

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 1st 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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Anne Skubis, **AVEDA INSTITUTE TUCSON**
520-289-5339
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Karling Cosca, Director of Operations, **AVEDA INSTITUTES**
520-730-8454
kcosca@igveda.com

A copy of Aveda Institute Campus Security Policy, as well as 3 years¹ 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 12, 2024.

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.

¹ Aveda Institute Avondale opened in September, 2022 and does not have 3 years of crime data to report.
Aveda Institute Campus Security Policy
Aveda Institute Avondale opened in September, 2022 and does not have enough history to report 3 years of crime data.

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

² Aveda Institute Avondale opened in September, 2022 and does not have historical crime data.
Aveda Institute Campus Security Policy

Aveda Institute Avondale opened in September, 2022 and does not have enough history to report 3 years of 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

This policy is only applicable to alleged incidents of sex discrimination (including sex-based harassment and retaliation) that occur on or after August 1, 2024. For alleged incidents of sex discrimination or sexual harassment occurring prior to August 1, 2024, please see Aveda Institute's Title IX Policy: <https://avedainspiregreatness.com/wp-content/uploads/2021/08/Aveda-Institutes-Federal-Title-IX-Policy-.pdf>

This Policy applies to Aveda Institute's (the "Institute") education program and activities, circumstances where the Institute has disciplinary authority, and to misconduct occurring within any building owned or controlled by an Institute -recognized student organization. This Policy may also apply to the effects of off-campus misconduct that limit or deny a person's access to the Institute's education program or activities.

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 or regulations change or court decisions alter the requirements in a way that impacts this policy, this policy will be construed to comply with the most recent government laws, regulations, or court holdings.³

STATEMENT OF NON-DISCRIMINATION

Aveda Institute (the "Institute") is committed to providing a work and educational environment free of unlawful discrimination, harassment and retaliation. The Institute does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX and its regulations, including in admission and employment. Discrimination on the basis of sex includes discrimination on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity. Sex-based harassment is a form of sex discrimination.

Inquiries about Title IX may be referred to the Institute's Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights, or both. The Institute's Title IX Coordinator is:

AVEDA INSTITUTE DENVER TITLE IX DEPUTY COORDINATOR: JOANN STEVENS, 303.854.4911, JSTEVENS@AVEDADENVER.COM

AVEDA INSTITUTE TUCSON TITLE IX DEPUTY COORDINATOR: ANNE SKUBIS, 520.289.5339, ASKUBIS@AVEDATUCSON.COM

AVEDA INSTITUTE PROVO TITLE IX DEPUTY COORDINATOR: BRITTANY SHARP, 801.541.0133, BSHARP@AVEDAPROVO.COM

AVEDA INSTITUTE PHOENIX TITLE IX DEPUTY COORDINATOR: KATRINA BERVIN, 480.249.7666, KBERVIN@AVEDAPHOENIX.COM

AVEDA INSTITUTE AVONDALE TITLE IX DEPUTY COORDINATOR: MIRANDA SALVIANO, 520.260.9675, MSALVIANO@AVEDAAVONDALE.COM

AVEDA INSPIRE GREATNESS INSTITUTES TITLE IX COORDINATOR: KARLING COSCA, 520.730.8454, KSCOSCA@IGAVEDA.COM

The Institute's nondiscrimination policy and grievance procedures can be found at <https://avedainspiregreatness.com/consumer-information/>

To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please refer to the Institute's Title IX Policy .

TITLE IX COORDINATOR

Title IX compliance requires the Institute to respond promptly and effectively when the Institute has knowledge of conduct that reasonably may constitute sex discrimination. The Title IX Coordinator coordinates Institute's efforts to comply with its Title IX responsibilities.

AVEDA INSTITUTE DENVER TITLE IX DEPUTY COORDINATOR: JOANN STEVENS, 303.854.4911, JSTEVENS@AVEDADENVER.COM

AVEDA INSTITUTE TUCSON TITLE IX DEPUTY COORDINATOR: ANNE SKUBIS, 520.289.5339, ASKUBIS@AVEDATUCSON.COM

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AVEDA INSPIRE GREATNESS INSTITUTES TITLE IX COORDINATOR: KARLING COSCA, 520.730.8454, KSCOSCA@IGAVEDA.COM

Any person can report sex discrimination 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 in response.

³ In accordance with the preliminary injunction issued in [Kansas v. United States Dep't of Educ.](#), this policy does not apply to the Provo, UT campus. Please see [2020 Title IX Policy](#) | Aveda Institute Campus Security Policy | Aveda Institute Avondale opened in September, 2022 and does not have enough history to report 3 years of crime data.

KEY DEFINITIONS

Clery Act means 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 on or before October 1 of each year.

Complainant means:

- A student or employee who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX; or
- A person other than a student or employee who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX or its regulations and who was participating or attempting to participate in the Institute's education program or activity at the time of the alleged sex discrimination.

Complaint means an oral or written request to the Institute that objectively can be understood as a request for the Institute to investigate and make a determination about alleged conduct under Title IX. The following people have the right to make a complaint:

- A Complainant
- A parent, guardian or other authorized legal representative with the legal right to act on behalf of a Complainant; or
- The Institute's Title IX Coordinator.

Note that a person is entitled to make a Complaint of sex-based harassment only if they themselves are alleged to have been subjected to the sex-based harassment, if they have a legal right to act on behalf of such person, or if the Title IX Coordinator initiates a complaint.

