



TRICOCI UNIVERSITY
OF BEAUTY CULTURE.

ANNUAL SECURITY REPORT
2020



Annual Security Report 2020

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Annual Security Report – Overview & Dissemination

The health, safety, and security of all of our constituents—particularly our students, associates (employees), and guests—is a priority for Tricoci University of Beauty Culture (“Tricoci University”). Accordingly, the institution has developed a broad set of policies and procedures intended to protect, to the extent possible, all people spending time in our facilities. These policies and procedures are developed and enforced by various leaders of Tricoci University. Those leaders include, senior executives and campus management.

Tricoci University of Beauty Culture's Annual Security Report (ASR) is a comprehensive document holding all key components of our safety and security programs, policies and procedures, as well as crime statistics related to each campus. For example, included within the ASR is Tricoci University of Beauty Culture's Drug and Alcohol Abuse Prevention Program (DAAPP), as well as the process and results of our review of our DAAPP which is updated annually.

This ASR is required as a result of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) and the U.S. Department of Education's (DOE) regulations for post-secondary schools, including Tricoci University. Tricoci University fully embraces the intention of the Clery Act and appreciates the support of the DOE in developing and administering our various safety and security programs. The ASR is updated and published annually.

Dissemination of Annual Security Report

On or before October 1 of each year, all students and associates are informed of the existence of the Annual Security Report and are provided information on how to access a copy of it via the Campus Director or via Tricoci University's website (<https://www.tricociuniversity.edu/tricoci/wp-content/uploads/2020/06/2020-TUBC-Annual-Security-Report.pdf>) A hard copy can also be provided if needed by contacting the Campus Director at each campus location.

In addition, all students are made aware of Tricoci University's ASR through the Student Catalog, which is reviewed with all students prior to enrollment. Further, Tricoci University's Orientation Program for new students, which occurs on or before the first day of their academic program, includes a review of key elements of the Student Catalog, including our DAAPP, Campus Security Program, and how to obtain the ASR.

Review of Effectiveness of DAAPP

On an annual basis, the Tricoci University executive leadership team performs a review of the effectiveness of the Drug and Alcohol Abuse Prevention Program (DAAPP). The review is led by the Chief Operations Officer (COO) and outcome reported as needed.

To determine if the DAAPP is meeting its objective, Tricoci University performs the following steps:

1. For each campus, determine how many violations of the Policy & Standards of Conduct Regarding Drugs & Alcohol occurred during the prior calendar year.
2. For each campus, determine how many students had been terminated due to violation of the Policy & Standards of Conduct Regarding Drugs & Alcohol during the prior calendar year.
3. For each campus, if there are two (2) or less individuals who have violations during the period, and one (1) or less individual who has been terminated due to a violation, then Tricoci University deems that there is not a drug and/or alcohol issue at the campus. If not, then the campus has a potential drug/alcohol issue at the campus.
4. Follow-up actions taken depend on the number of campuses with a potential drug/alcohol issue:
 - a. If one (1) or less campuses had a potential drug/alcohol issue, then the DAAPP is deemed effective.
 - b. If two (2) campuses has a potential drug/alcohol issue, then the DAAPP is deemed effective, but the Campus Director will explain the local conditions and determine if there are local changes required. See Step 5—CD Report Process below.
 - c. If three (3) or more campuses have a potential drug/alcohol issue, then there may be a systemic issue with the effectiveness of the DAAPP. In this case, a non-conflicted executive will be assigned to investigate and develop recommendations to the COO. See Step 6—Executive

Investigation Process below.

