

## Student Right to Know and Campus Security Act

The Student Right to Know and Campus Security Act passed by Congress on November 9, 1990, mandates that all colleges and universities receiving federal assistance funds under Title IV of the Higher Education Act of 1965 provide graduation and crime data to current and prospective students and employees.

Taylor Business Institute has a designated campus security coordinator and publishes information regarding campus safety and security, sexual harassment, and sexual offenses, which is distributed to all students at the college at the time of enrollment, and is available to prospective students upon request from the Office of the Executive Assistant to the President. Safety and Security programs are scheduled throughout the year, where students are encouraged to report any safety or security infraction that occurs on the college's premises to the Safety and Security Coordinator or any other official of the college.

## SECURITY POLICIES AND PROGRAMS

Taylor Business Institute is committed to providing a safe and secure environment for all members of the campus community. Our goal is to ensure that standard security procedures are in place that represent the best practices in the field to provide a safe and secure environment to our academic community.

The information given below discloses the policies and procedures regarding campus security at Taylor Business Institute. This information is in compliance of Federal, State and Local statutes and the Crime Awareness and Campus Security Act of 1990 (amended in 1998).

### How to Report a Crime or Emergency:

By federal law, all criminal actions, accidents, injuries, or other emergency incidents occurring on campus must be reported to the President of the College and to appropriate outside agencies **immediately**:

- Situations that pose imminent danger or while a crime is in progress should be reported to a **911** dispatcher from any campus phone or cell phone. Keep in mind that the individual making the call from a cell phone will need to provide the address where the emergency has occurred. Studies show that if police are able to respond within two minutes there is a good chance that any perpetrators involved will be apprehended, but the odds quickly decrease with each passing minute.
- Students, staff, and visitors should report criminal actions, accidents, injuries, or other emergency incidents to one of the following individuals:
  - **Mr. Kevin Marshall, Chief Security Officer**  
318 W Adams Street, 5<sup>th</sup> Floor, Chicago, IL 60606  
[campussecurity@tbiil.edu](mailto:campussecurity@tbiil.edu), Work (312) 658-5100, Cell (773) 608-9211
  - **Dr. Quentin Jackson, Dean of Academic Affairs**  
318 W Adams Street, 3<sup>rd</sup> Floor, Chicago, IL 60606  
[campussecurity@tbiil.edu](mailto:campussecurity@tbiil.edu), Work (312) 658-5100, Cell (847) 239-3696
  - **Mr. Malik Iqbal, Director of Operations**  
318 W Adams Street, 5<sup>th</sup> Floor, Chicago, IL 60606  
[campussecurity@tbiil.edu](mailto:campussecurity@tbiil.edu), Work (312) 658-5100, Cell (312) 451-5475
  - **Ms. Letitia Coleman, Safety and Security Coordinator**  
318 W Adams Street, 5<sup>th</sup> Floor, Chicago, IL 60606  
[campussecurity@tbiil.edu](mailto:campussecurity@tbiil.edu), Work (312) 658-5100, Cell (312) 217-2650
- Anonymous & confidential incident reports can also be made by filling out the Incident Report Form that is available in the office of the Safety & Security Coordinator and returning it to the receptacle provided outside.
- An Incident/Injury Report (See [Exhibit-1](#)) must be completed by the individual(s) reporting the occurrence and signed by the campus staff receiving the report. A copy of this report will be filed in the office of the Safety and Security Coordinator. All Incident/Injury Reports will remain confidential. Victims of crimes may also report the crime by contacting a designated security authority who will submit the incident report

on their behalf. Reporting these crimes is essential, however, for the administration to be able to monitor and address security risks to our campus community, every effort will be made to preserve confidentiality.

- **All** suspected criminal actions, or gang activity are to be immediately reported to the Police Department. The administration will provide the individual(s) reporting the incident with means to contact this police agency, or any other appropriate police agency.

In many cases, a representative from the Police Department will visit the site and interview the individual(s) reporting the incident, appropriate school personnel, and any possible witness to the crime. If the incident is not serious, the individual will have the option to go directly to the police department and file a report at the station. An investigation/prosecution will be determined by the Police Department or other appropriate law enforcement agency. If a student or employee is suspected of committing a criminal act, he/she may be temporarily suspended from school/work. If a student or employee is convicted of a crime, he/she may be terminated from training and/or employment with the institution.

