

Aveda Institute Las Vegas

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Las Vegas Nevada, 89119

(702) 459-2900

Annual Security Report

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## Aveda Institute Las Vegas Campus Security Policy

The Aveda Institute is committed to providing safety to Team Members, Students and guests. This policy describes the precautions and procedures 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 Students 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 Safety Authority**

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A copy of Aveda Institute Annual Security Report, including three years of campus crime statistics, may be found in the Campus Director office and on our website [avedalasvegas.com](http://avedalasvegas.com).

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 a 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.

## **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 in every classroom and clinic floor.
- Bring Accountability folders
- Front Desk bring iPad for access to Meevo2 (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 Accountability folders to Campus Director and ensure all students, Guests and Team Members are present

### **ACTIVE SHOOTER ACTION PLAN/ 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 "Code Black". 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.

How to respond in the event of an active shooter:

1. Evacuate. If there is an accessible escape path, attempt to evacuate the premises. Be sure to:
  - Have an escape route and plan in mind
  - Evacuate regardless of whether others agree to follow
  - Leave your belongings behind
  - Help others escape, if possible
  - Prevent individuals from entering an area where the active shooter may be
  - Keep your hands visible
  - Follow the instructions of any police officers
  - Do not attempt to move wounded people
  - Call 911 when you are safe
2. Hide out. If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. Your hiding place should:
  - Be out of the active shooter's view
  - Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door)
  - Do not trap yourself or restrict your options for movement
  - To prevent an active shooter from entering your hiding place:
    - Lock the door
    - Blockade the door with heavy furniture

If evacuation and hiding out are not possible:

- Remain calm
- Dial 911, if possible, to alert police to the active shooter's location
- If you cannot speak, leave the line open and allow the dispatcher to listen

3. Take action against the active shooter. As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- Acting as aggressively as possible against him/her
- Throwing items and improvising weapons
- Yelling
- Committing to your actions

How to respond when law enforcement arrives:

Law enforcement's purpose is to stop the active shooter as soon as possible. Officers will proceed directly to the area in which the last shots were heard.

- Officers usually arrive in teams of four
- Officers may wear regular patrol uniforms or external bulletproof vests, Kevlar helmets, and other tactical equipment
- Officers may be armed with rifles, shotguns, handguns
- Officers may use pepper spray or tear gas to control the situation
- Officers may shout commands, and may push individuals to the ground for their safety

### **Team Member Responsibilities**

- 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 accountability folders, Team Members missing from roster, and Guests missing from 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

### **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 Responsibilities**

- Move all into designated safe areas, focused on interior rooms without 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 devices 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 the caller's voice and speech patterns and noises in the 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 Accountability Folders and Team Member Roster
- Evacuate using standard procedures and exit routes to the 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 Teams are 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 predetermined 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 Meevo2 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; 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 (702)598-1888

### **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.

Nevada Sex Offenders Registry: <http://www.nvsexoffenders.gov/ConditionsOfUse.aspx>





Stalking	0	0	0	0	0	0	0	0	0
<b>Arrests &amp; Disciplinary Referrals</b>									
Liquor Law Arrests	0	0	0	0	0	0	0	0	0
Liquor Law Violations Referred for Disciplinary Action	0	0	0	0	0	0	0	0	0
Drug Law Arrests	0	0	0	0	0	0	0	0	0
Drug Law Arrests Referred for Disciplinary Action	0	0	0	0	0	0	0	0	0
Illegal Weapons Possession Arrests	0	0	0	0	0	0	0	0	0
Illegal Weapons Possession Violations Referred for Disciplinary Action	0	0	0	0	0	0	0	0	0

– There were no Hate Crimes reported for 2019, 2020, or 2021.

# **AVEDA INSTITUTE LAS VEGAS**

## **SEXUAL HARASSMENT POLICIES & GRIEVANCE PROCEDURES**

### **1. Introduction**

Aveda Institute Las Vegas (the “Institute”) is committed to providing a working and educational environment for all students, faculty and staff that is free from sex discrimination, including sexual harassment. Every member of the Institute community should be aware that the Institute is strongly opposed to sexual harassment, and that such behavior is prohibited by state and federal laws.

The Institute does not discriminate on the basis of sex in its educational, extracurricular, or other programs or in the context of employment. Sex discrimination is prohibited by Title IX of the Education Amendments of 1972, a federal law that provides:

*No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.*

As part of the Institute’s commitment to providing a working and learning environment free from sexual harassment, this Policy shall be disseminated widely to the Institute community through publications, the Institute website, new employee orientations, student orientations, and other appropriate channels of communication. The Institute provides training to key staff members to enable the Institute to handle any allegations of sexual harassment promptly and effectively. The Institute will respond promptly to all reports of sexual harassment, and will take appropriate action to prevent, to correct, and if necessary, to discipline behavior that violates this policy.

### **2. Scope of the Policy**

This Policy governs sexual harassment that occurs in the Institute’s education programs or activities. This Policy applies to all students, employees, and third parties conducting business with the Institute, regardless of the person’s gender, gender identity, sexual orientation, age, race, nationality, class status, ability, religion or other protected status. The Institute encourages victims of sexual harassment to talk to somebody about what happened – so victims can get the support they need, and so the Institute can respond appropriately. As further described in this Policy, the Institute will seek to respect a victim’s request for confidentiality to the extent possible, while remaining ever mindful of the victim’s well-being.

### **3. Prohibited Conduct**

Sexual harassment comprises a broad range of behaviors focused on sex that may or may not be sexual in nature. Sexual harassment includes an Institute employee conditioning the provision of an Institute aid, benefit, or service on an individual’s participation in unwelcome sexual conduct. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the Institute’s education programs or activities also constitutes sexual harassment. Sexual assault, stalking, domestic violence, and dating violence are all forms of sexual

harassment. Retaliation following an incident of alleged sexual harassment or attempted sexual harassment is strictly prohibited. The definitions for specific acts of sexual harassment can be found in the Definitions of Key Terms at the end of this Policy statement.

Sexual harassment can occur between strangers or acquaintances, or people who know each other well, including between people involved in an intimate or sexual relationship, can be committed by anyone regardless of gender identity, and can occur between people of the same or different sex or gender. **This Policy prohibits all forms of sexual harassment.**

#### **4. Options for Assistance Following an Incident of Sexual Harassment**

The Institute strongly encourages any victim of sexual harassment to seek immediate assistance. Seeking prompt assistance may be important to ensure a victim's physical safety or to obtain medical care. The Institute strongly advocates that a victim of sexual harassment report the incident in a timely manner. Time is a critical factor for evidence collection and preservation.

##### **Reporting Incidents of Sexual Harassment.**

Victims of sexual harassment may file a report with the Las Vegas Police Department. Victims may also file a report with the Institute's Title IX Coordinator. More information about reporting an incident of sexual harassment can be found in Section 6 of this Policy, below.

The Institute will respond promptly when it has actual knowledge of sexual harassment in its education programs or activities. The Title IX Coordinator will promptly contact the complainant to discuss the availability of supportive measures as described below, consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint. The Institute will also provide the complainant with written notification about assistance available both within the Institute community and without.

A complainant may choose for the investigation to be pursued through the criminal justice system and/or through the Institute's disciplinary procedures by filing a formal complaint as describe in this Policy. The Institute and the criminal justice system work independently from each other. Law enforcement officers do not determine whether a violation of this Policy has occurred. The Title IX Coordinator will guide the complainant through the available options and support the complainant in his or her decision.