5. CD Report Process (if applicable):
 - a. The CD will review the violation to determine the root cause(s) of the violation and what actions, if any, can be taken locally to address the root cause.
 - b. The CD will provide a summary of recommendations, if any, to the COO.
 - c. The COO will review the summary and approve the appropriate recommendations, and provide guidance to the CD to help implementation of the approved recommendations.
6. Executive Investigation Process (if applicable):
 - a. Were any of the violations such that earlier campus management action, should have occurred;
 - b. If the answer to 4.c is "yes," was it a management judgement issue (i.e., manager(s) looked the other way) or one where red flags could have been seen and triggered an earlier intervention;
 - c. Were any of the violations related to each other; if so, was the campus an environment that indirectly facilitated these violations due to operating procedures; and
 - d. Are there changes to Policy & Standards of Conduct Regarding Drugs & Alcohol that would likely reduce or eliminate the violations that occurred?
7. If the answer to 6.d is "yes," then the potential changes should be specified by the senior executive who conducted the analysis/investigation, in the form of a list of recommended changes to Tricoci University of Beauty Culture DAAPP.

Tricoci University's executive leadership team will review any recommended change(s) that result from the annual review and, where practical/implementable, make the change(s) to the DAAPP prior to the next October 1 deadline for sharing the ASR with students and associates.

Results of Most Recent Effectiveness Review

During the summer of 2020, Tricoci University of Beauty Culture conducted a review of the effectiveness of our DAAPP, as outlined above. The results of our review showed that the presence of drugs and alcohol violations at our campuses is isolated and the impact on our school environment is, if any, minimal. Specifically, in calendar year 2019 of the sixteen (16) campus locations, there were 2 incidents involving violations to the DAAPP. In addition, in 2018 there was one (1) reportable crime and in 2017 there were eleven (11) reportable crimes. These results and our conclusion were communicated by the COO to the Tricoci University executive leadership team and Campus Directors.

Campus Security Policy Overview

Tricoci University of Beauty Culture seeks to ensure that students, associates and other visitors, as well as their belongings, are as safe as possible during their time on or near Tricoci University facilities. With this objective, and following the requirements as outlined in the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, Tricoci University has developed a set of policies and procedures that cover a range of safety and security matters, as outlined below.

General Security Information

From a campus and facility perspective, the following general security information applies:

- Tricoci University is not responsible for lost or stolen items.
- Tricoci University does not staff dedicated security or police personnel.
- All campuses are locked and secured after hours and alarms are activated in campuses equipped with security alarms.
- The majority of the campuses have security cameras that may record 24/7.
- All campus rooms have the nearest exits posted by the door.
- Students are provided a locker to secure their property.
- Associates are provided a locker, a lockable office or a lockable desk to secure their property.

Crime Prevention Program

Tricoci University requests that students and associates follow the following general security guidelines, which we believe will help prevent crimes:

- Be responsible for your own security and the security of others.
- Report criminal actions or other emergencies occurring on campus to the Campus Director.

- Do not leave valuables visible in your car and always lock your car.
- Do not keep personal or valuable items in bags (backpacks, purses, kit bags) that will not be secure.
- Leave credit cards and personal banking information at home.
- Use your locker—do not leave personal property unattended in unsecured locations.
- Keep your campus locker locked; and do not give anyone except Campus Management your locker combination.
- Be aware of others around you both inside and around Tricoci University property; if you are uncomfortable with your surroundings, seek assistance and request an escort.
- Know where the exits are in case of an evacuation.
- When working late, keep all back and side doors locked.
- If you think a situation is dangerous, it most likely is; immediately seek assistance.

In addition to students and associates being informed of this program each year through the ASR, information is also reviewed during new student Orientation.

Sexual Misconduct Policy Overview

Sexual Misconduct Prevention, Interpersonal Violence and Response Policy Introduction:

Tricoci University of Beauty Culture fully supports the objectives of the Federal Campus Sex Crimes Prevention Act and the Violence Against Women Act (VAWA). These Acts require Tricoci University to follow compliance requirements and establish protections for victims of sexual discrimination, including: sexual harassment and/or assault (non-consensual sexual contact and non-consensual sexual intercourse), domestic or dating violence, sexual exploitation, intimidation, retaliation and stalking, each of which are described below in the definitions section of this policy. By policy, these and related actions are expressly prohibited by Tricoci University. As part of this policy, Tricoci University is committed to prevent such offenses from occurring and take appropriate steps to address any violations of sexual misconduct that occur within Tricoci University's jurisdiction. Tricoci University is committed to ensuring all students and employees feel safe in their learning and work environment so they have the opportunity to benefit fully from their Tricoci University experience.