Any student that is the victim of stalking, or has a restraining order against another individual (whether or not that individual is also a student or member of the campus community) is highly encouraged to notify campus security of the threat and to provide a copy of the restraining order so that it may be enforced, if necessary.

Detailed emergency procedures are outlined for staff in the **Employee Handbook**. This information is available to students in the **Student Handbook**, available in the Education Office.

### **Incident Investigation Process**

Once an Incident Report is filed, a copy of it is forwarded to the Campus President, who will designate the appropriate individuals to perform one or more of the follow-up procedures:

- Police Report obtained
- Injury reported completed and filed
- Interview witnesses
- Conduct other elements of investigation
- Initiate disciplinary actions
- Determine additional procedures
- Document incident disposition
- Inform appropriate campus staff of the incident

### **Building Security**

The campus facilities are accessible to members of the campus community and visitors during normal business hours Monday through Friday, Saturday from 8:00 a.m. to 4:00 p.m. and for special events. Everyone except staff and faculty must check in/out at the security desk. A security guard is present Monday thru Thursday from 7:00 a.m. to 9:00 p.m., Friday from 7:00 a.m. to 5:00 p.m. and Saturday from 8:00 a.m. to 4:00 p.m. Additional security arrangements can be made upon request. Access during non-business hours is restricted and must be coordinated through the office of the Director of Operations (See **Exhibit-2**). Exterior doors are locked and secured by an automated locking system operated by the building maintenance personnel. A security check is performed by the evening security personnel at the close of business to ensure all doors are locked and secured.

We ask that you stay aware and avoid circumventing policies that are meant to preserve your safety and that of others:

- Do not prop doors open or allow strangers into campus buildings that have been secured
- Do not lend keys or access cards to unauthorized individuals and do not leave them unattended
- Do not give access codes to anyone that does not belong to the campus community

Keys to the offices, labs, and classrooms on campus will be issued to employees only as needed and after receiving the proper authorization. Each department supervisor is responsible for assuring his/her area is secured and locked.

Employees must adhere to policies stated in the Employee Handbook regarding unauthorized access to school facilities, theft of, or damage to, school property, or other criminal activity. Violation of these policies may lead to termination.

Students must adhere to the Student Conduct and Discipline policies listed in the school catalog and Student handbook, which include statements regarding theft of, or damage to school property, and any other criminal activity that occurs within campus buildings or on the grounds. Violations of these policies may lead to permanent suspension.

All individuals entering the building, who are not current students or staff, must check in with the front desk receptionist on the fifth floor. All visitors must also obtain a visitor's pass from the reception desk. Employee and student identification cards may be used to verify the identity of persons suspected to be in the building without permission.

Taylor Business Institute does not maintain residence housing, therefore there are no policies regarding campus residences.

### **Building Closures**

Closure of campus facilities during periods of inclement weather, power outage, or other emergencies will be determined by the President of the College or her designee. The decision to close will only be made under those extreme conditions which pose an immediate health/safety hazard to members of the campus community.

Conditions which may require the closure of the facilities may include (but are not limited to) hazardous weather conditions (blizzards, tornadoes, etc.), flood, fire, chemical spills, civil unrest, or other emergencies.

The options for closure are:

- Closed for the day and evening
- Close at a time determined by the President of the College or her designee

Weather-related closure decisions will be made as early as possible to permit adequate communication to all affected parties. Authorized individuals will notify the media to publicize the closure.

### **Building Lock-downs**

In the event of imminent danger for members of the campus community to leave the safety of the facility the following procedures will be followed:

- Campus security authorities determining that there are precautionary reasons to order a lock-down will give the command via verbal and text phone messaging.
- Campus facilities staff will lock exterior entrances. Students and staff are to remain in the classrooms. Students and staff that were in common areas should proceed to the closest classroom. Each faculty member will make certain that their classroom remains secure, with classroom doors closed and lights turned off.
- No one should allow access to the building once it has been secured, as this will compromise the safety of those inside.
- All individuals should stay away from doors and windows, stay quiet, and keep movement to a minimum.
- Building occupants are free to leave the location they were in ONLY when faculty, police and/or facilities staff has given the "all-clear" signal.