##### **Supportive Measures.**

The Institute's Title IX Coordinator will work with all students affected by sexual harassment to ensure their safety and support their wellbeing. This assistance may include providing supportive measures to support or protect a student after an incident of sexual harassment and while an investigation or disciplinary proceeding is pending. Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the Institute's education programs and activities without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the Institute's educational environment, or deter sexual harassment.

Supportive measures may include:

- 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 Institute will maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the Institute to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

The measures needed by each student may change over time, and the Title IX Coordinator will communicate with each student throughout any investigation to ensure that any supportive measures are necessary and effective based on the students' evolving needs. Students who report an incident of sexual harassment may also be able to obtain a formal protection order from a civil or criminal court. The Institute will work with the student and the applicable court to assist in the enforcement of any such protective orders.

### **Support Services Available.**

Counseling, advocacy, and support services are available for complainants, whether or not a complainant chooses to make an official report or participate in the Institute's disciplinary or criminal process. *Aveda Institute Las Vegas does not provide counseling or health care services. Personal counseling offered by the Institute will be limited to initial crisis assessment and referral.*

Sexual harassment crisis and counseling options are available nationally and locally through a number of agencies located throughout the Las Vegas and Clark County communities, including:

Signs of Hope  
Las Vegas, NV  
Hotline: 888-366-1640  
Phone: 702-366-1640

Safe Nest  
702-646-4981

S.A.F.E. House  
702-564-3227

Queer Anti-Violence Project  
702-425-QAVP(7287)

National Sexual Assault Hotline  
800-656-4673

National Domestic Violence Hotline  
800-799-7233

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 victims 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

## **Evidence Preservation**

Victims of sexual assault, domestic violence or dating violence should consider seeking medical attention as soon as possible. It is important that a victim of sexual assault not bathe, douche, smoke, change clothing or clean the bed/linen where they were assaulted so that evidence necessary to prove criminal activity may be preserved. In circumstances where the victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address health concerns. Victims of sexual harassment are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents, if they have any, that would be useful in connection with an Institute or police investigation.

## **5. Title IX Coordinator**

The Institute's Title IX Coordinator is responsible for monitoring and overseeing the Institute's compliance with Title IX and the prevention of sexual harassment and discrimination. The Title IX Coordinator is:

- Knowledgeable and trained in Institute policies and procedures and relevant state and federal laws;

- Available to advise any individual, including a complainant, respondent, or a third party, about Institute and community resources and reporting options;
- Available to provide assistance to any Institute employee regarding how to respond appropriately to a report of Title IX-related prohibited conduct and related retaliation;
- Participates in ensuring the effective implementation of this Policy, including monitoring compliance with all procedural requirements, record keeping, and timeframes; and
- Responsible for overseeing training, prevention, and education efforts and annual reviews of climate and culture.

Inquiries or concerns about Title IX may be referred to the Institute's Title IX Coordinator:

Gail Renzi  
4856 S. Eastern Ave.  
Las Vegas, Nevada 89119  
(702) 459-2900 ext 303  
casalavedavega@aol.com

## **6. Reporting Policies and Protocols**

Aveda Institute Las Vegas strongly encourages all members of the Institute community to report information about any incident of sexual harassment as soon as possible. Reports can be made either to the Institute and/or to law enforcement.

### **Reporting to the Institute**

An incident of sexual harassment may be reported to the Institute's Title IX Coordinator, the Institute's President, or to the Institute's Executive Director. No other Institute officials or employees have the authority to institute corrective measures under these Policies and Procedures on behalf of the Institute. The Institute will not be deemed to have actual knowledge of alleged sexual harassment unless the Institute's Title IX Coordinator, President, or Executive Director possess such knowledge. Reports of sexual harassment to Institute officials or employees other than the Title IX Coordinator, President, or the Executive Director will not confer actual knowledge to the Institute of such allegations, unless the Title IX Coordinator, President, or Executive Director subsequently obtain such actual knowledge.

If the Institute's Title IX Coordinator is the alleged perpetrator of the sexual harassment, the report should be submitted to the Institute's President or Executive Director. Filing a report with an Institute official will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officers.

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed in Section 6 for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator, President, or the Executive Director receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours) by using the telephone number or email address, or by mail to the office address, listed for the Title IX Coordinator.

While there is no time limit for reporting, reports of sex discrimination or harassment should be brought forward as soon as possible. All incidents should be reported even if significant time has elapsed, but prompt reporting will better enable the Institute to respond, investigate, provide an appropriate remedy, and impose discipline if appropriate. Note that if a complainant seeks to file a formal complaint for the Institute to initiate an investigation into allegations of sexual harassment, the complainant must be participating in or attempting to participate in the Institute's education programs or activities at the time of filing such formal complaint. The Institute is committed to supporting the rights of a person reporting an incident of sexual harassment to make an informed choice among options and services available.

The Institute will respond to all reports in a manner that treats each individual with dignity and respect and will take prompt responsive action to end any harassment, prevent its recurrence, and address its effects.

### **Reporting to Law Enforcement**

An incident of sexual harassment can be reported to law enforcement at any time, 24 hours a day/7 days a week, by calling 911. At the complainant's request, the Institute will assist the complainant in contacting law enforcement. If the complainant decides to pursue the criminal process, the Institute will cooperate with law enforcement agencies to the extent permitted by law. A complainant has the option to decide whether or not to participate in any investigation conducted by law enforcement. Filing a police report will:

- Ensure that a victim of sexual assault receives the necessary medical treatment and tests
- Provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam)

### **Reporting of Crimes & Annual Security Reports**

Campus safety and security are important issues at Aveda Institute Las Vegas. Our goal is to provide students with a safe environment in which to learn and to keep students, parents, and employees well informed about campus security. The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, or Clery Act, requires institutions of higher education to record and report certain information about campus safety, including the number of incidents of certain crimes on or near campus, some of which constitute sexual harassment under this Policy.

Each year the Institute prepares this report to comply with the Clery Act. The full text of this report can be located on the Institute's web site at [www.avadalasvegas.com](http://www.avadalasvegas.com). This report is prepared in cooperation with the local law enforcement agencies around our campus. Each year notification is made to all enrolled students and employees that provides the web site to access this report. Copies of the report may also be obtained in person from the Institute's Executive Director or by calling (702) 459-2900. All prospective employees may also obtain a copy from the Executive Director.

### **Timely Warnings**

In the event that a situation arises, either on or off campus, that, in the judgment of the Institute's Executive Director constitutes an ongoing or continuing threat, a campus wide "timely warning" will be issued. The Executive Director will immediately notify the Institute community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff occurring at the Institute, unless issuing a notification will compromise efforts to contain the emergency. The warning will be issued through the most effective and efficient means available and may include instant messaging to students and Institute employees. Notices may also be posted in the



common areas throughout the Institute. Anyone with information warranting a timely warning should report the circumstances to the Executive Director by phone at (702) 459-2900 or in person at the Institute. The Institute will provide adequate follow-up information to the community as needed.

### **Third-Party and Anonymous Reporting**

In cases where sexual harassment is reported to the Title IX Coordinator, the Institute's President, or to the Institute's Executive Director by someone other than the complainant (by an instructor, classmate, or friend, for example), the Title IX Coordinator will promptly notify the complainant that a report has been received. This Policy and the Procedures will apply in the same manner as if the complainant had made the initial report. The Title IX Coordinator will make every effort to meet with the complainant to discuss available options and resources. Reports from an anonymous source will be treated in a similar fashion.

