours, including during weekends and holidays, may be delayed.

### Key Definitions

Sexual Harassment: Conduct on the basis of sex that satisfies one or more of the following:

1. An employee of the Institute conditioning educational benefits or participation on an individual’s participation in unwelcome sexual conduct (i.e. quid pro quo);
2. Unwelcome conduct that a reasonable person would determine is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the Institute’s education Program or Activity; or
3. Sexual Assault (as defined in the Clery Act), or Dating Violence, Domestic Violence or Stalking as defined in the Violence Against Women Act (VAWA) (collectively referred to as “Sexual Violence”)\*:

- Sexual Assault: As defined in 20 U.S.C. 1092(f)(6)(A)(v), means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.
- Dating Violence: As defined in 34 U.S.C. 12291(a)(10), means violence committed by a person (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (B) where the existence of such a relationship shall be determined based on a consideration of the following factors: the length of the relationship; the type of relationship; and, the frequency of interaction between the persons involved in the relationship.
- Domestic Violence: As defined in 34 U.S.C. 12291(a)(8), includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.
- Stalking: As defined in 34 U.S.C. 12291(a)(30), means engaging in a course of conduct directed at a specific person that would cause a reasonable person to: (A) fear for his or her safety or the safety of others; or (B) suffer substantial emotional distress.

\* Please note: In accordance with the Violence Against Women Reauthorization Act of 2013 ("VAWA"), state definitions for Sexual Assault, Dating Violence, Domestic Violence, Stalking and Consent are contained in the Institute's Annual Campus Safety and Security Report ("ASR"). VAWA crime statistics are reported in the ASR based on the definitions above.

**Complainant:** An individual who is alleged to be the victim of conduct that could constitute Sexual Harassment, regardless of whether a Formal Complaint has been filed. A Complainant must be the alleged victim unless a parent or legal guardian has a legal right to act on the alleged victim's behalf.

**Respondent:** An individual who has been reported to be the perpetrator of conduct that could constitute Sexual Harassment.

**Parties:** include the Complainant(s) and Respondent(s) collectively.

**Advisor:** An individual chosen by a party to accompany the party to meetings related to the resolution process, to advise the party on that process and to conduct cross-examination for the party at any hearing, if any. If a party does not have an Advisor at the hearing portion of the Grievance Process, the Institute will appoint an advisor.

**Formal Complaint:** A document (hardcopy or electronic) filed by a Complainant or signed by the Title IX Coordinator alleging Sexual Harassment against a Respondent and requesting that the Institute investigate. A Formal Complaint must be signed (physical or digital) by the Complainant, the Title IX Coordinator, or otherwise indicate that the Complainant is the person filing the Formal Complaint. At the time of filing a Formal Complaint, the Complainant must be participating in or attempting to participate in the Institute's education Program or Activity with which the Formal Complaint is filed.

**Program or Activity:** On or off campus locations, events, or circumstances over which the Institute exercises substantial control over both the Respondent and the context in which the Sexual Harassment occurred.

**Mandatory Reporter:** Designated Institute employees who must share knowledge, notice and/or reports of Sexual Harassment, discrimination and/or retaliation with the Title IX Coordinator.



Discretionary Reporter: Designated Institute employees who may, with the Complainant's consent, report instances to the Title IX Coordinator.

Clery Act: Meaning the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (20 U.S.C. Section 1092(f); 34 C.F.R. Part 668.46). In accordance with the Clery Act, the Institute publishes required crime statistics and policy statements in its Annual Safety and Security Report (ASR) on or before October 1<sup>st</sup> of each year.

Clery Geography: As defined in the Clery Act, includes (A) buildings and property that are part of a the Institute 's campus; (B) the Institute 's noncampus buildings and property; and (C) public property within or immediately adjacent to and accessible from the campus.

VAWA: Meaning the Violence Against Women Reauthorization Act of 2013 (34 CFR Part 668).