### **Building Evacuations**

Some emergency situations require building occupants to exit the building to ensure their safety. In the event an evacuation is ordered, the following procedures will be followed:

- Staff and students should proceed to the nearest exit way, making sure they have collected their belongings, as they may not be allowed back into the building once it has been evacuated.
- Faculty/staff in each classroom will ensure that any individuals that need special assistance are aided in safely exiting the building.
- Students and staff should shut off any equipment they are working on and if possible, unplug electrical connections from outlets.
- Faculty and staff will proceed with students to an area outside the building, and shall account for all of the occupants there.
- Staff and students should remain outside the building and wait for further instructions from the campus security authorities.

### **Campus Security and Safety Enforcement**

Taylor Business Institute encourages students and staff to promptly report any suspected criminal activity to the administration office. However, Taylor maintains an "open door" policy between all staff and students encouraging open communication between students and their instructors, advisors, and other personnel. Therefore, students should never feel intimidated, embarrassed, or uncomfortable about reporting a suspected crime to any member of the TBI staff. If a suspected crime is reported to a staff or faculty member by a student, the staff or faculty member may accompany the student to the administrative office to report the incident. The administrative staff will then, if necessary, encourage the student to report the crime to the appropriate police agencies, and will provide the student with the means to do so.

Campus security authorities are responsible for not only responding in the event of a crime or emergency, but also look for opportunities to deter and/or prevent crime. In an effort to improve safety on campus and to make the community aware of prevention services and reduce the incidents of crime, campus security personnel may also provide the campus community with the following services:

- Respond to police, fire, and emergency medical personnel
- Investigate incident reports and suspicious activities
- Prepare follow-up reports and document activities and results
- Assist victims of crime by providing resources and referrals
- Make recommendations in cases of disciplinary action
- Monitor campus for signs of intrusion, robbery, vandalism, and safety hazards
- Comply with federal, state, and local regulations regarding the release of information
- Assist with sick/injured
- Provide security consultation to students and staff
- Present crime awareness and prevention program information
- Inform campus community of imminent danger
- Enforce regulatory standards for student safety and campus security

### **Communications:**

Students and staff are advised of the administrative "open door" policy, to encourage open communication and the need to report any suspected criminal activity immediately to campus authorities with no threat of personal repercussions or judgments. In the event of an emergency, the person to contact are:

- Chief Security Officer
- Dean of Academic Affairs
- Director of Operations
- Safety and Security Coordinator
- In an extreme emergency any employee of the school.

Security and safety procedures are discussed with new and continuing students and staff within each individual department of the school once-a-year. This includes encouraging students to be alert to security situations and to assist the school in preventing crimes from occurring through awareness and communication. Students are highly encouraged to develop and present their own crime prevention programs to other students and staff.

In addition to the orientation procedures described above, the employees and students are informed about the prevention of crimes through written communication from school management, via campus postings, email distribution, or internet posting. Students and staff are encouraged to report suspicious behavior, and to file a report immediately with the school administration if they have been a victim of, or a witness to, criminal behavior. (See [Exhibit 1](#))

### **Timely Warnings and Hazard Communications**

Campus security will openly share crime information with the public whenever possible and legal to do so, in the interest of public safety.

**In the event of severe weather or on-going threat, the campus security authorities will make public reports using a combination of the following methods to warn, depending on relevance and applicability, members of the campus community:**

- Press Releases
- Crime Advisories
- Campus web pages
- Local Media- newspapers, radio, television broadcasts
- Posting on campus
- Text messaging
- Individual distribution
- Class announcements

### **Responsibilities of the Student:**

Taylor Business Institute expects students to uphold standards of personal behavior and integrity that are in harmony with the mission of the institution: to observe local, state, and federal laws, to respect the rights, privileges, and property of other people, to be conscience of the campus community and the well-being of fellow students and college staff.