### **No Retaliation**

The Institute prohibits retaliation against any individual for the purpose of interfering with any right or privilege secured by Title IX or, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in a Title IX investigation, proceeding, or hearing. The Institute will take strong responsive action if retaliation occurs. Any incident of retaliation should be promptly reported to the Title IX Coordinator or the Institute's President.

Except as may otherwise be required by law, the Institute will keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness.

Charging an individual with a violation of the Institute's code of conduct for making a materially false statement in bad faith in the course of a grievance proceeding does not constitute retaliation, provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

### **Coordination With Drug Free School Policy**

Students may be reluctant to report instances of sexual harassment because they fear being disciplined pursuant to the Institute's alcohol or drug policies. The Institute encourages students to report all instances of sexual harassment and will take into consideration the importance of reporting sexual harassment in addressing violations of the Institute's alcohol and drug policies. This means that, whenever possible, the Institute will respond educationally rather than punitively to student alcohol or drug policy violations associated with reported sexual harassment.

## **7. Institute Policy on Confidentiality**

The Institute encourages victims of sexual harassment to talk to somebody about what happened – so victims can get the support they need, and so the Institute can respond appropriately.

This policy is intended to make students aware of the various reporting and confidential disclosure options available to them – so they can make informed choices about where to turn should they become a victim of sexual harassment. The Institute encourages victims to talk to someone identified in one or more of these groups.

## **Privileged and Confidential Communications – Professional & Pastoral Counselors**

Professional, licensed counselors and pastoral counselors who provide mental-health counseling to members of the community (and including those who act in that role under the supervision of a licensed counselor) are not required to report any information about an incident to the Title IX coordinator without a victim's permission. *The Institute does not provide professional or pastoral counseling, but can assist a victim of sexual harassment in obtaining support services from these groups or agencies.* Contact information for these support organizations is listed in Section 4 of this Policy.

**NOTE:** While these professional and pastoral counselors and advocates may maintain a victim's confidentiality vis-à-vis the Institute, they may have reporting or other obligations under state law.

**ALSO NOTE:** If the Institute determines that the alleged perpetrator(s) pose a serious and immediate threat to the Institute community, the Institute's President may be called upon to issue a timely warning to the community. Any such warning should not include any information that identifies the victim.

## **Reporting to a Designated Institute Official**

A "designated Institute official" is an Institute employee who has the authority to institute corrective measures on behalf of the Institute upon actual notice of sexual harassment.

A designated Institute official will report to the Title IX coordinator all relevant details about the alleged sexual harassment shared by the complainant – including the names of the complainant and respondent, any witnesses, and any other relevant facts, including the date, time and specific location of the alleged incident.

To the extent possible, information reported to a designated Institute official will be shared only with people responsible for handling the Institute's response to the report. Designated Institute officials should not share information with law enforcement without the complainant's consent or unless the complainant has also reported the incident to law enforcement.

In addition to the Title IX Coordinator, the Institute's designated Institute officials include the Institute's President and the Executive Director.

Before a complainant reveals any information to a designated Institute official, the official should ensure that the complainant understands the official's reporting obligations – and, if the complainant wants to maintain confidentiality, direct the complainant to confidential resources.

If the complainant wants to tell the designated Institute official what happened but also maintain confidentiality, the official should tell the complainant that the Institute will consider the request but cannot guarantee that the Institute will be able to honor it. In reporting the details of the incident to the Title IX Coordinator, the official will also inform the Coordinator of the complainant's request for confidentiality.

Designated Institute officials will not pressure a complainant to request confidentiality, but will honor and support the complainant's wishes, including for the Institute to fully investigate an incident. By the same token, designated Institute officials will not pressure a complainant to make a formal complaint and initiate an Institute investigation if the complainant is not ready to do so.

A complainant who at first requests confidentiality may later decide to file a formal complaint with the Institute or report the incident to local law enforcement, and thus have the incident fully investigated.

## **Reporting to Title IX Coordinator**

To the extent possible, information reported to the Title IX Coordinator will be shared only with people responsible for handling the Institute's response to the report. The Title IX Coordinator should not share information with law enforcement without the complainant's consent or unless the complainant has also reported the incident to law enforcement.

Before a complainant reveals any information to the Title IX Coordinator, the Coordinator should ensure that the complainant understands the Coordinator's reporting obligations – and, if the complainant wants to maintain confidentiality, direct the complainant to confidential resources. If the complainant wants to tell the Title IX Coordinator what happened but also maintain confidentiality, the Coordinator should tell the complainant that the Institute will consider the request but cannot guarantee that the Institute will be able to honor it.

The Title IX Coordinator will not pressure a complainant to request confidentiality, but will honor and support the complainant's wishes, including for the Institute to fully investigate an incident. By the same token, the Title IX Coordinator will not pressure a complainant to make a formal complaint and initiate an Institute investigation if the complainant is not ready to do so.

## **Requesting Confidentiality: How the Institute Will Weigh the Request and Respond.**

If a complainant discloses an incident to the Title IX Coordinator but wishes to maintain confidentiality or requests that no investigation into a particular incident be conducted or disciplinary action taken, the Institute must weigh that request against the Institute's obligation to provide a safe, non-discriminatory environment for all students, including the complainant.

If the Institute honors the request for confidentiality, a complainant must understand that the Institute's ability to investigate the incident and pursue disciplinary action against the respondent will be limited. A complainant may provide the Title IX Coordinator with confidential knowledge of alleged sexual harassment and receive supportive measures from the Institute without the complainant filing a formal complaint and initiating an investigation. Although rare, there are times when the Institute may not be able to honor a complainant's request in order to provide a safe, non-discriminatory environment for all students.

The Title IX Coordinator will evaluate requests for confidentiality. When weighing a complainant's request for confidentiality or that no investigation or discipline be pursued, the Title IX Coordinator will consider a range of factors, including the following:

- The increased risk that the respondent will commit additional acts of sexual harassment or other violence, such as:
  - whether there have been other sexual harassment complaints about the same respondent;
  - whether the respondent has a history of arrests or records from a prior school indicating a history of violence;
  - whether the respondent threatened further sexual harassment or other violence against the complainant or others;
  - whether the sexual harassment was committed by multiple respondents;
- Whether the sexual harassment was perpetrated with a weapon;
- Whether the complainant is a minor;

- Whether the Institute possesses other means to obtain relevant evidence of the sexual harassment (e.g., security cameras or personnel, physical evidence);
- Whether the complainant's report reveals a pattern of perpetration (e.g., via illicit use of drugs or alcohol) at a given location or by a particular group.

The presence of one or more of these factors could lead the Title IX Coordinator to file a formal complaint to investigate and, if appropriate, pursue disciplinary action. If none of these factors is present, the Institute will likely respect the complainant's request for confidentiality.

**If the Institute determines that it cannot maintain a complainant's confidentiality**, the Institute will inform the complainant prior to starting an investigation and will, to the extent possible, only share information with people responsible for handling the Institute's response. The Institute will remain ever mindful of the complainant's well-being, and will take ongoing steps to protect the complainant from retaliation or harm and work with the complainant to create a safety plan. Retaliation against the complainant, whether by students or school employees, will not be tolerated. The Institute will also:

- assist the complainant in accessing other available victim advocacy, academic support, counseling, disability, health or mental health services, and legal assistance;
- provide other security and support, which could include issuing a no-contact order, helping arrange a change of course schedules (including for the respondent pending the outcome of an investigation) or adjustments for assignments or tests; and
- inform the complainant of the right to report a crime to local law enforcement – and provide the complainant with assistance if the complainant wishes to do so.