Notice of Nondiscrimination:

Tricoci University of Beauty Culture strongly prohibits any discrimination on the basis of sex in its education programs per Title IX of the Education Amendments of 1972. Prohibited discrimination includes sexual harassment and all types of sexual misconduct and sexual violence, for which definitions of these terms are provided below. Any employee or student with any questions regarding this policy should see the Title IX Coordinator located at their specific Tricoci University location. A listing of all Title IX Coordinators serving each location and their contact information is listed below. Should any employee or student feel they have been the victim of sex discrimination of any kind they should see their Campus Title IX Coordinator as soon as possible.

Title IX Coordinator Information

Campus	Name	Phone Number	Email Address
Bloomington	Megan Goodman	812-339-1117	mgoodman@tricociuniversity.edu
Bridgeview	Erica Brooks	708-233-9933	ebrooks@tricociuniversity.edu
Chicago Northeast	Clareese Liddell	773-764-6458	cliddell@tricociuniversity.edu
Chicago Northwest	Amy Collazo	773-467-1900	acollazo@tricociuniversity.edu
Danville	Abbey Members	217-442-9329	amembers@tricociuniversity.edu
Elgin	Jamie O'Donnell	847-376-0740	jodonnell@tricociuniversity.edu
Glendale Heights	Diana Kocijan	630-790-1500	dkocijan@tricociuniversity.edu
Highland	Glynis Gonzalez	219-838-2004	ggonzalez@tricociuniversity.edu
Indianapolis	Amy Lesnau	317-841-9400	alesnau@tricociuniversity.edu
Janesville	Tricia Hoffmann	608-758-4810	thoffmann@tricociuniversity.edu
Lafayette	Kristine Durso	765-742-0068	kdurso@tricociuniversity.edu
Libertyville	Josephine Granato	847-247-8100	jgranato@tricociuniversity.edu
Normal	Amy Tewell	309-449-8010	atewell@tricociuniversity.edu
Peoria	Katie Robinson	309-679-4500	krobinson@tricociuniversity.edu
Rockford	April Cauthen	815-226-9848	acauthen@tricociuniversity.edu
Urbana	Abbey Members	217-344-7550	amembers@tricociuniversity.edu

Scope:

Tricoci University of Beauty Culture's Sexual Misconduct Policy's scope applies to all acts of sexual misconduct as well as all geographical areas within Tricoci University campuses and their adjacent public properties, defined per Tricoci University location per the Clery Act. It covers all Tricoci University education programs and Tricoci University sponsored activities, including field trips. Even if the violation did not occur within a Tricoci University campus related activity or elsewhere but the alleged perpetrator(s) also is a member of the Tricoci University community, Tricoci University will process all violations and complaints in order to pay consideration to whether the incident has created a hostile educational environment within each Tricoci University location. This policy applies to all Tricoci University employees and students in all program offerings, regardless of each individual's sexual orientation or gender identity. This policy also pertains to third parties who witness or are informed of an alleged sexual misconduct violation. Instances of sexual misconduct are included in the school's reporting of information required under the Clery Act.

Definitions:

Sexual harassment is defined as unwelcome advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when submission to or rejection of this conduct explicitly or implicitly affects a person's employment or education, unreasonably interferes with a person's work or educational performance, or creates an intimidating, hostile or offensive working or learning environment.

Consent is defined as words or voluntary agreement to engage in sexual activity.

- Consent cannot be given by someone who is incapacitated in any way.
- Past consent does not imply future consent.
- Absence of resistance or silence does not imply consent.
- Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another person.
- Consent can be withdrawn at any time for any reason.
- Coercion, force or threat of by either party invalidates consent.

Incapacitation is defined as the physical and/or mental inability to make informed, rational judgments. When alcohol is involved, incapacitation is determined by how the alcohol consumed impacts a person, including the person's decision making capacity, awareness of consequences and ability to make informed judgments. Incapacitation may also be observed when a person is asleep or unconscious, or because of an intellectual or other disability that prevents the person from having the capacity to give consent.