The following Code of Conduct details the responsibilities that all students agree to uphold as outlined in the Catalog appendices and Student Handbook:

- To comply with all safety and health requirements of the school, local, state, and federal laws.
- Not to act in such a manner as to bring unfavorable criticism upon the school, staff, or any fellow student.
- Not to remove from the school any supplies, textbooks, equipment or property of the school without written permission from one of the school's administrators.
- Not to sell or offer to sell to any student any commodities or services without written permission of the school administration.
- Not to interfere with the learning process of other students, classroom presentation, or individual instruction being conducted in any class or session of the school and to refrain from any form of cheating or unprofessional conduct.
- To refrain from using profane or abusive language while on the school premises or during any school function.
- Misuse of safety equipment, false bomb or fire alarms, or misinforming safety or security personnel.
- Furnishing false information or academic credentials with the intent to deceive or mislead college officials in making admissions, scholarship, and financial aid determinations on the student's behalf.
- To refrain from bringing any weapon on school premises. A weapon includes any type of firearm, knife, switchblade, bomb, or incendiary devices.

- Never to enter or attempt to enter or be upon any school property or to engage in any school function while under the influence of alcohol, drugs or narcotics of any kind.
- To cooperate fully with the school's staff and instructors, so as to successfully conclude the selected program or course within the scheduled training program.
- To comply with the requests of the instructor relating to student conduct and the student dress code as stated in the student handbook.
- To refrain from any disorderly, indecent, or obscene conduct or expression of sexual harassment.
- Falsification, distortion, or misrepresentation of information before a college official.
- To refrain from any type of rioting including aiding, abetting, or inciting riot.
- Physical abuse, verbal threats, bullying, or intimidation directed toward other students, staff, or campus visitors.
- Any activity involving Taylor Business Institute's computing resources which knowingly interferes with someone else's academic freedom or rights to privacy, the institution's goals and policies, local state, or federal laws.
- To comply with the rules and regulations as set forth in the school's catalog or otherwise distributed to students.

**Failure to comply with any of the foregoing requirements:**

- Shall be cause for immediate termination of the student as such, without further obligation or liability on the part of the school or any of its staff or instructors, except compliance with the state refund policy.
- Failure to maintain these standards may be documented as student disciplinary records, which are maintained by the Dean of Academic Affairs, in compliance with the Family Educational Rights and Privacy Act (FERPA) of 1973, the Higher Education Act amendments, and Taylor Business Institute's Student Rights and Responsibility policies.
- A faculty member may also request the student remove themselves from the classroom for that class period. The faculty member shall immediately file an incident report. Permanent removal is handled through disciplinary hearings and procedures. The Dean of Academic Affairs and President of the College may also expel students exhibiting severe behavioral problems, or those that pose a safety or security threat to members of the campus community.
- College disciplinary proceedings may be instituted against a student charged with violation of a law that is also a violation of this Student Conduct Code.
- Any person may file a written complaint against a student's misconduct or threatening behavior to the Safety & Security Coordinator or anonymously on an Incident Report (See **Exhibit 1**). All student complaints will be investigated by designated campus security personnel. An incident report form may be obtained from the reception desk, education office or from the Safety & Security Coordinator's office. All complaints must be filed with the Safety & Security Coordinator.

**Disciplinary Actions:**

Any student who is the subject of a formal complaint or disciplinary proceeding is subject to the following:

- The Safety & Security Coordinator will notify campus security staff and any other relevant members of the faculty or administration of a potential threat posed by the student. The committee will meet to discuss disposition and determine the appropriate course of action.
- If the committee finds there is a need for precautionary measures or corrective action, they may bring formal charges against the student for code of conduct violations.
- The student may be notified of the charges made against him or her, depending on potential consequences and severity of claims.
- The campus security personnel may perform an investigation of the complaint to determine merit, and will determine further disposition of the claim.
- In the event of disciplinary hearings, the safety & security coordinator will follow the steps as outlined in the school's Grievance procedures as stated below:

## **GRIEVANCE POLICY**

There may be times when a student has a complaint or grievance concerning a problem experienced at Taylor Business Institute that he or she may believe cannot be satisfactorily resolved through the ordinary channels. In such instances, the student may wish to file a written grievance regarding the matter.

The grievance process involves the following steps:

**Step One:** The student should first request a conference with the faculty or staff member who is directly involved in the matter. The student should discuss the issues and seek a resolution.

**Step Two:** If a mutually satisfactory resolution cannot be reached through a direct conference, the aggrieved party should request a conference with the employee's immediate supervisor or the appropriate program dean.