With respect to complaints of sex discrimination other than sex-based harassment, in addition to the people listed above, the following persons have a right to make a complaint:

- Any Institute student or employee; or
- Any person other than a student or employee who was participating or attempting to participate in the Institute's education program or activity at the time of the alleged sex discrimination.

Confidential employee means an employee in one of the following categories: (1) confidentiality bestowed by law or professional ethics, such as lawyers, medical professionals, clergy, and mental health counselors; (2) designated as a confidential resource by the Institute for purposes of providing support and resources to the complainant; and (3) conducting human subjects research (as approved). For the employees in category (1), they must be in a confidential relationship with the person reporting, such that they are within the scope of their licensure, professional ethics, or confidential role at the time of receiving the notice.

Consent as defined by Colorado law means "cooperation in act or attitude pursuant to an exercise of free will and with knowledge of the nature of the act."

Consent as defined by Arizona law means "an express agreement between parties to engage in sexual activities."

Consent as defined by Utah law means "is the voluntary agreement by a person of sufficient age or who possesses the required mental capacity and is not under duress or coercion but has knowledge and understanding of the term. Consent is an agreement to participate in a sexual activity."

Disciplinary Sanction means consequences imposed on a respondent following a determination under Title IX that the respondent violated the Institute's prohibition on sex discrimination.

Education program or activity includes locations, events, or circumstances in which the Institute exercises substantial control over both the respondent and the context in which the conduct occurred, and also includes any building owned or controlled by a student organization that is officially recognized by the Institute.

Party means a complainant or respondent.

Relevant means related to the allegations of sex discrimination under investigation as part of these grievance procedures. Questions are relevant when they seek evidence that may aid in showing whether the alleged sex discrimination occurred, and evidence is relevant when it may aid a decisionmaker in determining whether the alleged sex discrimination occurred.

Respondent means a person who is alleged to have violated the Institute's Title IX policy. The requirements related to a respondent apply only to sex discrimination complaints alleging that a person violated the Institute's prohibition on sex discrimination. When a sex discrimination complaint alleges that an Institute policy or practice discriminates on the basis of sex, the Institute is not considered a respondent.

Retaliation means adverse action including intimidation, threats, coercion, or discrimination against any person by the Institute, a student, or an employee or other person authorized by the Institute to provide aid, benefit, or service under an educational program or activity, for the purpose of interfering with any right or privilege secured by Title IX or its regulations, or because the person has reported information, made a complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under the Title IX regulations.

Sex-Based Harassment is a form of sex discrimination and means sexual harassment and other harassment on the basis of sex, including on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity, that is:

- Quid Pro Quo Harassment: An employee, agent, or other person authorized by the Institute to provide an aid, benefit, or service under the Institute's education program or activity explicitly or implicitly conditioning the provision of such an aid, benefit or service on a person's participation in unwelcome sexual conduct.
- Hostile Environment Harassment: Unwelcome sex-based conduct that, based on the totality of circumstances, is subjectively and objectively offensive and is so severe or pervasive that it limits or denies a person's ability to participate in or benefit from the Institute's education program or activity. Whether a Hostile Environment has been created is a fact-specific inquiry that includes consideration of the following:
 - The degree to which the conduct affected the complainant's ability to access the education program or activity;
 - The type, frequency, and duration of the conduct;
 - The parties' ages, roles within the education program or activity, previous interactions, and other factors about each party that may be relevant to evaluating the effects of the conduct;
 - The location of the conduct and the context in which the conduct occurred; and
 - Other sex-based harassment in the education program or activity.
- Specific Sexual Violence Offenses
 - Sexual Assault meaning an offense classified as a forcible or non-forcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.
 - Dating Violence meaning 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: (1) the length of the relationship; (2) the type of relationship; and (3) the frequency of interaction between the persons involved in the relationship.
 - Domestic Violence meaning felony or misdemeanor crimes committed by a person who: (A) is a current or former spouse or intimate partner of the victim under the family or domestic violence laws of the jurisdiction of the Institute, or a person similarly situated to a spouse of the victim; (B) is cohabitating, or has cohabitated, with the victim as a spouse or intimate partner; (C) shares a child in common with the victim; or (D) commits acts against a youth or adult victim who is protected from those acts under the family or domestic violence laws of the jurisdiction.
 - Stalking meaning engaging in a course of conduct directed at a specific person that would cause a reasonable person to: (A) fear for the person's safety or the safety of others; or (B) suffer substantial emotional distress.

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

Supportive measures means individualized measures offered as appropriate, as reasonably available, without unreasonably burdening a complainant or respondent, not for punitive or disciplinary reasons, and without fee or charge to the complainant or respondent to:

- Restore or preserve that party's access to the education program or activity, including measures that are designed to protect the safety of the parties or the educational environment; or
- Provide support during the Institute's grievance procedures or during an informal resolution process.

PROCEDURE FOR REPORTING

If you believe that you have experienced or witnessed sex discrimination (including sex-based harassment or retaliation), the Institute encourages you to notify the Title IX Coordinator, or another responsible employee 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 Procedure. Resources for reporting to local law enforcement can be found

Colorado: <https://www.denverda.org/report-a-crime/>

Arizona: <https://www.azag.gov/complaints/criminal>

Utah: <https://www.utahcounty.gov/Dept/Atty/VictimServices/ReportACrime.html>

A report provides notice to the Institute of an allegation or concern about sex discrimination and provides an opportunity for the Title IX Coordinator to provide information, resources, and supportive measures. A complaint provides notice to the Institute that the complainant would like to initiate an investigation. A complainant or individual may initially make a report and may decide at a later time to make a complaint.