Sexual assault is defined as an offense classified as a forcible or non-forcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation including rape, fondling, incest, or statutory rape. In this and similar contexts, consent is defined as a voluntary, positive agreement between the participants to engage in specific sexual activity. Lack of verbal or physical resistance or submission by the victim resulting from the use of force or threat of force by the accused shall not constitute consent.

- Non-Consensual Sexual Contact: Any intentional touching of the intimate parts of another person, causing another to touch one's intimate parts, removing clothing or exposure of another without consent. Sexual contact also includes attempted sexual intercourse
- Non-Consensual Sexual Intercourse: Any act of sexual intercourse with another individual without consent. Sexual intercourse includes vaginal or anal penetration, however slight, with any body part or object, or oral penetration involving mouth-to-genital contact.

Domestic Violence is defined as a felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is living with or has lived with the victim as a spouse or partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which this policy applies, or by any other person against an adult or youth victim who is protected under the domestic or family violence laws of the jurisdiction in which this policy applies. Domestic violence can be physical, sexual, emotional, economic, or psychological actions or threats of actions that influence another person. This includes any

behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure, or wound someone.

Dating Violence is defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and when the existence of such a relationship shall be determined based on the following factors: the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

Sexual Exploitation is defined as one person taking sexual advantage of another person for the benefit of any other than that person without that person's consent. Examples include:

- Prostituting another person;
- Recording images (video, photograph) or audio of another person's sexual activity, intimate body parts, nakedness without that person's consent;
- Distributing images (video, photograph) or audio of another person's sexual activity, intimate body parts or nakedness, if the individual distributing the images or audio knows or should have known the person depicted did not consent to the disclosure of such activity;
- Viewing another person's sexual activity, intimate body parts or nakedness in a place where that person would have reasonable expectation of privacy, without that person's consent and for the purpose of arousing sexual desire.

Stalking is defined as a pattern of repeated and unwanted attention, harassment, contact, or any other course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or to suffer substantial emotional distress.

Retaliation is defined as intimidating, threatening, coercing, or in any way discriminating against an individual because of the individual's informal or formal complaint or participation in a school or the U.S. Department of Education, Office for Civil Rights (OCR) investigation or proceedings related to sexual violence or other civil rights concerns. Federal civil rights laws, including Title IX, make it unlawful to retaliate against an individual for the purpose of interfering with any right or privilege secured by these laws.

Title IX Coordinator Role:

Each Tricoci University of Beauty Culture has a Title IX Coordinator designated to comply with and carry out the responsibilities of Tricoci University under Title IX of the Education Amendments of 1972, which prohibits sex discrimination in the education programs and activities. Any inquiries regarding Title IX should be addressed with the Title IX Coordinator (Names and contact information for Title IX Coordinator at each Tricoci University location is listed below). If an alleged case of sexual misconduct is brought to the attention of a Title IX Coordinator via a victim, third party or responsible employee, the Title IX Coordinator will take immediate and effective measures to address and investigate the alleged incident of sexual misconduct. The Title IX Coordinator will assist in preventing a potential hostile environment, which interferes with students' ability to benefit from the education offered at Tricoci University. Whether a harassed student or employee, parent of a student or a third party files a complaint under the Tricoci University's grievance procedures or requests action on the student or employee's behalf, the Title IX Coordinator that knows, or reasonably should know about a possible instance of sexual misconduct must immediately investigate what occurred and then take appropriate steps to resolve the issue.

The Title IX Coordinator is responsible for overseeing Tricoci University's response to Title IX reporting and complaints. The Title IX Coordinator will also address any patterns or systemic problems which are revealed through complaints or reports on incidents. The Title IX Coordinator is responsible for initiating, coordinating and documenting actions taken during Title IX investigations against the perpetrator and support for the victim.

The remainder of the Sexual Misconduct policy will refer to the Title IX Coordinator and his/her responsibilities to support the employees and students of Tricoci University. For a current list of Title IX Coordinator Names and Contact Information for each campus and location, please reference the Student Catalog or contact your Campus Director.