**Step Three:** If it is an education matter and a conference with the program dean fails to result in a resolution satisfactory to all concerned parties, the aggrieved party may seek a resolution from the Dean of Academic Affairs.

**Step Four:** If, after all of the above steps have been completed and the grievance is still not satisfactorily resolved, the aggrieved party may present all facts relevant to the grievance in writing to the President of the college. This step must be completed within 48 hours of receipt of the supervisor's opinion in Step Three.

Within 24 hours of receipt of a written grievance, the President will schedule a Grievance Committee Hearing and notify all parties concerned. The Committee will consist of the President or her designee and two staff or faculty members not involved in the matter in question.

All persons directly involved, or their representatives, must be present at the hearing. Both parties will be given the opportunity to discuss the grievance at that time. The Grievance Committee will then excuse the parties and immediately review and rule on the case. The decision of the Committee will be communicated to those involved in the grievance within 48 hours. The Committee decision will be final.

While TBI does its best to resolve issues of concern to students, students who remain unsatisfied after exhausting their remedies with TBI may elect to seek resolution with appropriate external bodies. These include the state licensing and approval bodies, the institution's accrediting body, or the U.S. Department of Education.

The Accrediting Council for Independent Colleges and Schools (ACICS) provides complaint procedures for the filing of complaints against accredited institutions. ACICS requires that the complainant have exhausted all complaint and grievance procedures provided under institutional policy before registering a complaint with ACICS. Should such a complaint be filed, ACICS will review the matter to determine whether there may have been any violation of its criteria and/or standards, and can take action only if it is determined that there has been such a violation. ACICS can be contacted at:

750 First Street NE, Suite 980  
Washington, DC 20002  
(202) 336-6780

Further, if the student is not satisfied with any of these outcomes, he or she may also appeal to the Illinois State Board of Education, Department of Adult Vocational and Technical Education, Private Business and Vocational Colleges Section, 100 West Randolph Street, Chicago, IL 60601 • (312) 814-5818 or 100 North First Street, Springfield, IL 62777 • (866) 262-6663 • (217) 782-2948.

## **Fire Safety**

For the safety and well-being of our campus community, it is imperative that all students, guests, and staff follow the fire prevention guidelines and evacuation procedures that are outlined below:

TBI provisions for fire incidents include:

### **Prevention and Protection:**

- Be familiar with fire safety regulations and fire exit routes. This information is displayed throughout the building.
- Be conscientious when working with or around flammable substances and use appropriate precautions.
- Always ensure that all entrances and exit routes remain clear of obstacles and are well-lit.
- Fully participate in fire drills as directed. Failure to evacuate the building during a drill may subject you to arrest!

### **Reporting of Fires:**

- Dial 911 for any fire that is not immediately extinguished
- Report campus fires to the Campus Safety & Security Coordinator

### **Response:**

- Be familiar with evacuation procedures. Note evacuation routes posted in each classroom, office and common areas.
- Take your belongings! Even if it is “only a drill”, you may not be allowed back in the building to retrieve your cell phone, car keys, or purse for several hours.
- You are responsible for ‘checking in’ in the designated area with your faculty member.
- You may not re-enter the building until the all-clear signal is sounded by the fire department, nor may you leave the premises unless given permission by the President of the College.

### **Arson and Vandalism**

These are serious crimes and will not be tolerated. Rendering inoperable or abusing any fire prevention or detection equipment is prohibited and subject to severe disciplinary sanctions and fines, as well as possible charges filed with law enforcement authorities.