### Procedure for Reporting

If you believe that you have experienced or witnessed Sexual Harassment (including Sexual Violence), discrimination or retaliation, the Institute encourages you to notify the Title IX Coordinator as soon as possible after the incident. A report may be made to either or both the police and the Title IX Coordinator. The criminal process is separate from the Institute's Title IX Grievance Process.

A report of Sexual Violence may be made to either or both the police and the Title IX Coordinator. The criminal process is separate from the Institute's process. It is the Institute's policy not to notify local law enforcement when Sexual Violence occurs, unless a Complainant wishes or there is an emergency threat to health or safety. Complainants have the option to notify law enforcement directly or be assisted in doing so. If requested, the Institute will assist a victim of Sexual Violence in contacting the police. A Complainant is not required to contact the police in order to pursue the Institute's grievance process.

The Institute does not issue orders of protection. Orders of protection, restraining orders, injunctions or similar lawful orders may be obtained through the court system and can be enforced by the Institute. Individuals who have obtained an order of protection is encouraged to provide a copy to the Title IX Coordinator as soon as possible. Although the Institute does not issue orders of protection, information on how to obtain a protective order is located in the ASR.

### Confidentiality

In order to make informed choices, it is important to be aware of confidentiality and reporting requirements when consulting Institute resources. Any Team Member may report to the Title IX Coordinator. Education Team and Team Leads must report to the Title IX Coordinators and are considered mandatory reporters. Institute employees designated mandatory reporters will notify the Title IX Coordinator of any complaints received.

An individual who seeks completely confidential assistance may do so by speaking with professionals who have legally protected confidentiality. The Institute does not have confidential reporting resources, such as pastoral or professional counselors on campus. Crisis, mental health and victim resource hotline information is available at the conclusion of this policy. Information shared with confidential resources will not be shared with the Institute (including the Title IX Coordinator) or anyone else without express, written permission of the individual seeking services unless required by law or court order.

The Institute will keep confidential the identity of the Complainant, Respondent, and witnesses, except as may be permitted by FERPA, as required by law, or as necessary to carry out the Title IX Grievance Process.

There is no time limitation on providing notice/complaints to the Title IX Coordinator. However, if the Respondent is no longer subject to the Institute's jurisdiction and/or significant time has passed, the ability to investigate, respond, and provide remedies may be more limited or impossible. Acting on notice/complaints significantly impacted by the passage of

time (including, but not limited to, the rescission or revision of policy) is at the discretion of the Title IX Coordinator, who may document allegations for future reference, offer supportive measures and/or remedies, and/or engage in informal or formal action, as appropriate.

### Supportive Measures

The Title IX Coordinator will provide Supportive Measures as necessary. Supportive Measures are individualized services reasonably available to ensure equal educational access, protect safety or deter prohibited conduct. Supportive Measures are available, as appropriate, to either or both the Complainant and Respondent and are non-punitive, non-disciplinary and not unreasonably burdensome to the other party. Examples include counseling, extensions of time or other course-related adjustments, modifications to work or class schedules, campus escort services, restrictions on contact between the Parties, leave of absence, increased security and monitoring of certain areas on campus, and other similar accommodation. The Supportive Measures needed by the Complainant and/or Respondent may change over time, and the Title IX Coordinator will communicate with each party to ensure that any Supportive Measures are necessary and effective based on evolving needs.

Victims of Sexual Violence will also be provided with written notification about existing counseling, health and/or mental health services, victim advocacy, legal assistance, visa and immigration assistance, safety planning, timely warnings, student financial aid and other services available to victims within the Institute and in the community.

Once the Title IX Coordinator receives a report, the Title IX Coordinator will promptly contact the Complainant confidentially to discuss the availability of Supportive Measures (available with or without filing a Formal Complaint) and explain the process for filing a Formal Complaint and provide a copy of this policy. The Title IX Coordinator will consider the Complainant's wishes with respect to Supportive Measures.

The Institute will keep confidential the identity of the victim of Sexual Violence and any accommodations or Supportive Measures provided, to the extent that maintaining such confidentiality will not impair the Institute's ability to provide the accommodations or Supportive Measures.

