



This plan is posted on the bulletin board in the lunchroom. It is added to the employees' orientation. Copies are also available upon request.

CAMPUS CRIME AND SAFETY PLAN FOR ASSURING THE HEALTH AND SAFETY OF EMPLOYEES, STUDENTS AND GUESTS

CAMPUS SECURITY INFORMATION PROGRAMS

Crime prevention and personal safety are issues that concern all students, faculty and administrative staff. It is the policy of CDE Career Institute that all students will receive a copy of the School Catalog prior to beginning classes. That Catalog will contain the Campus Security and Crime Awareness policies of the institution. These policies will be addressed during new student orientation. All new employees receive the CDE Career Institute School Catalog, containing the Campus Security and Crime Awareness policies of the institution. These policies will be addressed during new employee orientation, which is conducted by the Admissions Coordinator and/or Instructional staff. The institution has no responsibility or obligation for any personal belongings that are lost, stolen or damaged, whether on or off campus premises or during any school activities. All safety and security incidents will be recorded and on the Safety and Crime incident form and the form will be forwarded to the school President for review and filed by the Campus Safety and Security Official.

The following Safety Policy and procedures have been implemented.

CAMPUS SAFETY POLICY

MEDICAL EMERGENCIES

In the event of sickness or accident these procedures are to be followed:

1. If you become ill or are injured in an accident on campus, notify your instructor immediately.
2. If the illness or accident requires emergency care, the school will obtain emergency assistance by calling 9-1-1.
3. The school will notify the individual you have designated as your Emergency Contact.
4. First-Aid Kits are located throughout the Institution for minor emergencies. All staff members are aware of the location of the First-Aid Kits.
5. In the event of illness or injury your instructor will complete an Incident Report and submit that report to the Campus Director or his/her designee.

Fire Emergency

- All students should familiarize themselves with the evacuation plans posted in the classrooms and throughout the building. In the event of a fire in the school building, students should:
- Immediately notify an instructor so that a fire evacuation may be initiated if the alarm has not already sounded.

- Remain calm; cooperate with the instructor and follow directions given.
- Assist the instructor in closing all windows and doors behind you as you leave.
- Crawl low under the smoke to escape.
- If escape through the doors is not possible, your instructor will assist you in exiting through the nearest unobstructed window.
- If your clothing catches fire, stop right where you are. Drop to the ground. Roll over and over to put out the flames.
- It is the responsibility of ALL students to follow these procedures. No student should leave his/her group and wander around the building alone. Students and instructors will gather in the front parking lot at a safe distance from the building following evacuation.

Natural Disaster

In the event of natural disasters, the following procedures should be followed:

- Floods and Flash Floods - Stay inside. Do not evacuate unless you are told to do so.
- Severe Thunderstorms and Lightning -
 - Stay inside; move away from windows, water faucets, sinks and metal objects.
 - Proceed in an orderly fashion to the inside hallway away from windows.
 - Do not use telephones.
 - Turn off computers and other electrical equipment you may be using.

Emergency Evacuation for Students with Special Needs:

If you need special help or assistance during an emergency evacuation, be sure to tell your instructor.

Timely Warning

CDE Career Institute will make timely warnings to the campus community of crimes reported or other incidents that pose the potential for danger to students or employees. Depending on the nature of the incident, the following procedures will be followed:

An incident presenting eminent danger/injury, such as a robbery, assault, fire or natural disaster – 9-1-1 will be called immediately and all affected students, faculty, and administrative staff will be evacuated from the building or escorted to a safe location by the School Director or his/her designee.

An incident presenting the possibility of future danger – students, faculty, and administrative staff will be notified verbally by phone or in writing by email of the incident and advised of the caution that individuals should take in protecting themselves.

Discrimination and Harassment in Employment Practices and in Student Academic and Campus Life

CDE Career Institute is guided by the precept that in no aspect of its employment practices or educational programs should there be disparate treatment of persons because of improper considerations of race, color, religion, creed, national or ethnic origin, sex, sexual orientation, age or disability. In addition, CDE Career Institute does not discriminate on the basis of alienage or citizenship status, gender (including gender identity), marital status or partnership status, military status, predisposing genetic characteristics or domestic violence victim status in its employment practices.