The Institute may not require a complainant to participate in any investigation or disciplinary proceeding.

Because the Institute is under a continuing obligation to address the issue of sexual harassment campus-wide, reports of sexual harassment (including non-identifying reports) will also prompt the Institute to consider broader remedial action – such as increased monitoring, supervision or security at locations where the reported sexual harassment occurred; increasing education and prevention efforts, including to targeted population groups; conducting climate assessments/ victimization surveys; and/or revisiting its policies and practices.

**If the Institute determines that it can respect a complainant's request for confidentiality**, the Institute will also take immediate action as necessary to protect and assist the complainant. This includes the Title IX Coordinator promptly contacting the complainant to discuss the availability of supportive measures. A complainant's request for confidentiality will limit the Institute's ability to investigate a particular matter. The Institute may take steps to limit the effects of the alleged sexual harassment and prevent its recurrence without initiating formal action against the respondent or revealing the identity of the student complainant. Examples include: providing increased monitoring, supervision, or security at locations or activities where the harassment occurred; providing training and education materials for students and employees; revising and publicizing the Institute's policies on sexual harassment; and conducting climate surveys regarding sexual harassment.

**Off-campus Counselors and Advocates.** Off-campus counselors, advocates, and health care providers will also generally maintain confidentiality and not share information with the Institute unless the complainant requests the disclosure and signs a consent or waiver form. Contact information for these off-campus resources can be found in Section 4 of this Policy.

## **8. Formal Complaint Investigation Procedures and Protocols**

The Institute will investigate all formal complaints of sexual harassment. A formal complaint must be in writing filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the Institute investigate the allegation of sexual harassment. A formal complaint form may be obtained from the Title IX Coordinator, although no particular form is required to submit a formal complaint so long as the complaint is in writing, signed by a complainant, alleges sexual harassment against a respondent, and requests an investigation. The Institute's Title IX Coordinator oversees the Institute's investigation, response to, and resolution of all reports of prohibited sexual harassment, and of related retaliation, involving students, faculty, and staff.

As soon as practicable after receiving a formal complaint, the Title IX Coordinator will make an initial assessment of the formal complaint to determine whether the formal complaint, on its face, alleges an act prohibited by this Policy. If the Title IX Coordinator determines the formal complaint states facts which, if true, could constitute sexual harassment in violation of this Policy, the Title IX Coordinator will proceed through the formal investigation process (see below). If the Title IX Coordinator determines the complainant's report does not state facts that, if true, could constitute a violation of this Policy, the Title IX Coordinator will communicate this determination in writing to the complainant. In such circumstances the complainant may still file a report with the federal Office for Civil Rights, the police, or seek available civil remedies through the judicial system. The complainant may also re-file the report with the Institute upon discovery of additional facts.

The Institute will dismiss a formal complaint if the conduct alleged in the formal complaint would not constitute sexual harassment under Title IX even if proved, did not occur in the Institute's education program or activity, or did not occur against a person in the United States. ***Such dismissal does not preclude action under another provision of the Institute's code of conduct.*** The Institute may dismiss the formal complaint if a complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint; the respondent is no longer enrolled or employed by the Institute; or specific circumstances prevent the Institute from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein. The Institute will promptly send written notice of the dismissal and reasons therefore simultaneously to the parties.

### **Notice**

Upon receipt of a formal complaint, the Institute will provide written notice of the Institute's grievance process to the parties who are known. The Institute will also provide the parties with notice of the allegations of sexual harassment potentially constituting sexual harassment, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known. The written notice will include a statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process. The written notice will inform the parties that they may have an advisor of their choice, who may be, but is not required to be, an attorney, and may inspect and review evidence that is submitted to and/or collected by the Institute in connection with the investigation. The written notice will also inform the parties of any provision in the Institute's code of conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

If, in the course of an investigation, the Institute decides to investigate allegations about the complainant or respondent that are not included in a prior notice provided to the parties, the Institute will provide notice of the additional allegations to the parties whose identities are known.

### **Voluntary Resolution**

Voluntary resolution, when selected by all parties and deemed appropriate by the Title IX Coordinator, is a path designed to eliminate the conduct at issue, prevent its recurrence, and remedy its effects in a manner that meets the safety and welfare of the Institute community. If all parties voluntarily agree to participate in an informal resolution that does not involve a full investigation and adjudication after receiving notice of a formal complaint and if the Institute determines that the particular formal complaint is appropriate for such a process, the Institute will facilitate an informal resolution to assist the parties in reaching a voluntary resolution. The Institute retains the discretion to determine which cases are appropriate for voluntary resolution.

Voluntary resolution may include: conducting targeted or broad-based educational programming or training for relevant individuals or groups; providing increased monitoring, supervision, or security at locations or activities where the harassment occurred; facilitating a meeting with the respondent with the complainant present; and any other remedy that can be tailored to the involved individuals to achieve the goals of the Policy.

Voluntary resolution may also include restorative principles that are designed to allow a respondent to accept responsibility for harassment and acknowledge harm to the complainant or to the Institute community. Restorative models will be used only with the consent of both parties and following a determination by the Title IX Coordinator that the matter is appropriate for a restorative approach.

The Institute will not compel parties to engage in mediation or to participate in any particular form of informal resolution. As the title implies, participation in voluntary resolution is a choice, and either party can request to end this manner of resolution and pursue an investigation and adjudication at any time, including if voluntary resolution is unsuccessful at resolving the complaint.

In connection with any informal resolution process, the Institute will provide written notice to the parties disclosing the allegations and the requirements of the informal resolution process. The Institute will notify the parties that 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 with respect to the formal complaint. The Institute must obtain the parties' voluntary, written consent to the informal resolution process. The informal resolution process may not be utilized to resolve allegations that an Institute employee sexually harassed a student.

The time frame for completion of voluntary resolution may vary, but the Institute will seek to complete the process within 15 days of all the parties' request for voluntary resolution.

### **Formal Investigation Process**

The burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rests on the Institute and not on the parties. The Title IX Coordinator is responsible for the investigation of a formal complaint. The Title IX Coordinator may designate a specially trained investigator (or team of investigators) to conduct the investigation.

The Institute's process for responding to, investigating and adjudicating sexual harassment reports will continue during any law enforcement proceeding. The investigator may need to temporarily delay an investigation while the police are gathering evidence but will resume the investigation after learning that the police department has completed its evidence-gathering and will generally not wait for the conclusion of any related criminal proceeding.

The investigator will interview the complainant, respondent and any witnesses. They will also gather pertinent documentary materials (if any) and other information. 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 hearings, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate. Each party shall have an equal opportunity to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence. The Institute will not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence.