### Dismissal of a Formal Complaint

Dismissal of a Formal Complaint may occur under several circumstances. The Institute must dismiss a Formal Complaint if the allegations do not meet the definition of Sexual Harassment, did not occur in the Institute's education Program or Activity, or did not occur against a person in the United States.

The Institute may dismiss a Formal Complaint if the Complainant informs the Title IX Coordinator, in writing, that he, she, or they withdraw the Formal Complaint or allegations therein; the Respondent is no longer enrolled or employed by the Institute ; or if specific circumstances prevent the Institute from gathering sufficient evidence to reach a determination.

If a Formal Complaint is dismissed, the Parties will be provided written notice of the dismissal outlining the reason(s) for dismissal. A dismissal does not preclude action by the Institute under Student or Team Member conduct policies.

### Grievance Process

The Institute utilizes a prompt, equitable and impartial Grievance Process to evaluate Formal Complaints. Title IX personnel (Title IX Coordinator, Investigators, Decision-Makers, individuals who facilitate Informal Resolution process) will be free from conflicts of interest or bias for or against Complainants or Respondents. Title IX personnel will objectively evaluate all relevant evidence and avoid credibility determinations based on a person's status as a Complainant, Respondent or witness.

Both Parties will receive equal opportunity to provide information, witness statements, evidence, and other information that may be necessary to fully evaluate the alleged offense. Both Parties will be afforded equitable rights and access

during the Grievance Process. The Respondent is presumed not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the Grievance Process.

Generally, the Grievance Process consists of a Formal Complaint, investigation, Live Hearing, determination, Disciplinary Actions, Remedies and appeal (if applicable). The Grievance Process, barring extenuating circumstance, will conclude within 90 days from the date a Formal Complaint is filed.

#### Advisor

A party may be accompanied by an Advisor of their choice during the Grievance Process. The Parties may choose Advisors from inside or outside the Institute community. If the Complainant or Respondent does not have an Advisor present at the Live Hearing, the Institute will select and provide an Advisor, without fee or charge, to conduct cross-examination of witnesses on behalf of that party. A party may reject an Institute appointed Advisor and choose their own Advisor, but they may not proceed without an Advisor. The Complainant and Respondent may not conduct cross-examination.

Choosing an Advisor who is a witness in the Grievance Process creates potential for bias and conflict of interest. A party who chooses an Advisor who is also a witness can anticipate that issues of potential bias will be explored by the Decision-Maker.

The Parties are expected to ask and respond to questions on their own behalf throughout the investigation phase of the Grievance Process. Advisors are expected to advise without disrupting proceedings. For example, advisors should not address Institute officials in a meeting or interview unless invited to. An Advisor may not make a presentation during any meeting or proceeding and may not speak on behalf of the party to the investigation or other Decision-Maker except during a Live Hearing, during cross-examination. If an Advisor is disruptive or otherwise fails to respect the limits of the Advisor role, the meeting or interview may be ended.

Advisors are expected to maintain the privacy of the records shared with them. These records may not be shared with third Parties, disclosed publicly, or used for purposes not explicitly authorized by the Institute. The Institute may seek to restrict the role of any Advisor who does not respect the sensitive nature of the process or who fails to abide by the Institute's privacy expectations.

#### Investigation of Formal Complaints

The Institute will investigate Sexual Harassment (including Sexual Violence) allegations in a Formal Complaint filed by a Complainant or signed by the Title IX Coordinator. The Title IX Coordinator will respect the Complainant's wishes as to whether the Institute investigates an allegation of Sexual Harassment, unless the Title IX Coordinator determines that not investigating would be deliberately indifferent or harmful to the Institute community. The Institute may consolidate Formal Complaints where the allegations arise out of the same facts.