An Institute employee who either has authority to institute corrective measures on behalf of the Institute or has responsibility for administrative leadership, teaching, or advising are considered mandatory reporters and are expected to promptly report all known details of actual or suspected sex discrimination to the Title IX Coordinator. All other employees are expected to promptly report all known details of actual or suspected sex discrimination to the Title IX Coordinator or provide the Title IX Coordinator's contact information to the individual making the report.

Mandatory reporting may be suspended during a public awareness event. A Title IX Coordinator is not obligated to act in response to information provided by a person during a public event to raise awareness about sex discrimination or sex-based harassment that is on campus or through an online platform sponsored by the Institute, unless the information indicates an imminent and serious threat to the health or safety of a complainant, any students, employees, or other persons.

An individual who seeks completely confidential assistance may do so by speaking with professionals who have legally protected confidentiality. Confidential reporting resources, such as pastoral or professional counselors do not generate reports to the Title IX Coordinator. The Institute does not employ confidential employees. Local crisis, mental health and victim resource hotline information is available:

National Sexual Violence Resource Center: 877-739-3895

Rape, Abuse and Incest National Network (RAINN): 800-656-4673

National Sexual Assault Hotline: 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): 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.

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.

SUPPORTIVE MEASURES

The Institute will offer and coordinate supportive measures as appropriate for the complainant and/or respondent to restore or preserve that person's access to the education program or activity or provide support during the Institute's Title IX Grievance Procedures or during the informal resolution process.

Supportive measures may include, but are not limited to: counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures.

The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures, in collaboration with other campus resources as deemed necessary. The parties are provided with a timely opportunity (within two business days) to seek modification or reversal of the Institute's decision to provide, deny, modify, or terminate supportive measures applicable to them. A request should be made in writing to the Title IX Coordinator. An impartial employee other than the employee who implemented the supportive measures, who has authority to modify or reverse the decision, will determine whether to provide, deny, modify, or terminate the supportive measures if they are inconsistent with the Title IX regulatory definition of supportive measures.

Victims of sexual violence offenses 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.

The Institute will maintain the confidentiality of the supportive measures, provided that confidentiality does not impair the Institute's ability to provide those supportive measures.

ONLINE MISCONDUCT

Although the Institute may not control websites, social media or other online platforms through which communication that violates the Institute's policy are made, the Institute will address reported communications. Online manifestations of the behavior prohibited in this policy are also potential violations of Institute policy if the communications have an effect on the education program and activity or when they involve the use of Institute networks, technology or equipment.

GRIEVANCE PROCEDURES

The Institute has adopted grievance procedures that provide for the prompt and equitable resolution of complaints of sex discrimination (including sex-based harassment and retaliation) made by students, employees, or other individuals who are participating or attempting to participate in the education program or activity, or by the Title IX Coordinator.

These grievance procedures apply to all complaints of sex discrimination. As indicated within this policy, additional grievance procedures apply to sex-based harassment complaints involving student complainants or student respondents.

When a party is both a student and an employee, the Institute will make a fact-specific inquiry, including whether the party's primary relationship with the Institute is to receive an education and whether the alleged sex-based harassment occurred while the party was performing employment-related work.

The Institute will treat complainants and respondents equitably. The Institute requires that any Title IX Coordinator, investigator, or decision maker not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent. A decisionmaker may be the same person as the Title IX Coordinator or investigator.

The Institute presumes that the respondent is not responsible for the alleged conduct until a determination is made at the conclusion of its Grievance Procedures.

TIMEFRAME

The Institute will make a good faith effort to complete the Grievance Procedures within 60-90 business days, including any appeals, which the Title IX Coordinator can extend as necessary for appropriate cause. The parties will receive updates on the progress, as well as notification and a rationale for any extensions or delays, and an estimate of how much additional time will be needed to complete the process.

Investigations are normally completed within 60 business days, though some investigations may take longer, depending on issues such as the nature, extent, and complexity of the allegations, witness availability, law enforcement involvement, and other factors. The Institute may undertake a short delay in its investigation (several days to a few weeks) if circumstances require. Such circumstances include but are not limited to a request from law enforcement or the absence of parties and/or witnesses.

The Institute may consolidate complaints where allegations arise out of the same facts or circumstances.

TITLE IX COORDINATOR INITIATED COMPLAINT

The Title IX Coordinator has ultimate discretion as to whether a complaint is initiated. If a complainant does not wish to file a complaint (or withdraws any or all of the allegations), the Title IX Coordinator will offer supportive measures and determine whether to initiate a complaint. The Title IX Coordinator will determine if there is a serious and imminent threat to someone's safety or if the Institute cannot ensure equal access without initiating a complaint. The Title IX Coordinator considers the following factors:

- The complainant's request not to proceed with initiation of a complaint;
- The complainant's reasonable safety concerns regarding initiation of a complaint;
- The risk that additional acts of sex discrimination would occur if a complaint is not initiated;
- The severity of the alleged sex discrimination, including whether the discrimination, if established, would require the removal of a respondent from campus or imposition of another disciplinary sanction to end the discrimination and prevent its recurrence;
- The age and relationship of the parties, including whether the respondent is an employee;
- The scope of the alleged sex discrimination, including information suggesting a pattern, ongoing sex discrimination, or sex discrimination alleged to have impacted multiple individuals;
- The availability of evidence to assist a decisionmaker in determining whether sex discrimination occurred;
- Whether the Institute can end the alleged sex discrimination and prevent its recurrence without initiating its grievance procedures; and
- Any other factors deemed relevant by the Title IX Coordinator.