### **Time Frame for Investigation**

Consistent with the goal to maximize educational opportunities and minimize the disruptive nature of the investigation and resolution, the Title IX Coordinator seeks to resolve all reports in a timely manner. In general, an investigation may last up to 30 days, from receipt of a formal complaint from the complainant or the Title IX Coordinator of the request to proceed with an investigation. Adjudication will generally take up to 30 days from the date the investigative report is provided to both the complainant and the respondent. The Title IX Coordinator may set reasonable time frames for required actions under the Policy. Those time frames may be extended for good cause as necessary to ensure the integrity and completeness of the investigation, comply with a request by external law enforcement, accommodate the availability of witnesses, accommodate absences or delays by the parties, the need for language assistance or accommodation of disabilities, account for Institute breaks or vacations, or address other legitimate reasons, including the complexity of the investigation (including the number of witnesses and volume of information provided by the parties) and the severity and extent of the alleged conduct. Any extension of the timeframes, and the reason for the extension, will be shared simultaneously with the parties in writing. Best efforts will be made to complete the process in a timely manner by balancing principles of thoroughness and fundamental fairness with promptness.

Where necessary, the Institute will take prompt steps to protect complainants pending the final outcome of an investigation, including the provision of supportive measures to the complainant and/or the respondent. The Institute may remove a respondent from the Institute's education programs or activities on an emergency basis, provided that the Institute undertakes an individualized safety and risk analysis, determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal, and provides the respondent with notice and an opportunity to challenge the decision immediately following the removal. The Institute may place a non-student employee respondent on administrative leave during the pendency of a grievance process.

The Institute will provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint, including the evidence upon which the Institute does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation. Prior to completion of the investigative report, the Institute will send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard

copy, and the parties will have at least 10 days to submit a written response, which the investigator will consider prior to completion of the investigative report. The Institute will make all such evidence subject to the parties' inspection and review available at any hearing to give each party equal opportunity to refer to such evidence during the hearing, including for purposes of cross-examination

### **Investigation Report**

The investigator will prepare an investigative report that fairly summarizes relevant evidence and, at least 10 days prior to a hearing, send to each party and the party's advisor, if any, the investigative report in an electronic format or a hard copy, for their review and written response. Such report will include a statement of the allegations and issues, the positions of the complainant and respondent, a summary of the evidence (including from interviews and documentation gathered), an explanation why any proffered evidence was not investigated, assessment of individual credibility, and findings of fact and an analysis of whether a violation of the Policy has occurred. The investigator will use "preponderance of the evidence" as the standard of proof to determine whether a violation of the Policy occurred. Preponderance of the evidence means that a panel must be convinced based on the information it considers that the respondent was more likely than not to have engaged in the conduct at issue in order to find the respondent responsible for violating the Policy.

The complainant and respondent will be simultaneously notified of the completion of the investigation and provided with the investigator's report.

## **9. Grievance/Adjudication Procedures**

### **Hearing Panel**

The Institute will convene a hearing panel following the end of the investigation. The hearing panel determines whether the respondent is responsible or not responsible for a violation of the Policy.

The hearing panel will consist of one to three members as determined by the Title IX Coordinator. The Title IX Coordinator will designate the members of the hearing panel but will not serve as a panel member. The investigator responsible for the Institute's investigation of the formal complaint may not serve as a panel member. The hearing panel members may include administrators, officers, lawyers or other individuals with relevant experience and special training. Panel members may participate remotely so long as the Institute utilizes technology enabling the panel members and parties to simultaneously see and hear the party or witness answering questions. All panelists will receive training from experts in the field at least once a year. In addition to training on how the adjudicatory process works, the training will include specific instruction about how to approach students about sensitive issues that may arise in the context of sexual harassment. The complainant and respondent will be informed of the panel's membership before the hearing process begins. A complainant and/or respondent may challenge the participation of a panel member because of perceived conflict of interest, bias, or prejudice. Such challenges, including rationale, must be made to the Title IX Coordinator at least three days prior to the commencement of the hearing. At its discretion, the Title IX Coordinator will determine whether such a conflict of interest exists and whether a panel member should be replaced. Postponement of a hearing may occur if a replacement panelist cannot be immediately identified.

### **Advisors**

Both the complainant and the respondent are entitled to be accompanied to any meeting or proceeding relating to the allegation of sexual harassment by an advisor or support person of their choice, provided



the involvement of such advisor or support person does not result in the postponement or delay of such meeting as scheduled.

### **Written Submissions**

Both the complainant and respondent will have the opportunity to submit written responses to the investigation report and other relevant information to the hearing panel. Each of the complainant and respondent will have the opportunity to review any written submissions by the other. The hearing panel may set reasonable parameters for these written submissions. The hearing panel will review the investigation report and written submissions.

### **Hearing Procedures**

The Title IX Coordinator will give the complainant and respondent at least 10 days' advance notice of the hearing. The Title IX Coordinator may arrange to hold the hearing at an off-campus location. The hearing is a closed proceeding, meaning that no one other than the panel members, the complainant and respondent, their respective advisors, witnesses (when called), and necessary Institute personnel may be present during the proceeding. The Executive Director will work with Institute staff so that any student whose presence is required may participate in the hearing.

In general, hearings will proceed as follows:

- The Title IX Coordinator may set reasonable time limits for any part of the hearing. Each of the complainant and respondent will have the opportunity to present witnesses and other information consistent with the Policy and these Procedures. The panel may determine the relevance of, place restrictions on, or exclude any witnesses or information. When the complainant and respondent are not able to be present for the hearing panel, arrangements will be made for participation virtually, with technology enabling the participants simultaneously to see and hear each other.
- In cases where either the complainant or respondent opts not to participate in the hearing, the panel may still hear from the other.
- Additional hearing rules include:
  - Cross Examination. At the hearing, the hearing panel shall permit each party's advisor to ask the other party and any witnesses all relevant questions and follow-up questions, including those challenging credibility. Such cross-examination at the live hearing must be conducted directly, orally, and in real time by the party's advisor of choice and never by a party personally.
  - At the request of either party, the Institute will provide for the hearing to occur with the parties located in separate rooms with technology enabling the hearing panel members and parties to simultaneously see and hear the party or the witness answering questions.
  - 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 hearing panel must first determine whether the question is relevant and explain any decision to exclude a question as not relevant.
  - If a party does not have an advisor present at the live hearing, the Institute will provide, without fee or charge to that party, an advisor of the Institute's choice, who may be, but is not required to be, an attorney, to conduct cross-examination on behalf of that party.

- o Information Regarding Romantic or Sexual History. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent. The existence of a prior consensual dating or sexual relationship between the complainant and respondent by itself does not support an inference of consent to alleged sexual harassment.
- o Prior Conduct Violations. The hearing panel will not consider the respondent's prior conduct violations, unless the investigator provided that information to the hearing panel because the respondent was previously found to be responsible, and the previous incident was substantially similar to the present allegation(s) and/or the information indicates a pattern of behavior by the respondent.
- o The hearing panel may consider statements made by parties or witnesses, even if those parties or witnesses do not participate in cross-examination at the live hearing, in reaching a determination regarding responsibility.
- o The Institute will not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.
- o 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, with technology enabling participants simultaneously to see and hear each other.

The Institute will create an audio or audiovisual recording, or transcript, of any hearing and make it available to the parties for inspection and review. The panelists may request a copy or transcript of the recording. Cell phones and recording devices may not be used in the hearing room(s) unless approved by the panel in advance.

### **Panel Determinations/Standard of Proof**

The hearing panel will issue a written determination regarding responsibility. The panel will use "preponderance of the evidence" as the standard of proof to determine whether a violation of the Policy occurred. Preponderance of the evidence means that a panel must be convinced based on the information it considers that the respondent was more likely than not to have engaged in the conduct at issue in order to find the respondent responsible for violating the Policy. The panel will find a student responsible, or not responsible, based on a majority vote. The panel will generally render a written determination within 10 days after the conclusion of a hearing.