### **Taylor Business Institute’s Policy on Weapons/Usage and Possession**

- TBI’s policy is to provide a safe work/learning environment for all. This policy applies to all employees, temporary workers, students, visitors, customers, and contractors on College property, regardless of whether or not they are licensed to carry a concealed weapon.
- No employee or visitor may enter Taylor Business Institute property with any type of weapon. This includes visible and concealed weapons, even those for which the owner has obtained the necessary permits. While this list is not all inclusive, weapons include firearms, knives, any explosive materials, or any other objects that could be used to harass, intimidate, or injure another individual. Mace, pepper spray and other protective devices are considered contraband and must be reported to a College administrator. Persons who carry these devices without permission will be considered to be in violation of this policy and will be subject to discipline, up to and including termination.
- Any employee who determines or speculates that an employee, student, or visitor is carrying any kind of weapon should notify a College administrator immediately. Individuals should not, under any circumstances, attempt to disarm another employee or visitor.
- The only exceptions to this policy are police officers in the execution of their duties, security guards, or other persons who have been given written consent by the College to carry a weapon on the property.
- Instructors who are active members of a law enforcement agency and authorized by that law enforcement agency to carry a weapon, must secure their weapons in their vehicles or, if the campus has a weapons locker, in the campus weapons locker. Unless they have the written permission of the President of the College, such instructors shall not carry their weapons within any classroom or in any other part of the campus building.

- Employees who threaten another employee, supervisor, visitor, customer, or student with a weapon will be terminated and students who threaten another student or College staff member will be expelled. Those in violation of this policy will be asked to leave the premises immediately. Local law enforcement authorities may also be notified for possible criminal prosecution.

### **CONVICTIONS:**

Any active student who is convicted of an off-campus violation of a controlled substance statute, as defined by law, whether it is local, state, or federal, is required to report each violation to the Chief Security Officer or the authorized administrator within **5 days** of conviction.

### **Sexual Harassment**

Sexual harassment is illegal and will not be tolerated by Taylor Business Institute. TBI intends to provide an educational environment that is free from harassment of students based on sex, race, color, religion, national origin, age, disability, veteran, or marital status. This policy prohibits any student, employee or visitor from harassing another student, employee or visitor at any College location on the basis of sex, race, color, religion, national origin, age, disability, or veteran or marital status.

Forms of prohibited harassment:

- Any verbal, physical or other conduct based on a person's sex, race, color, religion, national origin, age, disability, or veteran or marital status that has the purpose or effect of threatening, or intimidating or coercing another, or impairing academic performance, career development, or any other aspect of education is prohibited harassment. This policy not only prohibits instructor harassment of students, it also prohibits misconduct by any member of our educational community toward an instructor, staff member, or a fellow student.
- Prohibited harassment (including sexual harassment) does not refer to behavior or occasional compliments of a socially acceptable nature. However, some behavior that is acceptable in a social setting may not be appropriate in the workplace or school setting. It refers to behavior that is not welcome, that is personally offensive, that fails to respect the rights of others, that lowers morale and, therefore, interferes with academic performance.
- The victim does not have to be the person toward whom the unwelcome conduct is directed, but may be someone who is affected by such conduct when it is directed toward another person. For example, the harassment of an employee or student may create for another employee or student an intimidating, hostile, or offensive environment.

Definition of Sexual Harassment:

- Any act of "quid pro quo" ("something for something") sexual harassment, where a student, supervisor, instructor or other employee with the power or authority to grant or withhold benefits or privileges, demands sexual favors in exchange for benefits or privileges. No student or employee should so much as imply that another student or employee's "cooperation" with sexual demands will have any effect on academic performance, career development, or any other aspect of education.
- Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when submission to or rejection of such conduct is used as the basis for decisions or has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating or hostile environment.

Examples of conduct that is prohibited by this policy include, but are not limited to, the following conduct:

- Explicit or implicit demands for sexual favors in return for benefits or privileges.
- Unwelcome letters, e-mail communications, or telephone calls of a sexual nature.
- Distribution or display of materials of a sexual nature, including posters, screen savers or computer graphics, calendars, or pictures of men or women who are dressed in a suggestive manner.

- Utilizing TBI facilities, time or resources in relation to any form of entertainment, such as strippers or belly dancers, that tends to present men or women as sexual objects.
- Physical assaults of a sexual nature or coerced sexual contact.
- Unwelcome and deliberate touching, leaning over, cornering, pinching, or other untoward sexual behavior.
- Unwelcome sexually suggestive looks or gestures.
- Unwelcome pressure for sexual favors or dates.
- Unwelcome teasing, jokes, remarks, innuendo, insults, questions, or vulgar language that relates to or is based on a person's sex. Students and staff are asked to be mindful of others around them. Comments not intended as harassment, and not perceived as such by the person to whom they are directed, may be offensive and unwelcome to another employee or student who overhears them.
- Affording favorable treatment to those who grant sexual favors, or unfavorable treatment to those who refuse to submit to or reject requests for sexual favors.