Upon receipt of a Formal Complaint, written notice will be sent to the Parties. The Notice of Investigation will include: details of the allegations (including identities of the Parties involved, specific section of the policy alleged to have been violated, the conduct that would be considered Sexual Harassment, the date of the incident(s) and the location of the incident(s)); a statement that the Respondent is presumed to be not responsible for the alleged conduct until a determination is made according to the Institute's Grievance Process; a statement that the Parties may have an Advisor of their choice; and a reminder of the expectation of truthfulness including consequences for submitting false information. The Parties will also be provided with separate written notice of any investigative interview, meeting or hearing. Interview/meeting notices will include the date, time, location, participants and purpose of the investigative interview or meeting.

Formal Complaints involving employees will also be referred to Campus Director and Director of Operations and simultaneously evaluated under employee conduct policies and procedures.

During the investigation, the Title IX Coordinator or his/her designee (“Investigator”) will conduct interviews and gather evidence. No unauthorized audio or video recording of any kind is permitted during investigation interviews/meetings. The Parties will be provided an equal opportunity to present fact and expert witnesses or other evidence. The Parties (and their Advisors) will be provided with evidence directly related to the allegations, in electronic format or hardcopy, with at least 10 days for the Parties to inspect, review, and respond to the evidence. The Investigator will consider the responses received from the Parties before issuing the investigative report.

Once the investigation has concluded, the Investigator will draft an investigative report (hardcopy or electronic) that fairly summarizes relevant evidence. The investigative report will be sent to the Parties (and their Advisors) at least 10 days prior to a Live Hearing. The Parties may provide a written response to the investigative report.

### Informal Resolution

If the Complainant and Respondent voluntarily consent in writing, Formal Complaints can be resolved through Informal Resolution, such as mediation. The Title IX Coordinator will facilitate an appropriate Informal Resolution process depending on the nature of the allegations, the Parties involved, and the overall circumstances. Informal Resolution will be conducted by a facilitator, who may or may not be the Title IX Coordinator. It is not necessary to pursue Informal Resolution first in order to pursue the Institute’s Grievance Process. At any time prior to agreeing to a resolution, any party has the right to withdraw from the Informal Resolution process and resume the Grievance Process. Informal Resolution is unavailable to resolve allegations that an employee sexually harassed a student.

### Live Hearing

If a Formal Complaint is not or cannot be resolved through Informal Resolution, the Institute will conduct a Live Hearing. Live Hearings are facilitated by designated Decision-Maker, separate from the Title IX Coordinator or Investigator. The Decision Maker will be selected by the Title IX Coordinator.

Cross-examination during a Live Hearing will be conducted directly, orally, and in real time by the party’s Advisor and not by a party personally. The Decision-Maker will permit each party’s Advisor to ask the other party and any witnesses all relevant questions and follow-up questions, including those challenging credibility. Only relevant cross-examination and other questions may be asked of a party or witness. Before a Complainant, Respondent, or witness answers a cross-examination or other question, the Decision-Maker must first determine whether the question is relevant and explain to the party’s Advisor asking cross-examination questions any decision to exclude a question as not relevant.

Rape shield protections are applied to Complainants, deeming irrelevant questions and evidence about a Complainant’s prior sexual behavior unless offered to prove that someone other than the Respondent committed the alleged Sexual Harassment or offered to prove consent.

If a party or witness does not submit to cross-examination at the Live Hearing, the Decision-Maker will not rely on any statement of that party or witness in reaching a determination regarding responsibility. The Decision-Maker will not draw an inference about the determination regarding responsibility based solely on a party’s or witness’s absence from the Live Hearing or refusal to answer cross-examination or other questions.

At the request of either party, the Institute will provide for the entire Live Hearing (including cross-examination) to occur with the Parties located in separate rooms with technology enabling the Parties to see and hear each other. Live Hearings may be conducted with all Parties physically present in the same geographic location or, at the Institute’s discretion, any or all Parties, witnesses, and other participants may appear at the Live Hearing virtually. An audio or audiovisual recording, or transcript, of any Live Hearing will be created and maintained for seven (7) years.