The panel's written determination will include:

- a) Identification of the allegations potentially constituting sexual harassment;
- b) A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
- c) Findings of fact supporting the determination;
- d) Conclusions regarding the application of the Institute's code of conduct to the facts;
- e) A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the Institute imposes on the

respondent, and whether remedies designed to restore or preserve equal access to the Institute's education program or activity will be provided by the Institute to the complainant; and  
f) The Institute's procedures and permissible bases for the complainant and respondent to appeal.

If the panel finds the respondent responsible, the matter will proceed to the sanctions stage.

The parties will be informed of the results of the adjudication hearing by simultaneous written notice to both parties of the outcome of the formal complaint. The determination regarding responsibility becomes final either on the date that the Institute provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

### **10. Sanctions and Other Remedies**

The hearing panel shall be responsible for imposing sanctions that are:

- Fair and appropriate given the facts of the particular case;
- Consistent with the Institute's handling of similar cases;
- Adequate to protect the safety of the campus community; and
- Reflective of the seriousness of sexual harassment.

No disciplinary sanctions or other actions that are not supportive measures will be imposed against a respondent until the completion of the Institute's grievance procedures, including any applicable appeal.

The hearing panel will consider relevant factors, including if applicable: (1) the specific sexual harassment at issue (such as penetration, touching under clothing, touching over clothing, unauthorized recording, etc.); (2) the circumstances accompanying the lack of consent (such as force, threat, coercion, intentional incapacitation, etc.); (3) the respondent's state of mind (intentional, knowing, bias-motivated, reckless, negligent, etc.); (4) the impact of the offense on the complainant; (5) the respondent's prior disciplinary history; (6) the safety of the Institute community; and (7) the respondent's conduct during the disciplinary process. The sanctioning decision will be communicated in writing to the complainant and the respondent as part of the hearing panel's written determination.

The Institute may impose any one or more of the following sanctions on a student determined to have violated the Policy:

- Reprimand/warning
- Changing the respondent's academic schedule
- Disciplinary probation
- Restricting access to Institute facilities or activities
- Community service
- Issuing a "no contact" order to the respondent or requiring that such an order remain in place
- Dismissal or restriction from Institute employment
- Suspension (limited time or indefinite)
- Expulsion

In addition to any other sanction (except where the sanction is expulsion), the Institute may require any student determined to be responsible for a violation of the Policy to receive appropriate education and/or training related to the sexual harassment violation at issue. The Institute may also recommend counseling or other support services for the student.

Whatever the outcome of the hearing process, a complainant may request ongoing or additional supportive measures and the Title IX Coordinator will determine whether such supportive measures are appropriate. Potential ongoing supportive measures include:

- Providing an escort for the complainant
- Changing the complainant's academic schedule
- Allowing the complainant to withdraw from or retake a class without penalty
- Providing access to tutoring or other academic support, such as extra time to complete or retake a class

The Institute may also determine that additional measures are appropriate to respond to the effects of the incident on the Institute community. Additional responses for the benefit of the Institute community may include:

- Increased monitoring, supervision, or security at locations or activities where the harassment occurred
- Additional training and educational materials for students and employees
- Revision of the Institute's policies relating to sexual harassment
- Climate surveys regarding sexual harassment

## **11. Appeals**

Either the respondent or the complainant or both may appeal from a determination regarding responsibility, and from a recipient's dismissal of a formal complaint or any allegations therein, on the following bases:

1. A procedural irregularity that affected the outcome of the matter;
2. New evidence that was not reasonably available at the time of the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
3. The Title IX Coordinator, investigator(s), or hearing panel member(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

Disagreement with the finding or sanctions is not, by itself, grounds for appeals.

The decision maker(s) for the appeal may not be the same person as the hearing panel members, the investigator(s), or the Title IX Coordinator. The appealing party must submit the appeal in writing to the Institute within seven days after receiving the written determination regarding responsibility. If either the complainant or respondent submits an appeal, the Title IX Coordinator will notify the other that an appeal has been filed and the grounds of the appeal. The non-appealing party may submit a written response within seven days after notice of an appeal.

If the decision-maker concludes that a change in the hearing panel's determination is warranted, the Institute may enter a revised determination, reconvene the panel to reconsider the determination, or

return the matter for additional investigation. If both the complainant and respondent appeal, the appeals will be considered concurrently.

The decision maker will issue a written decision describing the result of the appeal and the rationale for the result, and provide the written decision simultaneously to both parties. Appeals decisions will be rendered within 15 days after the receipt of the written appeal. All appeal decisions are final.

## **12. Records Disclosure & Recordkeeping**

Disciplinary proceedings conducted by the Institute are subject to the Family Educational Records and Privacy Act (FERPA), a federal law governing the privacy of student information. FERPA generally limits disclosure of student information outside the Institute without the student's consent, but it does provide for release of student disciplinary information without a student's consent in certain circumstances.

Any information gathered in the course of an investigation may be subpoenaed by law enforcement authorities as part of a parallel investigation into the same conduct or required to be produced through other compulsory legal processes.

Additional information about FERPA can be found on the Institute's website at [avedalLasvegas.com](http://avedalLasvegas.com).

The Institute will, upon written request, disclose to the alleged victim of a crime of violence (as that term is defined in Section 16 of Title 18, United States Code), or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by the Institute against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.

The Institute will maintain for a period of not less than seven years records of –

- a) Each sexual harassment investigation including any determination regarding responsibility and any audio or audiovisual recording or transcript from a hearing conducted in response to a formal complaint, any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve equal access to the Institute's education programs or activities;
- b) Any appeal and the result therefrom;
- c) Any informal resolution and the result therefrom; and
- d) All materials used to train Title IX Coordinators, investigators, hearing panel members, decision-makers, and any person who facilitates an informal resolution process. The Institute will make these training materials publicly available on its website.

The Institute will create and maintain for a period of not less than seven years, records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. In each instance, the Institute will document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to the Institute's education program or activity. If the Institute does not provide a complainant with supportive measures, then the Institute will document the reasons why such a response was not clearly unreasonable in light of the known circumstances. The documentation of certain bases or measures does not limit the Institute in the future from providing additional explanations or detailing additional measures taken.

### **13. Education and Prevention Programs**

As set forth in Section 3 of this Policy statement, Sexual Assault, Sexual Harassment, Dating Violence, Domestic Violence, and Stalking are all forms of Prohibited Conduct.

The Institute is committed to offering educational programs to promote awareness and prevention of Prohibited Conduct. Educational programs include an overview of the Institute's policies and procedures; relevant definitions, including prohibited conduct; discussion of the impact of alcohol and illegal drug use; consent; safe and positive options for bystander intervention; review of resources and reporting options available for students, faculty, and staff; and information about risk reduction. Incoming students and new employees will receive primary prevention and awareness programming as part of their orientation.

As part of the Institute's commitment to provide an educational and work environment free from Prohibited Conduct, this Policy will be disseminated widely to the Institute community through e-mail communication, publications, websites, new employee orientations, student orientations, and other appropriate channels of communication.

The Title IX Coordinator, investigators, hearing panel members, and anyone else who is involved in responding to, investigating, or adjudicating sexual harassment will receive annual training from experts in the field. In addition to training on how the adjudicatory process works, the training will include specific instruction about how to approach students about sensitive issues that may arise in the context of sexual harassment.