The Title IX Coordinator will notify the complainant prior to initiating the complaint and appropriately address reasonable concerns about the complainant's safety or the safety of others, including by providing supportive measures

NOTICE OF INVESTIGATION AND ALLEGATIONS

Upon initiation of the Institute's Title IX grievance procedures, the Institute will notify the parties in writing of the following:

- The Institute's Title IX grievance procedures and any informal resolution process;
- A meaningful summary of the allegations, including the identities of the parties involved in the incident(s), the conduct alleged to constitute sex discrimination, and the date(s) and location(s) of the alleged incident(s);
- Retaliation is prohibited;
- A statement that the parties are entitled to an equal opportunity to access the relevant and not otherwise impermissible evidence;
- The name(s) of the investigator(s), along with the process an individual can follow to assert a conflict of interest concern against the assigned investigator(s);
- A statement informing the parties that knowingly making false statements, including knowingly submitting false information is prohibited; and
- Detail on how a party may request disability accommodations or other support assistance during the Grievance Procedure.

If, in the course of an investigation, the Institute decides to investigate additional allegations of sex discrimination by the respondent toward the complainant that are not included in the notice provided or that are included in a complaint that is consolidated, the Institute will notify the parties of the additional allegations.

If the complaint is a student sex-based harassment complaint, the Institute will notify the parties in writing of the following with sufficient time for the parties to prepare before any initial interview:

- The respondent is presumed not responsible for the alleged sex-based harassment until a determination is made at the conclusion of the Grievance Procedures. Prior to such a determination, the parties will have an opportunity to present relevant and not otherwise impermissible evidence to a trained, impartial decision maker;
- The parties may have an advisor of their choice who may be, but is not required to be, an attorney;
- The parties are entitled to an equal opportunity to access the relevant and not otherwise impermissible evidence or an investigative report that accurately summarizes this evidence. If the Institute provides access to an investigative report: The parties are entitled to an equal opportunity to access the relevant and not impermissible evidence upon the request of any party; and
- The Institute's Code of Conduct prohibits knowingly making false statements or knowingly submitting false information during the grievance procedures.

DISMISSAL OF A COMPLAINT

The Institute may dismiss a complaint at any point within the grievance process if one or more of the following grounds are met:

- The Institute is unable to identify the respondent after taking reasonable steps to do so;
- The respondent is not participating in the Institute's education program or activity and is not employed by the Institute ;
- The complainant voluntarily withdraws any or all of the allegations in the complaint (withdrawal must be in writing if a sex-based harassment complaint), the Title IX Coordinator declines to initiate a complaint, and the Institute determines that, without the complainant's withdrawn allegations, the conduct that remains alleged in the complaint, if any, would not constitute sex discrimination under Title IX even if proven; or
- The Institute determines the conduct alleged in the complaint, even if proven, would not constitute sex discrimination under Title IX. Before dismissing the complaint, the Institute will make reasonable efforts to clarify the allegations with the complainant.

Upon dismissal, the Institute will promptly notify the complainant in writing of the dismissal and the rationale for dismissal. If the dismissal occurs after the respondent has been notified of the allegations, the Institute will notify the parties simultaneously in writing of the dismissal.

The dismissal decision is appealable by any party. If the dismissal is appealed, the Institute will follow the procedures outlined in the Appeals section.

ADVISOR

An advisor is an individual who serves to assist a party in a complaint of sex-based harassment and is allowed to attend any meeting related to the grievance procedures. A student can choose an advisor of their choice, who may be but is not required to be an attorney. The Institute cannot guarantee equal advisory rights, meaning that if one party selects an advisor who is an attorney but the other party does not or cannot afford an attorney, the Institute is not obligated to provide an attorney to advise that party. If one party is a student, and the other party is not they will have the same right to an advisor.

The Institute may establish restrictions regarding the extent to which the advisor may participate in these Grievance Procedures, as long as the restrictions apply equally to the parties. Advisors may not provide testimony or speak on behalf of their advisee unless given specific permission to do so. The parties are expected to ask and respond to questions on their own behalf.

The Institute may permit the parties to have more than one advisor, or an advisor and a support person, upon special request to the Title IX Coordinator. The decision to grant this request is at the Title IX Coordinator's sole discretion and will be granted equitably to all parties.

INFORMAL RESOLUTION

In lieu of resolving a complaint through the Institute's Title IX grievance procedures, the parties may instead elect to participate in an informal resolution process. The Institute will not offer informal resolution to resolve a complaint when such a process would conflict with Federal, state or local law. The Institute will obtain voluntary, written confirmation that all parties wish to resolve the matter through informal resolution. Before the initiation of an informal resolution process, the Institute will explain in writing to the parties:

- The allegations;
- The requirements of the informal resolution process;
- That any party has the right to withdraw from the informal resolution process and initiate or resume formal grievance procedures at any time before agreeing to a resolution;
- That if the parties agree to a resolution at the end of the informal resolution process, they cannot initiate or resume formal grievance procedures arising from the same allegations;
- The potential terms that may be requested or offered in an informal resolution agreement, including notice that an informal resolution agreement is binding only on the parties; and
- What information the Institute will maintain and whether and how the Institute could disclose such information for use in Title IX formal grievance procedures if such procedures are initiated or resumed.

INVESTIGATION

The Institute will provide for adequate, reliable, and impartial investigation of complaints. The burden is on Institute —not on the parties—to conduct an investigation that gathers sufficient evidence to determine whether a violation occurred.