This policy prohibits sexual harassment of people of the opposite sex (male toward female, female toward male) or people of the same sex (male toward male, female toward female). This policy not only prohibits instructor sexual harassment of students, it also prohibits misconduct by any member of our educational community toward an instructor, staff member, or a fellow student.

Student responsibilities for reporting prohibited harassment, including sexual harassment:

- It is the duty and obligation of all students to comply with this policy and to report conduct that they believe to be prohibited harassment.
- Any student who believes that he or she is being harassed is encouraged to confront the person or persons responsible for causing the offense. Often the simplest and most effective way to put an end to harassing behavior is to tell the harasser that the behavior is offensive and unwelcome and to stop.

If the misconduct continues, or if the student feels uncomfortable about confronting the harasser, he or she should bring the improper conduct to the attention of the appropriate member of management using the following complaint procedure:

- Report concerns to:
  - Chief Security Officer
  - The Dean of Academic Affairs or designee and/or
  - The President of the College and/or
  - Safety and Security Coordinator

It is the responsibility of each Supervisor within his or her area of control to report student complaints in writing to the President of the College.

Taylor Business Institute authorities will investigate all harassment complaints; including interviewing witnesses as appropriate, and in doing so will make every effort to treat the complaint and resulting investigation discreetly and confidentially.

If the report of prohibited harassment is substantiated, the College authorities will take the corrective action it deems appropriate. Based on the severity of the offense in the case of an employee violator, the action may include, but is not limited to, oral or written reprimand, demotion, suspension, or termination. Based on the severity of the offense in the case of a student violator, the action may include, but is not limited to, oral or written reprimand, suspension or expulsion.

If students have any questions regarding sexual harassment in the workplace or this policy, they should contact the Safety and Security Coordinator, or the President of the college.

The law prohibits retaliation for reporting any form of illegal harassment, or for filing a complaint, testifying, assisting, or participating in any manner in an investigation, proceeding, or hearing regarding any form of illegal harassment. TBI will take appropriate measures to ensure that no such retaliation occurs.

Continued compliance with these policies will assure that the learning environment at Taylor Business Institute remains harassment free and that employees and students treat each other with mutual respect.

### **False Claims**

As harassment charges are taken with tremendous concern, any person who knowingly makes a false claim of harassment may be subject to disciplinary action up to and including expulsion from the College.

### **Stalking**

Stalking is a crime in all states, and is on the rise in academic settings. Stalking is defined as:

*Willful, malicious, and repeated following and harassment combined with a credible threat intended to cause the victim to be in fear for their safety.*

If you believe you are being stalked, let someone know- preferably the campus security authority.

Document all activities related to the person you believe may be stalking you and report the incident to the police. Don't discount the situation and ignore "red flags" that your safety is in danger.

### **Sexual Assault**

Although no sexual assaults have been reported on TBI campus to date, our campus communities are committed to responding quickly and appropriately to all reports of sexual assault or harassment, and to work collaboratively with law enforcement, government, and community agencies.

The majority of sexual assaults that occur on campus communities are committed by people known by their victims, such as casual acquaintances. Often, these types of assaults are not reported to police or campus authorities because people don't think this unwanted sexual contact constitutes sexual assault because they know the assailant. These individuals are able to continue to exploit people by manipulating that trust. By reporting these incidents, you will significantly decrease the likelihood that this individual can subject another person to this type of victimization.

### **Disciplinary Action and Possible Sanctions for Sexual Assault offenses:**

During a campus disciplinary proceeding, both victims and individuals accused of sexual assault are entitled to:

- Have an advisor and/or support person present
- Be notified of the outcome of the proceeding

Victims of alleged sexual assaults can request changes in academic situations. Such changes will be accommodated whenever possible. The Safety and Security Coordinator will inform victims of their options and available on-campus assistance and resources that will be made available in these situations.

### **If you are a Victim of a Sexual Assault:**

To report a sexual assault, go to a safe place and call 9-1-1.

It is imperative that victims of sexual assault try to preserve evidence that may be necessary to prove criminal sexual assault. The following guidelines may be helpful:

- Do not remove clothing worn during or following an assault, as they frequently contain valuable fiber, hair, and fluid evidence.
- Don't bathe or wash, or otherwise clean the environment in which the assault occurred.