CDE Career Institute is committed to providing an environment free from sex and gender-based

discrimination or harassment. As such, the School does not tolerate any kind of gender-based discrimination or harassment, which includes sexual assault, sexual harassment and gender-based harassment. Gender-based misconduct is a serious concern on School campuses throughout the country. To address this problem, the School provides educational and preventative programs, services for individuals who have been impacted by gender-based and sexual misconduct, and accessible, prompt, and equitable methods of investigation and resolution.

While CDE Career Institute has long had an express policy against improper discrimination, it is to be understood the policy also explicitly encompasses the goal that faculty, staff and students are to be able to work and study free from harassment by any member of the School community. CDE Career Institute does not tolerate and specifically prohibits any and all harassment against any person by a member of the School community. Appropriate disciplinary action may be taken against those found to have committed harassment, up to and including dismissal.

For the purposes of this document, the “School community” includes: students, faculty and staff; prospective students and employment applicants; visitors to and guests of the School.

Definitions:

Harassment:

Discriminatory Harassment is harassment on the basis of a protected classification, including harassment of an individual in connection with a stereotyped group characteristic, or because of that person's identification with a particular group. Such harassment is any conduct, verbal or physical, on or off campus, that has the effect, because of its severity and/or persistence, of unreasonably interfering with an individual or group's educational or work performance or that creates an intimidating, hostile, or offensive educational, work, or living environment.

Discriminatory harassment includes but is not limited to: epithets or slurs; negative stereotyping; denigrating jokes; and display or circulation in the working, learning, or living environment (including electronic transmission) of written or graphic material. Sexual and Gender-based misconduct, which are described in detail below, constitutes a form of discriminatory harassment.

Gender-Based and Sexual Misconduct

Gender-based misconduct comprises a broad range of behaviors focused on sex and/or gender discrimination that may or may not be sexual in nature. Sexual harassment, sexual assault, gender-based harassment, stalking, and intimate partner violence are forms of gender-based misconduct under this policy. Misconduct can occur between strangers or acquaintances, including people involved in an intimate or sexual relationship (current or former). Gender-based misconduct can be committed by men or by women, and it can occur between people of the same or different sex.

Sexual Harassment is unwelcome conduct of a sexual nature. Sexual assault and requests for sexual favors that affect educational or employment decisions constitute sexual harassment. Sexual harassment may also consist of unwelcome physical contact, requests for sexual favors, visual displays of degrading sexual images, sexually suggestive conduct, or remarks of a sexual nature. Unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal (including print or electronic communication) or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or admission to or participation in an academic program or School-sponsored activity; or
2. Submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment status or academic standing; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's

performance on the job or in the classroom; or

4. Such conduct has the purpose or effect of creating an intimidating, hostile, or offensive work or study environment for an individual or group of individuals.

Sexual harassment can occur regardless of the relationship, position or respective sex of the parties, same sex harassment violates this policy. Harassment because of one's actual or perceived sexual orientation also constitutes a violation of this policy. Violation of this policy also includes harassment by a student of a faculty member or a subordinate employee of his/her supervisor.

Intimate partner violence. The use of physical violence, coercion, threats, intimidation, isolation, stalking, or other forms of emotional, sexual or economic abuse used to control a partner in an intimate relationship constitute intimate partner violence. This includes any behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure, or wound someone. Intimate partner violence can be a single act or a pattern of behavior in relationships. Intimate partner relationships are defined as short or long-term relationships (current or former) between persons intended to provide some emotional/romantic and/or physical intimacy. Also referred to as **Domestic Violence** or Dating Violence.

Stalking. As mentioned in the definitions for gender-based harassment and intimate partner violence, stalking is defined as a course of conduct directed at a specific person that would cause a reasonable person to feel fear. Stalking involves repeated and continued harassment made against the expressed wishes of another individual, which causes the targeted individual to feel emotional distress, including fear and apprehension. Stalking behaviors may include: pursuing or following; non-consensual (unwanted) communication or contact - including face-to-face, telephone calls, voice messages, electronic messages, text messages, unwanted gifts, etc.; trespassing; and surveillance or other types of observation.

Sexual Assault.