For sex-based harassment complaints, the Institute will provide to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all meetings or proceedings with sufficient time for the party to prepare to participate. The Institute will also provide the parties with the same opportunities, if any, to have other people than the advisor of the parties' choice present during any meeting or proceeding.

The Institute will provide an equal opportunity for the parties to present fact witnesses and other inculpatory and exculpatory evidence that are relevant and not otherwise impermissible. The Institute will review all evidence gathered through the investigation and determine what evidence is relevant and what evidence is impermissible regardless of relevance.

The Institute will provide each party with an equal opportunity to access the evidence that is relevant to the allegations of sex discrimination and not otherwise impermissible, in the following manner:

- The Institute will provide an equal opportunity to access either the relevant and not otherwise impermissible evidence, or an accurate description of this evidence. If the Institute provides a description of the evidence, the Institute will provide the parties with an equal opportunity to access the relevant and not otherwise impermissible evidence upon the request of any party;
- The Institute will provide a reasonable opportunity (7 business days) to respond to the evidence or the accurate description of the evidence; and
- The Institute will take reasonable steps to prevent and address the parties' unauthorized disclosure of information and evidence obtained solely through the formal grievance procedures. Disclosures of such information and evidence for purposes of administrative proceedings or litigation related to the complaint of sex discrimination are authorized.

For sex-based harassment complaints, the Institute will provide each party and their advisor, if any, an equal opportunity to access either the relevant and not otherwise impermissible evidence, or the same written investigative report that accurately summarizes this evidence. If the Institute provides access to an investigative report, it will further provide the parties with an equal opportunity to access the relevant and not otherwise impermissible evidence upon the request of any party. The Institute will provide a reasonable opportunity (7 business days) to review and respond to the evidence or the investigative report. The Institute will take reasonable steps to prevent and address the parties' and their advisors' unauthorized disclosure of information.

INTERVIEW RECORDING

Investigators will create a record of all interviews pertaining to the Grievance Procedure. The parties may review copies of their own interviews upon request. No unauthorized audio or video recording of any kind is permitted during investigation meetings.

QUESTIONING THE PARTIES AND WITNESSES

The Institute will provide a process that enables the decisionmaker to question parties and witnesses to adequately assess a party's or witness's credibility to the extent credibility is both in dispute and relevant to evaluating one or more allegations. To the extent credibility is in dispute and relevant to one or more of the allegations, the decisionmaker may meet individually with the parties and witnesses to question them in order to assess their credibility. These meetings will be recorded, and the recording or transcript will be shared with the Parties.

For sex-based harassment complaints, the decisionmaker will question parties and witnesses to adequately address a party's or witnesses' credibility to the extent credibility is both in dispute and relevant to evaluating one or more allegations of sex-based harassment. The Institute's process for proposing and asking relevant and not otherwise impermissible questions and follow-up questions of parties and witnesses, including questions challenging credibility will:

- Allow the investigator or decisionmaker to ask such questions during individual meetings with a party or witness;
- Allow each party to propose such questions that the party wants asked of any party or witness and have those questions asked by the investigator or decisionmaker during one or more individual meetings, including follow-up meetings, with a party or witness, subject to the procedures for evaluating and limiting questions discussed below; and
- Provide each party with an audio or audiovisual recording or transcript with enough time for the party to have a reasonable opportunity to propose follow-up questions.

PROCEDURES FOR THE DECISIONMAKER TO EVALUATE THE QUESTIONS AND LIMITATIONS ON QUESTIONS

For sex-based harassment complaints, the decisionmaker will determine whether a proposed question is relevant and not otherwise impermissible before the question is posed and will explain any decision to exclude a question as not relevant or otherwise impermissible. Questions that are unclear or harassing will not be permitted. The decisionmaker will give a party an opportunity to clarify or revise a question that the decisionmaker determines is unclear or harassing. If the party sufficiently clarifies or revises the question, the question will be asked.

REFUSAL TO RESPOND TO QUESTIONS AND INFERENCES BASED ON REFUSAL TO RESPOND TO QUESTIONS

The decisionmaker may choose to place less or no weight upon statements by a party or witness who refuses to respond to questions deemed relevant and not impermissible. The decisionmaker will not draw an inference about whether sex-based harassment occurred based solely on a party's or witness's refusal to respond to such questions

EVIDENCE

The Institute will objectively evaluate all evidence that is relevant and not otherwise impermissible—including both inculpatory and exculpatory evidence. Credibility determinations will not be based on a person's status as a complainant, respondent, or witness. The following types of evidence, and questions seeking that evidence, are impermissible (i.e., will not be accessed or considered, except by the Institute to determine whether one of the exceptions listed below applies; will not be disclosed; and will not otherwise be used), regardless of whether they are relevant:

- Evidence that is protected under a privilege recognized by Federal or State law or evidence provided to a confidential employee, unless the person to whom the privilege or confidentiality is owed has voluntarily waived the privilege or confidentiality;
- A party's or witness's records that are made or maintained by a physician, psychologist, or other recognized professional or paraprofessional in connection with the provision of treatment to the party or witness, unless the Institute obtains that party's or witness's voluntary, written consent for use in its grievance procedures; and
- Evidence that relates to the complainant's sexual interests or prior sexual conduct, unless evidence about the complainant's prior sexual conduct is offered to prove that someone other than the respondent committed the alleged conduct or is evidence about specific incidents of the complainant's prior sexual conduct with the respondent that is offered to prove consent to the alleged sex-based harassment. The fact of prior consensual sexual conduct between the complainant and respondent does not by itself demonstrate or imply the complainant's consent to the alleged sex-based harassment or preclude determination that sex-based harassment occurred.