### **Definitions of Sexual Misconduct under Nevada Law**

The Nevada Revised Statutes provide the following definitions with respect to incidents of sexual assault:

#### **Nev. Rev. Stat. Ann. § 200.366**

1. A person is guilty of sexual assault if he or she:
  - (a) Subjects another person to sexual penetration, or forces another person to make a sexual penetration on himself or herself or another, or on a beast, against the will of the victim or under conditions in which the perpetrator knows or should know that the victim is mentally or physically incapable of resisting or understanding the nature of his or her conduct; or
  - (b) Commits a sexual penetration upon a child under the age of 14 years or causes a child under the age of 14 years to make a sexual penetration on himself or herself or another, or on a beast.
2. Except as otherwise provided in subsections 3 and 4, a person who commits a sexual assault is guilty of a category A felony \* \* \*.
3. Except as otherwise provided in subsection 4, a person who commits a sexual assault against a child under the age of 16 years is guilty of a category A felony \* \* \*.
4. A person who commits a sexual assault against a child under the age of 16 years and who has been previously convicted of:
  - (a) A sexual assault pursuant to this section or any other sexual offense against a child; or
  - (b) An offense committed in another jurisdiction that, if committed in this State, would constitute a sexual assault pursuant to this section or any other sexual offense against a child, is guilty of a category A felony
5. The provisions of this section do not apply to a person who is less than 18 years of age and who commits any of the acts described in paragraph (b) of subsection 1 if the person is not more than 2 years older than the person upon whom the act was committed unless:
  - (a) The person committing the act uses force or threatens the use of force; or
  - (b) The person committing the act knows or should know that the victim is mentally or physically incapable of resisting or understanding the nature of his or her conduct.

\* \* \*

It is an element of sexual assault listed above that the act was committed without the consent of the victim. Lack of consent results from:

- (1) force;
- (2) threat of force; or
- (3) physical or mental incapacity of the victim. Nev. Rev. Stat. Ann. § 200.366(1).

The Nevada Revised Statutes provide the following definitions with respect to Stalking:

**Nev. Rev. Stat. Ann. § Harassment: Definition; penalties.**

1. A person is guilty of harassment if:
  - (a) Without lawful authority, the person knowingly threatens:
    - (1) To cause bodily injury in the future to the person threatened or to any other person;
    - (2) To cause physical damage to the property of another person;
    - (3) To subject the person threatened or any other person to physical confinement or restraint; or
    - (4) To do any act which is intended to substantially harm the person threatened or any other person with respect to his or her physical or mental health or safety; and
  - (b) The person by words or conduct places the person receiving the threat in reasonable fear that the threat will be carried out.

\* \* \*

**Nev. Rev. Stat. Ann. § 200.575 Stalking: Definitions; penalties; entry of finding in judgment of conviction or admonishment of rights.**

1. A person who, without lawful authority, willfully or maliciously engages in a course of conduct directed towards a victim that would cause a reasonable person under similar circumstances to feel terrorized, frightened, intimidated, harassed or fearful for his or her immediate safety or the immediate safety of a family or household member, and that actually causes the victim to feel terrorized, frightened, intimidated, harassed or fearful for his or her immediate safety or the immediate safety of a family or household member, commits the crime of stalking.

\* \* \*

3. A person who commits the crime of stalking and in conjunction therewith threatens the person with the intent to cause the person to be placed in reasonable fear of death or substantial bodily harm commits the crime of aggravated stalking. A person who commits the crime of aggravated stalking shall be punished for a category B felony \* \* \*.

4. A person who commits the crime of stalking with the use of an Internet or network site, electronic mail, text messaging or any other similar means of communication to publish, display or distribute information in a manner that substantially increases the risk of harm or violence to the victim shall be punished for a category C felony \* \* \*.

\* \* \*

11. As used in this section:

(a) "Course of conduct" means a pattern of conduct which consists of two or more acts over a period of time that evidences a continuity of purpose directed at a specific person.

(b) "Family or household member" means a spouse, a former spouse, a parent or other person who is related by blood or marriage or is or was actually residing with the person.

(c) "Internet or network site" has the meaning ascribed to it in NRS 205.4744.

(d) "Network" has the meaning ascribed to it in NRS 205.4745.

(e) "Offense" includes, without limitation, a violation of the law of any other jurisdiction that prohibits the same or similar conduct set forth in this section.

(f) "Text messaging" means a communication in the form of electronic text or one or more electronic images sent from a telephone or computer to another person's telephone or computer by addressing the communication to the recipient's telephone number.

(g) "Without lawful authority" includes acts which are initiated or continued without the victim's consent. The term does not include acts which are otherwise protected or authorized by constitutional or statutory law, regulation or order of a court of competent jurisdiction, including, but not limited to:

- (1) Picketing which occurs during a strike, work stoppage or any other labor dispute.
- (2) The activities of a reporter, photographer, camera operator or other person while gathering information for communication to the public if that person is employed or engaged by or has contracted with a newspaper, periodical, press association or radio or television station and is acting solely within that professional capacity.
- (3) The activities of a person that are carried out in the normal course of his or her lawful employment.
- (4) Any activities carried out in the exercise of the constitutionally protected rights of freedom of speech and assembly.

The Nevada Revised Statutes provide the following definitions with respect to Domestic Violence and Dating Violence:

**Nev. Rev. Stat. Ann. § 33.018 Acts which constitute domestic violence; exceptions.**

1. Domestic violence occurs when a person commits one of the following acts against or upon the person's spouse or former spouse, any other person to whom the person is related by blood or marriage, any other person with whom the person has had or is having a dating relationship, any other person with whom the person has a child in common, the minor child of any of those persons, the person's minor child or any other person who has been appointed the custodian or legal guardian for the person's minor child:

- (a) A battery.
- (b) An assault.
- (c) Coercion pursuant to NRS 207.190.
- (d) A sexual assault.
- (e) A knowing, purposeful or reckless course of conduct intended to harass the other person. Such conduct may include, but is not limited to:

- (1) Stalking.
- (2) Arson.
- (3) Trespassing.
- (4) Larceny.
- (5) Destruction of private property.
- (6) Carrying a concealed weapon without a permit.
- (7) Injuring or killing an animal.
- (8) Burglary.
- (9) An invasion of the home.
- (f) A false imprisonment.
- (g) Pandering.

2. The provisions of this section do not apply to:

- (a) Siblings, except those siblings who are in a custodial or guardianship relationship with each other; or
- (b) Cousins, except those cousins who are in a custodial or guardianship relationship with each other.

3. As used in this section, "dating relationship" means frequent, intimate associations primarily characterized by the expectation of affectional or sexual involvement. The term does not include a casual relationship or an ordinary association between persons in a business or social context..

## **Bystander Intervention**

The Institute's primary prevention and awareness program includes a description of safe and positive options for bystander intervention. Active bystanders take the initiative to help someone who may be targeted for a sexual assault. They do this in ways that are intended to avoid verbal or physical conflict. Active bystanders also take the initiative to help friends, who are not thinking clearly, from becoming offenders of crime. Intervention does not mean that you directly intervene to stop a crime in progress; rather, these steps are "early intervention" – before a crime begins to occur. There are three important components to consider before taking action that we refer to as the ABCs:



- **Assess for safety.** Ensure that all parties are safe, and whether the situation requires calling authorities. When deciding to intervene, your personal safety should be the #1 priority. When in doubt, call for help.
- **Be with others.** If it is safe to intervene, you are likely to have a greater influence on the parties involved when you work together with someone or several people. Your safety is increased when you stay with a group of friends that you know well.
- **Care for the person.** Ask if the target of the unwanted sexual advance/attention/behavior is okay – does he or she need medical care? Ask if someone they trust can help them get safely home.