- Options for pressing charges can be deferred, if you will go to the local hospital emergency room, and ask for an exam and for evidence of the sexual assault to be collected and sealed.

**For local counseling and other health services, contact your Chief Security Officer and/or the Dean of Academic Affairs.**

### **Victim's Rights:**

Taylor Business Institute is committed to providing timely information and generous support to persons who have been the victims of any crime within our campus community. Persons who have been victimized by fellow students may choose to report the crime to the local law enforcement authorities or the campus security personnel.

### **When dealing with campus staff or departments, the victim can expect:**

- To be treated with respect
- To have confidentiality maintained (within bounds of the law and campus policies)
- To have criminal proceedings and/or campus policies and procedures fully explained
- To receive assistance and resources that is made available to victims of crimes
- To receive referral information for support services

### **If campus disciplinary action is initiated against the assailant, the victim can expect:**

- To be notified of scheduled disciplinary proceedings
- To be apprised of potential hearing outcomes
- To be informed of the general outcome of the hearing
- To be informed of the impending return of the accused on campus, if conditions were met that would allow their return

### **Rights of the Accused:**

If you are accused of committing a sexual assault, you can expect:

- To be notified of scheduled disciplinary proceedings
- To have the ability to have attorneys, parents, or other individuals present on your behalf
- To have the ability to provide evidence in support of your defense
- To be treated fairly, and in accordance with all local laws and regulations, as well as school policies

### **Drug and Alcohol Policy**

It is the policy of Taylor Business Institute to provide a positive environment which is conducive to learning and that promotes pride, respect, and teamwork. Alcohol and drug use negatively impacts the ability of the campus community to meet these objectives. Taylor Business Institute explicitly prohibits the use, sale, dispensing, possession or manufacture of a controlled substance on school premises or while conducting school business off its premises. This prohibition applies to all employees and students, and also covers all legal or prescription drugs that impair one's ability to perform safely and properly.

Further, the Drug Free Schools Act imposes strict guidelines on the monitoring, prevention, and disciplinary proceedings that are associated with issues of drug and alcohol possession or use on school grounds or at school functions by students or employees of the institution.

**Detailed Information about the physical effects of alcohol and drugs, penalties for convictions, and substance abuse prevention programs, is available through the Chief Security Officer and/or the Dean of Academic Affairs.**

### **Identity Theft**

Identity Theft is the illegal use of another's personal information, such as credit card numbers, Social Security number, or driver's license number, to commit fraud or other crimes.

The more difficult you make it to steal your information the harder it is for the suspect to make you a victim. If you suspect that your identity or bank accounts have been tampered with contact your local law enforcement agency and credit/banking institution immediately. The longer you wait-the more damage can be done.

1. Immediately place a fraud alert on your accounts with fraudulent activity AND with all three credit reporting agencies.
2. Immediately close any/all accounts you believe to be fraudulent.
3. Make a police report with the law enforcement agency in the city that you live in.

This disclosure certifies that the Taylor Business Institute's Financial Aid and Business Office departments have systems to identify and resolve discrepancies in information received from different sources including the use of false identities. Suspected violators will be referred to the Inspector General of the U.S. Department of Education. (See [Exhibit 3](#))

**Inspector General's Hotline  
Office of Inspector General  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-1500**

#### **Additional Resources:**

##### Credit Reporting Bureaus

**Equifax:** Equifax Credit Information Services, Inc.  
P.O. Box 740241  
Atlanta, GA 30374  
Fraud alert: Call 1-888-766-0008  
Credit report: 1-800-685-1111

**Experian:** Experian National Consumer Assistance  
P.O. Box 9530  
Allen, TX 75013  
Fraud alert & credit score/report: 888-397-3742

**TransUnion:** TransUnion Fraud Victim Assistance Department P.O. Box 6790  
Fullerton, CA 92834  
Fraud alert: 1-800-680-7298  
Credit report: 1-877-322-8228

##### Federal Trade Commission

**FTC Resources:** Please visit the FTC website for additional information:  
<http://www.ftc.gov/bcp/edu/microsites/idtheft/consumers/index.html>