DETERMINATION

If the decisionmaker is not the investigator, the decisionmaker will review the investigative report and all relevant evidence to make a finding and determine sanctions, if applicable. In accordance with the procedure above, the decisionmaker can ask the parties or any witnesses additional relevant questions through individual meetings. To the extent credibility is in dispute and relevant to one or more of the allegations, the questions asked by the decisionmaker may explore credibility. Typically, within 3 business days of the last individual meetings, the recordings or transcript will be provided to the parties for review. The parties will then have 3 business days to review these recordings or transcripts and pose any follow-up questions. The decisionmaker will review the proposed questions to determine relevance and permissibility. If deemed necessary, the decisionmaker will meet with the parties or witnesses for whom there are relevant, non-duplicative follow-up questions. These follow-up meetings will also be recorded and the parties will receive the recordings or transcripts. This is the final round of questioning, unless the decisionmaker determines that an additional round is necessary.

Any new, relevant evidence and information obtained will be added to the investigative report. The Institute will provide a reasonable opportunity (7 business days) to review and respond to the evidence or the final investigative report.

The decisionmaker's determination process typically takes 15 business days. However, the timeframe may vary based on a number of factors. The parties will be notified of any delays. Following the investigation, the decisionmaker will evaluate the investigative report and all relevant and not otherwise impermissible evidence. The Institute will then:

- Use the preponderance of the evidence standard of proof to determine whether sex discrimination/sex-based harassment occurred. The standard of proof requires the decision maker to evaluate relevant and not otherwise impermissible for its persuasiveness. If the decision maker is not persuaded under the applicable standard by the evidence that sex discrimination/sex-based harassment occurred, whatever the quantity of the evidence is, the decision maker will not determine that sex discrimination/sex-based harassment occurred.

- Notify the parties in writing of the determination including the rationale for such determination, and the procedures and permissible bases for the complainant and respondent to appeal, if applicable.
- For sex-based harassment determinations, the Institute will notify the parties in writing of the determination whether sex discrimination occurred under Title IX including:
 - A description of the alleged sex-based harassment;
 - Information about the policies and procedures that the Institute used to evaluate the allegations;
 - The decisionmaker's evaluation of the relevant and not otherwise impermissible evidence and determination whether sex-based harassment occurred;
 - When the decisionmaker finds that sex-based harassment occurred, any disciplinary sanctions the Institute will impose on the respondent, whether remedies other than the imposition of disciplinary sanctions will be provided by the Institute to the complainant, and, to the extent appropriate, other students identified by the Institute to be experiencing the effects of the sex-based harassment; and
 - The Institute's procedures and permissible bases for the complainant and respondent to appeal.
- Not impose discipline on a respondent unless there is a determination at the conclusion of the Title IX grievance procedures that the respondent engaged in prohibited conduct.
- If there is a determination that a violation occurred, the Title IX Coordinator will, as appropriate:
 - Coordinate the provision and implementation of remedies to a complainant and other people the Institute identifies as having had equal access to the education program or activity limited or denied;
 - Coordinate the imposition of any disciplinary sanctions on a respondent, including notification to the complainant of any such disciplinary sanctions; and
 - Take other appropriate prompt and effective steps to ensure that sex discrimination does not continue or recur within the Institute's education program or activity.
- Comply with the Title IX grievance procedures before the imposition of any disciplinary sanctions against a respondent; and
- Not discipline a party, witness, or others participating in the Title IX formal grievance procedures for making a false statement or for engaging in consensual sexual conduct based solely on the determination whether sex discrimination occurred.

The determination regarding responsibility becomes final either on the date that the Institute provides the parties with the written determination of the result of any appeal, or, if no party appeals, the date on which an appeal would no longer be considered timely.

Disciplinary Sanctions and Remedies:

Disciplinary sanctions against the Respondent will not be imposed before completion of the Institute's Grievance Procedure. Following a determination of responsibility, appropriate corrective action will be taken, and the Institute will take steps to prevent recurrence. Disciplinary sanctions taken will be determined on a case-by-case basis. For disciplinary action to be issued under this policy, the respondent must be a Institute employee or student at the time of the alleged incident.

Factors considered when determining disciplinary sanctions may include but are not limited to:

- Nature, severity of, and circumstances surrounding the violations(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 decisionmaker.

Disciplinary sanctions for student-related claims may include, but are not limited to: additional training; restriction on contact; warning; corrective action plan; suspension; or termination. Disciplinary sanctions will be placed in a student's permanent academic file.

Any employee determined by the Institute to be responsible for a violation of the Institute's policy will be subject to appropriate disciplinary sanctions, up to and including termination. Disciplinary sanctions will be placed in an employee's permanent personnel file. Employees are also subject to processes and discipline determined in accordance to the Team Member Handbook. The HR process is separate and apart from the Title IX process and not constrained by the outcome of the Title IX process.

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.

APPEALS

The Institute will offer an appeal from a dismissal of a complaint or determination whether sex-based harassment occurred on the following bases:

- Procedural irregularity that would change the outcome;
- New evidence that would change the outcome and that was not reasonably available when the determination or dismissal was made; and
- The Title IX Coordinator, investigator, or decisionmaker had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that would change the outcome.

When a complaint is dismissed, the Institute will, at a minimum:

- Offer supportive measures to the complainant as appropriate;
- If the respondent has been notified of the allegations, offer supportive measures to the respondent as appropriate; and
- Take other prompt and effective steps, as appropriate, through the Title IX Coordinator to ensure that sex discrimination does not continue or recur within the education program or activity.