The School defines sexual assault as any non-consensual, intentional physical contact of a sexual nature, such as unwelcome physical contact with a person's genitals, buttocks, or breasts, or any form of sexual intercourse without consent. Rape is a form of sexual assault. Sexual assault occurs when the act is committed by: a) physical force, violence, threat, or intimidation; b) ignoring the objections or without the consent of another person; c) causing another's intoxication or impairment through the use of alcohol or other drugs; and/or d) taking advantage of another person's incapacitation, helplessness, or other inability to consent.

Consent.

The presence of consent involves explicit communication and mutual approval for the act in which the parties are/were involved. A sexual encounter is considered consensual when individuals willingly and knowingly engage in sexual activity. The use of coercion in instances of sexual assault involves the use of pressure, manipulation, substances, and/or force. The absence of "No" is not a "Yes."

Consensual Relationships and Sexual Harassment

Actual or apparent authority that employees may have over a student is a strong factor in finding that certain types of conduct constitute sexual harassment. This can be so even if a student has accepted the conduct, does not show signs of being harassed, or fails to file a complaint of harassment.

Consistent with the School's policy on sexual harassment, consensual relationships are deemed sexual harassment when they are found to compromise the educational mission of the School. Complaints of sexual harassment of students, including alleged consensual relationships, will be carefully evaluated in the context of the unique relationship and responsibility that faculty, administrators and other School employees have to students or employees.

The conduct alleged to constitute harassment under this policy will be evaluated from the perspective of a reasonable person similarly situated to the complainant and considering all of the facts and circumstances. A single incident or a few incidents may not necessarily rise to the level of

harassment; however, a single extreme incident could constitute prohibited discrimination or harassment. Each matter will be evaluated individually.

Who May Bring a Report of Discrimination or Harassment?

A report alleging discrimination or harassment may be brought by any member of the School community. Note that the person reporting the information need not be the intended or even apparent target of the conduct that is alleged to be harassment. Reports may also be brought by individuals who are not members of the community, but who believe that discrimination or harassment may have occurred.

In certain instances, the School may investigate allegations of discrimination or harassment based on information received from individuals within or outside the School community, or from other sources, such as newspaper accounts or anonymous letters or phone calls.

In all cases, before further action will be taken, the School will carefully consider the source and nature of the information received; the specificity of the information; the objectivity and credibility of the source of the report; whether it can identify individuals who were subjected to the alleged discrimination or harassment; and whether those individuals want to pursue the matter. If there is sufficient reason to believe that a violation of this policy may have occurred, an investigation will be commenced..

Duty to Report

Staff, faculty, and students have a duty to report knowledge of alleged or observed incidents of harassment to their supervisor and/or the school President. Any member of the community may consult with CDE Administration to review available information and determine applicable reporting obligations and/or available resources.

Retaliation

Any attempt by a member of the CDE Career Institute Community to penalize, intimidate, or retaliate in any way against a person who makes a report of or who is otherwise involved in a report of discrimination or harassment is completely prohibited. Retaliation may be found even when the underlying report does not constitute discrimination or harassment in violation of policy. A retaliatory adverse action is an action taken to deter a reasonable person from opposing a discriminatory or harassing practice, and/or from pursuing his/her rights. Examples of adverse actions include termination, denial of promotion or participation in otherwise qualified employment or educational opportunity, and unjustified negative evaluations or references. Adverse actions may not include petty slights and annoyances such as isolated negative comments in an otherwise positive or neutral evaluation, snubbing of an individual, or negative comments that are justified by poor work or assignment performance or history. Employees who have filed a report or expressed opposition to potentially discrimination or harassment are still expected to perform their job functions and follow their employer's legitimate workplace rules and responsibilities.

Any person who believes that he or she has been the victim of retaliation for reporting discrimination or harassment or cooperating in an investigation should immediately contact the school President.

Members of the School community are expected to cooperate with investigations of violation of this policy. Any person who retaliates against a person in response to a report or cooperation in an investigation will be in violation of this policy and will be subject to the appropriate discipline process.

False Reports

Any person who knowingly files a false claim of discrimination or harassment will be in violation of this policy and will be subject to the appropriate disciplinary process.