During the Grievance Process, the Institute will not use, rely on or seek disclosure of information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege. The Institute will not access or use a party's medical, psychological, and similar treatment records unless the party provides voluntary, written consent.

### Standard of Evidence

For all Formal Complaints of Sexual Harassment (including where employees are Respondents), the Institute utilizes the "preponderance of the evidence" standard.

### Disciplinary Actions and Remedies

Disciplinary Actions against the Respondent will not be imposed before completion of the Institute's Grievance Process. Following a determination of responsibility, appropriate corrective action will be taken, and the Institute will take steps to prevent recurrence. Disciplinary Actions taken will be determined on a case-by-case basis. Factors considered when determining Disciplinary Action may include but are not limited to: Nature, severity of, and circumstances surrounding the violation(s); Respondent's disciplinary history; Previous allegations or allegations involving similar conduct; Need for disciplinary action to bring an end/prevent future reoccurrence of the violation; Need for disciplinary action to remedy the effects on the Complainant and the Institute community; Impact on the parties; Any other information deemed relevant by the Decision-Maker.

Disciplinary Action for student-related claims may include, but are not limited to, additional training, a restriction on contact, warning, suspension, or termination. Disciplinary Action will be placed in a student's permanent academic file. Any employee determined by the Institute to be responsible for an act of Sexual Harassment will be subject to appropriate Disciplinary Action, up to and including termination. Disciplinary Action will be placed in an employee's permanent personnel file. Employees are also subject to processes and discipline determined by the Human Resources Department. The HR process is separate and apart from the Title IX process and not constrained by the outcome of the Title IX process.

Failure to abide by imposed Disciplinary Actions (whether by refusal, neglect or any other reason), may result in additional Disciplinary Action, including suspension or termination.

Remedies are provided to a Complainant whenever a Respondent is found responsible. Remedies are implemented by the Title IX Coordinator and may be disciplinary and punitive. Student Remedies are designed to maintain the Complainant's equal access to education. Remedies will be determined on a case-by-case basis and may include supportive measures.

Individuals who make a materially false statement in bad faith in the course of a Title IX Grievance Process will be subject to the Institute's Minor and Major Violations Policies.

### Written Determination

The Decision-Maker will issue a Written Determination regarding responsibility with findings of fact, conclusions about whether the alleged conduct occurred, rationale for the result as to each allegation, a description of the procedure from Formal Complaint through the Live Hearing, Disciplinary Actions imposed on the Respondent and whether Remedies will be provided to the Complainant. The determination will be sent simultaneously to the Parties along with information on how to file an appeal.

### Appeal

Both Parties have the right to appeal a determination regarding responsibility, the Institute's dismissal of a Formal Complaint or any allegations therein if: (1) procedural irregularity affected the outcome of the matter; (2) there is newly discovered evidence that could affect the outcome of the matter; and/or (3) Title IX personnel had a conflict of interest or bias, that affected the outcome of the matter.

An appeal must be submitted in writing to the Title IX Coordinator within 14 days of the delivery of the Written Determination.

### Retaliation Prohibited

Both Title IX and the Clery Act provide protections for individuals who bring allegations of non-compliance with the Clery Act and/or Title IX to the attention of appropriate campus administrators. Retaliation (including intimidation, threats, coercion or discrimination) against an individual for raising an allegation of Sexual Harassment, for cooperating in the Grievance Process is prohibited.

The Institute does not retaliate against those who raise concerns of non-compliance. Any concerns should be brought to the immediate attention of the Title IX Coordinator.

### Training

The Institute ensures that its Title IX personnel have adequate Title IX training, including annual training on issues related to Sexual Assault, Dating Violence, Domestic Violence and Stalking. The Title IX Coordinator and Investigators are trained on the definition of Sexual Harassment, the scope of the Institute's education Program or Activity, how to conduct an investigation, the Institute's Grievance Process (including Live Hearings, appeals, and Informal Resolution processes, as applicable) and how to serve impartially by avoiding prejudgment of the facts at issue, conflicts of interest, and bias. Decision-Makers are trained on the definition of Sexual Harassment, the Live Hearing process, technology to be used in Live Hearings, and issues of relevance (including how to apply the rape shield protections provided for Complainants). Informal Resolution facilitators are trained on the Informal Resolution process.