If a party appeals a dismissal or determination whether sex-based harassment occurred, the Institute will:

- Notify the parties in writing of any appeal, including notice of the allegations, if notice was not previously provided to the respondent;
- Implement appeal procedures equally for the parties;
- Ensure that the decisionmaker for the appeal did not take part in an investigation of the allegations or dismissal of the complaint;
- Ensure that the decisionmaker for the appeal has been trained consistent with the Title IX regulations;
- Communicate to the parties in writing that the Institute will provide the parties a reasonable and equal opportunity to make a statement in support of, or challenging, the outcome; and
- Notify the parties in writing of the result of the appeal and the rationale for the result.

Any additional procedures or bases for appeal the Institute offers will be equally available to all parties.

RETALIATION PROHIBITED

The Institute prohibits retaliation, including peer retaliation. If the Institute has information about conduct that reasonably may constitute retaliation under Title IX, the Title IX Coordinator will contact the reporting party or party experiencing the retaliation. Upon receiving a complaint alleging retaliation, the Institute will initiate its grievance procedures utilized for other forms of sex discrimination.

TRAINING

The following individuals must receive training related to their duties under Title IX promptly upon hiring or change of position that alters their duties under Title IX and annually thereafter. This training is in addition to other state-required sexual harassment prevention and education. These individuals include:

(1) All employees. All employees must be trained on the Institute's obligation to address sex discrimination in its education program or activity; the scope of conduct that constitutes sex discrimination under Title IX, including the definition of sex-based harassment; and; all applicable notification and information requirements for the formal

GRIEVANCE PROCEDURE

(2) Investigators, decisionmakers, and other persons who are responsible for implementing the grievance procedures or have the authority to modify or terminate supportive measures. In addition to the training requirements as an employee, all aforementioned individuals must be trained on the Institute's obligations in the Grievance Procedure; how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias and; the meaning and application of the term "relevant" in relation to questions and evidence, and the types of evidence that are impermissible regardless of relevance under the aforementioned formal grievance procedures.

(3) Facilitators of informal resolution process. In addition to the training requirements as an employee, all facilitators of an informal resolution process must be trained on the rules and practices associated with the informal resolution process and on how to serve impartially, including by avoiding conflicts of interest and bias.

(4) Title IX Coordinator and designees. In addition to the training requirements as an employee, and Grievance Procedure participant, and informal resolution officer, the Title IX Coordinator and any designees section must be trained on their specific responsibilities; the recordkeeping system; and any other training necessary to coordinate the Institute's compliance with Title IX.

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 health or safety of any student or other individual arising from the allegations justifies removal. The Institute will provide the respondent with notice and an opportunity to challenge the decision immediately following the removal.

When an emergency removal is imposed, the affected student will be notified of the action, which will include a written rationale, and the option to appeal the emergency removal within two (2) business days of the notification. Upon receipt of an appeal, the Title IX Coordinator will meet with the student (and their advisor, if desired) as soon as reasonably possible thereafter to allow them to demonstrate why the removal/action should not be implemented or should be modified. When this meeting is not requested within two (2) business days, objections to the emergency removal will be deemed waived. A student can later request a meeting to show why they are no longer an imminent and serious threat because conditions related to imminence or seriousness have changed.

An emergency removal may be affirmed, modified, or lifted as a result of a requested review or as new information becomes available. The Title IX Coordinator will communicate the final decision in writing, typically within three (3) business days of the review meeting.

When the respondent is an employee (or student employee) accused in the course of their employment, Human Resources provisions for interim action, including leave, are typically applicable instead of the above emergency removal process.

FEDERAL TIMELY WARNING OBLIGATIONS

The Institute must issue timely warnings for reported incidents that pose a serious or continuing threat of bodily harm or danger to members of the Institute community. The Institute will ensure that a complainant'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 potential danger.

IMPARTIALITY AND CONFLICTS OF INTEREST

Any Title IX personnel materially involved in the Grievance Procedure may neither have or demonstrate a conflict of interest or bias for a party generally, or for a specific complainant or respondent.

At any time, the parties may raise a concern regarding bias or conflict of interest, and the Title IX Coordinator will determine whether the concern is reasonable and supportable. If so, another individual will be assigned, and the impact of the bias or conflict, if any, will be remedied. If the source of the conflict of interest or bias is the Title IX Coordinator, concerns should be raised with Aveda Institute Deputy Title IX Coordinator: Karling Cosca, 520.730.8454, kcisca@igaveda.com

CONFIDENTIALITY/PRIVACY

The Institute makes every effort to preserve the parties' privacy. 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 Procedure.

The Institute will take reasonable steps to protect the privacy of the parties and witnesses during its grievance procedures. These steps will not restrict the ability of the parties to obtain and present evidence, including by speaking to witnesses; consult with their family members, confidential resources, or advisors; or otherwise prepare for or participate in the formal grievance procedures. The parties cannot engage in retaliation, including against witnesses.

The Institute will not disclose personally identifiable information obtained in the course of compliance with this policy, except in the following circumstances: (1) If there is prior written consent from a person with the legal right to consent to the disclosure; (2) When the information is disclosed to a parent, guardian, or other authorized legal representative with the legal right to receive disclosures on behalf of the person whose personally identifiable information is at issue; (3) To carry out the purpose of the policy including action

taken to address conduct that reasonably may constitute sex discrimination under Title IX; (4) As required by Federal law, Federal regulations, or the terms and conditions of a Federal award, including a grant award or other funding agreement; or (5) To the extent such disclosures are not otherwise in conflict with Title IX or this part, when required by State or local law or when permitted under FERPA, [20 U.S.C. 1232g](#), or its implementing regulations, [34 CFR part 99](#).