## **Risk Reduction**

The Institute's primary prevention and awareness program includes information on risk reduction. This includes:

*Avoiding Dangerous Situations.* While you can never completely protect yourself from sexual assault, there are some things you can do to help reduce your risk of being assaulted.

- Be aware of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
- Try to avoid isolated areas. It is more difficult to get help if no one is around.
- Walk with purpose. Even if you don't know where you are going, act like you do.
- Trust your instincts. If a situation or location feels unsafe or uncomfortable, it probably isn't the best place to be.
- Try not to load yourself down with packages or bags as this can make you appear more vulnerable.
- Make sure your cell phone is with you and charged and that you have cash money.
- Don't allow yourself to be isolated with someone you don't trust or someone you don't know.
- Avoid putting music headphones in both ears so that you can be more aware of your surroundings, especially if you are walking alone.

*Safety Planning.* Things to think about:

- How to get away if there is an emergency? Be conscious of exits or other escape routes. Think about options for transportation (car, bus, subway, etc.).
  - Who can help? Friends and/or family, or support centers in your area. Please see Section 4 of this Policy for a list of support organizations.
  - Where to go? Options may include a friend's house or relative's house, or you may consider going to a domestic violence or homeless shelter. You may also go to the police.
- Important Safety Note:** If the dangerous situation involves a partner, go to the police or a shelter first.
- What to bring? This may include important papers and documents such as birth certificate, social security card, license, passport, medical records, lease, bills, etc. This will also include house keys, car keys, cash, credit cards, medicine, important numbers, and your cell phone. If you are bringing children with you, remember to bring their important papers and legal documents. You can keep all of these things in an emergency bag. You should hide the bag—it is best if it is not in your house or car. If the bag is discovered, you can call it a "tornado" or "fire" bag.

*Protecting Your Friends.* You have a crucial role to play in keeping your friends safe. No matter what the setting, if you see something that doesn't feel quite right or see someone who might be in trouble, there are some simple things you can do to help out a friend.

- **Distract.** If you see a friend in a situation that doesn't feel quite right, create a distraction to get your friend to safety. This can be as simple as joining or redirecting the conversation: suggest to your friend that you leave the party, or ask them to walk you home. Try asking questions like: "Do you want to head to the bathroom with me?" or "Do you want to head to another party – or grab pizza?"
- **Step in.** If you see someone who looks uncomfortable or is at risk, step in. If you feel safe, find a way to de-escalate the situation and separate all parties involved. Don't be shy about directly asking the person if they need help or if they feel uncomfortable.
- **Enlist others.** You don't have to go it alone. Call in friends or other people in the area as reinforcements to help defuse a dangerous situation and get the at-risk person home safely. There is safety in numbers.
- **Keep an eye out.** Use your eyes and ears to observe your surroundings. If you see someone who has had too much to drink or could be vulnerable, try to get them to a safe place. Enlist friends to help you. Even if you weren't around when the assault occurred, you can still support a friend in the aftermath.

*Social Situations.* While you can never completely protect yourself from sexual assault, there are some things you can do to help reduce your risk of being assaulted in social situations.

- **When you go to a social gathering,** go with a group of friends. Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.
- **Trust your instincts.** If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately.
- **Don't leave your drink unattended** while talking, dancing, using the restroom, or making a phone call. If you've left your drink alone, just get a new one.
- **Don't accept drinks from people you don't know or trust.** If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don't drink from the punch bowls or other large, common open containers.
- **Watch out for your friends, and vice versa.** If a friend seems out of it, is way too intoxicated for the amount of alcohol they've had, or is acting out of character, get him or her to a safe place immediately.
- **If you suspect you or a friend has been drugged,** contact law enforcement immediately. Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).

*Information on Risk Reduction was provided by RAINN: Rape, Abuse & Incest National Network: [www.rainn.org](http://www.rainn.org).*

## **14. Amendments**

The Institute may amend the Policy or the Procedures from time to time. Nothing in the Policy or Procedures shall affect the inherent authority of the Institute to take such actions as it deems appropriate to further the educational mission or to protect the safety and security of the Institute community.

**Aveda Institute Las Vegas**  
**Sexual Harassment Policies & Grievance Procedures**

**Definitions of Key Terms**

- Sexual Harassment - means conduct on the basis of sex that satisfies one or more of the following:
  - 1) An employee of the Institute conditioning the provision of an aid, benefit, or service of the Institute on an individual's participation in unwelcome sexual conduct;
  - 2) Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the Institute's education programs or activities; or
  - 3) "Sexual assault," "dating violence," "domestic violence," or "stalking" as defined herein.
  
- Sexual Assault - An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Unified Crime Reporting ("UCR") program.
  - Rape - The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
  - Sex Offenses - Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.
    - Fondling—The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
    - Incest—Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
    - Statutory Rape—Sexual intercourse with a person who is under the statutory age of consent.
  
- Domestic Violence - A felony or misdemeanor crime of violence committed (i) by a current or former spouse or intimate partner of the victim; (ii) by a person with whom the victim shares a child in common; (iii) by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner; (iv) by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or (v) 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 in which the crime of violence occurred.
  
- Dating Violence - Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purpose of this definition dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

- “Education program or activity” includes locations, events, or circumstances over which the Institute exercises substantial control over both the respondent and the context in which the sexual harassment occurs. It includes all of the academic, educational, extra-curricular, and other programs of the Institute, whether they take place in the facilities of the Institute, at a class or training program sponsored by the Institute at another location, or elsewhere. An instructor’s alleged sexual harassment of a student would likely constitute sexual harassment in the Institute’s education programs or activities even if the alleged harassment occurs off campus. The Institute’s education programs and activities may also include computer and internet networks, digital platforms, and computer hardware or software owned or operated by, or used in the operations of, the Institute.
  
- Prohibited Conduct – The Institute prohibits Sexual Assault, Sexual Harassment, Dating Violence, Domestic Violence, and Stalking as defined in these Definitions of Key Terms.
  
- Stalking - Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others, or suffer substantial emotional distress. Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property. Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling. Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.
  
- Retaliation – The Institute shall not, and no individual shall, intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under Title IX and/or this Policy. The exercise of rights protected under the First Amendment does not constitute retaliation. Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding does not constitute retaliation; provided, however, that a determination regarding responsibility alone is not sufficient to conclude that any party made a materially false statement in bad faith.
  
- Consent is a voluntary agreement to engage in sexual activity.
  - Past consent does not imply future consent.
  - Silence or an absence of resistance does not imply consent.
  - Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another.
  - Consent can be withdrawn at any time.
  - Coercion, force, or threat of either invalidates consent.

Someone who is incapacitated cannot consent. Incapacitation refers to a situation in which a person is not capable of providing consent because the person lacks the ability to understand her or his decision. This situation may occur due to the use of drugs or alcohol, when a person is asleep or unconscious, or because of an intellectual or other disability that prevents the student from having the capacity to give consent.

- Complainant – means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.
- Respondent – means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.