Materials used to train Title IX personnel are posted on the Institute's website ( <https://avedainspiregreatness.com/team/team-member-intranet-2/>)

### Bias/Conflict of Interest

To raise any concern involving bias or conflict of interest by the Title IX Coordinator, contact Dale LeMonds, President of Inspire Greatness Aveda Institutes. Concerns of bias or potential conflict of interest by any other Title IX personnel should be raised with the Title IX Coordinator.

### Clery Act Reporting

Institute administrators will issue timely warnings for incidents reported that pose a substantial threat of bodily harm or danger to other members of the campus community. The Institute will make every effort to ensure that a victim's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the danger. The Institute reserves the right to notify parents/guardians of dependent students regarding any health or safety risk, or a change in student status.

Personally identifiable information for victims of Sexual Assault, Dating Violence, Domestic Violence and Stalking will not be included in any publicly available recordkeeping, including Clery Act Reporting and disclosures such as the ASR.

### Emergency Removal

The Institute can remove a Respondent entirely or partially from the Education Program or Activities on an emergency basis when an individualized safety and risk analysis has determined that an immediate threat to the physical or safety of any student or other individual justifies removal. The risk analysis is performed by the Title IX Coordinator in conjunction with the local police department.

In cases in which an emergency removal is imposed, the Respondent will be given notice of the action and the option to request to meet with the Title IX Coordinator prior to such action/removal being imposed, or as soon thereafter as

reasonably possible, to show cause why the action/removal should not be implemented or should be modified. This meeting is not a hearing on the merits of the allegation(s), but rather is an administrative process intended to determine solely whether the emergency removal is appropriate. When this meeting is not requested in a timely manner, objections to the emergency removal will be deemed waived.

The Title IX Coordinator has sole discretion under this policy to implement or stay an emergency removal and to determine the conditions and duration. Violation of an emergency removal under this policy will be grounds for discipline, which may include expulsion or termination.

The Institute will implement the least restrictive emergency actions possible in light of the circumstances and safety concerns. As determined by the Title IX Coordinator, these actions could include, but are not limited to: temporarily re-assigning an employee, restricting a student's or employee's access to the campus, allowing a student to withdraw or take grades of incomplete without financial penalty, and authorizing an administrative leave.

### Additional Information

Students and employees may contact the Title IX Coordinator with any questions related to this policy. In addition, the U.S. Department of Education Office for Civil Rights ("OCR") investigates complaints of unlawful harassment of students in educational programs or activities. This agency may serve as a neutral fact finder and will attempt to facilitate the voluntary resolution of disputes with the Parties. For more information, visit the OCR website at <http://www.hhs.gov/ocr/>. To the extent that an employee or contract worker is not satisfied with the Institute's handling of a complaint, he or she may also contact the appropriate state or federal enforcement agency for legal relief.

### Sexual Violence- Immediate Care and Preservation of Evidence

If you experience Sexual Violence, some or all of these safety suggestions may guide you after an incident has occurred:

1. Go to a safe place. If there is any immediate danger, contact the Title IX Coordinator if you are on campus or call 911 if you are off campus.

2. Consider securing immediate professional support (e.g., counseling, victim advocacy, medical services, etc.) to assist you. The Institute does not have a confidential counselor but local resources are available that can provide confidential assistance. Local resources are found on the last page of this policy.

3. For your safety and well-being, immediate medical attention is encouraged. Further, being examined (through a forensic examination) as soon as possible, ideally within 120 hours, is important in the case of rape or Sexual Assault. Completing a forensic examination does not require someone to file a police report. To find a location near you that performs free forensic examinations, call the National Sexual Assault Hotline at (800) 656-4673. Resources are also available through the Rape Abuse & Incest National Network (RAINN); [www.RAINN.org](http://www.RAINN.org).