The parties and their advisors are prohibited from disclosing information obtained by the Institute through the Grievance Process, to the extent that information is the work product of the Institute (meaning it has been produced, compiled, or written by the Institute for purposes of its investigation and resolution of a complaint), without authorization. It is also a violation to publicly disclose Institute work product that contains a party or witness's personally identifiable information without authorization or consent. Violation of this Policy is subject to significant sanctions.

RECORDKEEPING

For at least seven (7) years following the conclusion of the Grievance Procedure, the Institute will maintain records of:

- 1) Each investigation and resolution, including any determination regarding responsibility or appeal, and any audio or audiovisual recording or transcript required under federal regulation.
- 2) Any disciplinary sanctions imposed on the respondent.
- 3) Any supportive measures provided to the parties and any remedies provided to the complainant or the community designed to restore or preserve equal access to the education program or activity.
- 4) Any appeal and the result therefrom.
- 5) Any informal resolution and the result therefrom.
- 6) All materials used to provide training to the Title IX Coordinator and designees, investigators, decisionmakers, appeal decisionmakers, informal resolution facilitators, and any person who is responsible for implementing the Institute Grievance Procedures or who has the authority to modify or terminate supportive measures. The Institute will make these training materials available for review upon request.
- 7) All materials used to train all employees consistent with the requirements in the Title IX Regulations.

DISABILITY ACCOMMODATIONS

Qualified students, employees or others with a disability needing reasonable accommodations should contact the Title IX Coordinator, who will work with Institute's ADA/Section 504 Coordinator as appropriate to review the request and, in consultation with the person requesting the accommodation, determine which accommodations are appropriate and necessary for full process participation.

PARENTING AND PREGNANT STUDENTS

The Institute does not discriminate in its education program or activity against any student based on the student's current, potential, or past pregnancy or related conditions. The Institute does not engage in prohibited discrimination when it allows a student, based on pregnancy or related conditions, to voluntarily participate in a separate portion of its education program or activity. The Institute ensures that the separate portion is comparable to that offered to students who are not pregnant and do not have related conditions. When a student, or a person who has a legal right to act on behalf of the student, informs any employee of the Institute of the student's pregnancy or related conditions, unless the employee reasonably believes that the Title IX Coordinator has been notified, the employee promptly provides that person with the Title IX Coordinator's contact information and informs that person that the Title IX Coordinator can coordinate specific actions to prevent sex discrimination and ensure the student's equal access to education programs or activities.

The Institute does not require supporting documentation unless the documentation is necessary and reasonable for the Institute to determine the reasonable modifications for the qualifying student.

REASONABLE MODIFICATIONS

The Institute ensures that reasonable modifications to the policies, practices, or procedures will be provided as necessary to prevent sex discrimination and ensure equal access to the education programs or activities. Each reasonable modification is based on the student's individualized needs. In determining what modifications are required under this paragraph, the Institute will consult with the student. If a modification would fundamentally alter the nature of its education program or activity, the Title IX Coordinator must demonstrate it is not a reasonable modification.

A student has discretion to accept or decline each reasonable modification offered. Reasonable modifications may include, but are not limited to:

- Breaks during class to express breast milk, breastfeed, or attend to health needs associated with pregnancy or related conditions, including eating, drinking, or using the restroom;
- Intermittent absences to attend medical appointments;
- Access to online or homebound education;

- Changes in schedule or course sequence;
- Extensions of time for coursework and rescheduling of tests and examinations;
- Allowing a student to sit or stand, or carry or keep water nearby;
- Counseling;
- Changes in physical space or supplies (for example, access to a larger desk or a footrest);
- Elevator access; or other changes to policies, practices, or procedures.

VOLUNTARY LEAVE

Pregnant students are allowed to voluntarily access any separate and comparable portion of the education program or activity. Students may also voluntarily take a leave of absence from the Institute's educational program or activity to cover, at minimum, the period of time deemed medically necessary by student's licensed healthcare provider. To the extent that a student qualifies for leave under the Institute's leave of absence policy, that allows a greater period of time than the medically necessary period, a student is permitted to take voluntary leave under that policy instead of the parenting and pregnant policy if the student so chooses. When the student returns to the Institute, the student will be reinstated to the academic status and, as practicable, to the extracurricular status that the student held when the leave began.

LACTATION SPACE

The Institute ensures parenting students can access a lactation space that is clean, shielded from view, free from intrusion from others, and may be used by a student for expressing breast milk or breastfeeding as needed. To request information on the lactation space available, contact the Campus Director.

AVEDA INSTITUTE DENVER: JOANN STEVENS, 303.854.4911, JSTEVENS@AVEDADENVER.COM

AVEDA INSTITUTE TUCSON: ANNE SKUBIS, 520.289.5339, ASKUBIS@AVEDATUCSON.COM

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ADDITIONAL INFORMATION

Students and employees may contact the Title IX Coordinator with any questions related to this policy. Concerns about the Institute's application of this policy and compliance with Title IX may also be addressed to U.S. Department of Education Office for Civil Rights ("OCR") at 400 Maryland Ave, SW Washington, D.C. 20202-1100, (800) 421-3481, <http://www.ed.gov/ocr>. For complaints involving employee-on-employee conduct, the Equal Employment Opportunity Commission or other appropriate state or federal enforcement agency can be contacted.