- To preserve evidence, it is recommended that you do not bathe, shower, douche, eat, drink, smoke, brush your teeth, urinate, defecate, or change clothes before receiving medical attention. Even if you have already taken any of these actions, you are still encouraged to have prompt medical care, and evidence may still be recoverable.
- Typically, if police are involved or will be involved, they will obtain evidence from the scene, and it is best to leave things undisturbed until their arrival. They will gather bedding, linens or unlaundered clothing, and any other pertinent items that may be used for evidence. It is best to allow police to secure items in evidence containers, but if you are involved in transmission of items of evidence, such as to the hospital, secure them in a clean paper bag or clean bedsheet to avoid contamination.

- If you have physical injuries, photograph or have them photographed, with a date stamp on the photo.
- Record the names of any witnesses and their contact information. This information may be helpful as proof of a crime, to obtain an order of protection, or to offer proof of a Institute policy violation.
- Try to memorize details (e.g., physical description, names, license plate number, car description, etc.), or even better, write notes to remind you of details, if you have time and the ability to do so.

### Prevention and Education

In accordance with the Clery Act and VAWA, the Institute offers a range of campaigns, strategies, and initiatives to promote awareness, education, risk reduction, and prevention in an effort to reduce the frequency of sex or gender-based discrimination, harassment, and violence amongst members of the campus community.

The Institute offers programming to identify and prevent Sexual Assault, Dating Violence, Domestic Violence (including stranger and known offender assaults), and Stalking each year. Educational programs are offered to raise awareness for all incoming students and employees and are often conducted during new student and new employee orientation.

Programs and other campaigns offered throughout the year to students and employees include information regarding awareness and primary prevention (including normative messaging, environmental management, and bystander intervention), and discuss the Institute's policies. Programs also offer information on risk reduction that strives to empower individuals who experience these incidents, how to recognize warning signs, and how to avoid potential attacks, and do so without biased approaches.

Bystander engagement is encouraged through safe and positive intervention techniques and by empowering third-party intervention and prevention such as calling for help, using intervention-based apps, identifying allies, and/or creating distractions. Bystander empowerment training highlights the need for those who intervene to ensure their own safety in the intervention techniques they choose and motivates them to intervene as stakeholders in the safety of the Institute community when others might choose to be bystanders.

### Record keeping and Privacy

The Institute's records of investigations and resolutions are maintained in privacy for seven years. Information is shared internally between administrators who need to know in order to complete their job duties. When information must be shared to permit the investigation to move forward, the Parties will be informed. Privacy of the records specific to the investigation is maintained in accordance with state law and the federal FERPA statute. Any public release of information needed to comply with the timely warning provisions of the Clery Act will not include the names of Complainant or information that could easily lead to a Complainant's identification. Irrespective of state law or public records access provisions, information about Complainants is maintained privately in accordance with Title IX and FERPA.



## Additional Resources

National Sexual Violence Resource Center

Contact Information: 877-739-3895

Rape, Abuse and Incest National Network (RAINN)

Contact Information: 800-656-4673

National Sexual Assault Hotline

Contact information: 1800-656-4673

\*Counseling, advocacy and support for victims, regardless of whether or not a victim chooses to make an official report or participate in the Institutional disciplinary or criminal process. Option to disclose with confidentiality. Counselors can provide ongoing support during the institutional disciplinary or criminal process.

Sexual Assault Response Team (SART)

Contact information: 877-739-3895

\*Helps victims navigate medical, emotional and legal issues along with associated procedures. SART is available for quick reference and immediate assistance. SART will help victim find options to seek treatment for injuries, preventative treatment for sexually transmitted diseases and other health services.

Law Enforcement

Contact Information: dial 911

Sexual Assault Nurse Examiner (SANE)

Forensicnurses.org

\*Offers assistance in obtaining a rape kit and preservation