Title IX Coordinator Information

Campus	Name	Phone Number	Email Address
Bloomington	Megan Goodman	812-339-1117	mgoodman@tricociuniversity.edu
Bridgeview	Erica Brooks	708-233-9933	ebrooks@tricociuniversity.edu
Chicago Northeast	Clareese Liddell	773-764-6458	cliddell@tricociuniversity.edu
Chicago Northwest	Amy Collazo	773-467-1900	acollazo@tricociuniversity.edu
Danville	Abbey Members	217-442-9329	amembers@tricociuniversity.edu
Elgin	Jamie O'Donnell	847-376-0740	jodonnell@tricociuniversity.edu
Glendale Heights	Diana Kocijan	630-790-1500	dkocijan@tricociuniversity.edu
Highland	Glynis Gonzalez	219-838-2004	ggonzalez@tricociuniversity.edu
Indianapolis	Amy Lesnau	317-841-9400	alesnau@tricociuniversity.edu
Janesville	Tricia Hoffmann	608-758-4810	thoffmann@tricociuniversity.edu
Lafayette	Kristine Durso	765-742-0068	kdurso@tricociuniversity.edu
Libertyville	Josephine Granato	847-247-8100	jgranato@tricociuniversity.edu
Normal	Amy Tewell	309-449-8010	atewell@tricociuniversity.edu
Peoria	Katie Robinson	309-679-4500	krobinson@tricociuniversity.edu
Rockford	April Cauthen	815-226-9848	acauthen@tricociuniversity.edu
Urbana	Abbey Members	217-344-7550	amembers@tricociuniversity.edu
Campus Resource Center	Emilie Boyce	630-528-3373	eboyce@tricociuniversity.edu

Confidentiality:

Tricoci University of Beauty Culture urges victims to seek help and support if they are a victim of sexual misconduct in anyway. Although Tricoci University does not offer professional or pastoral counseling services it will offer support as needed to refer a victim to an appropriate source of help. Tricoci University will always follow applicable state and federal laws in respect to the support the Campus offers the victim.

Tricoci University's confidentiality policy pertains to maintaining and properly addressing each individual report of sexual misconduct. Refer to Tricoci University's Confidentiality Policy for a complete description. Tricoci University encourages any employee or student to talk to someone about what happened in order to obtain appropriate support. A victim may report the offense to a "responsible employee" who, at the campus level could be an educator or a Campus Security Authority, (an employee in a leadership position) who at the Tricoci University campus level may include the Campus Director (or equivalent), the Education Specialist, the Enrollment Advisor, and/or the Student Success Advisor, as applicable. Before a victim shares any information with a responsible employee, the victim should be made aware the responsible employee has an obligation to report the incident to the Title IX Coordinator.

If the victim would like to remain confidential or requests the incident not be investigated the victim shall be of the understanding that the Tricoci University campus must evaluate if the incident compromises its ability to provide a safe, non-discriminatory environment for all employees and students which includes the victim of the incident. Should a student seek out the support of a responsible employee, the responsible employee is obligated to report to the Title IX Coordinator all important details about the alleged incident shared by the victim and the Title IX Coordinator will gather all facts in order to take immediate and appropriate steps to investigate what happened and support a fair and prompt resolution.

Please note, if Tricoci University determines that an alleged perpetrator(s) poses an immediate threat to the Tricoci University campus environment, the Title IX Coordinator and/or CSA may be required to issue a notice of timely warning to the campus employees and students. Tricoci University will not include any information that identifies the victim of the incident in its warning.

Tricoci University will obtain consent and inform the victim (or the victim's parents or legal guardians if the victim is under 18) prior to beginning an investigation of sexual misconduct of any kind. If the victim requests confidentiality or requests the investigation not be pursued, Tricoci University will take all reasonable steps to maintain the confidentiality request or request to not pursue the investigation. If a victim requests that his or her name or any other personally identifiable information not be disclosed to the alleged perpetrator, Tricoci University will inform the victim that its ability to respond to the instance of reported sexual misconduct may be

limited. Even if the institution can't take disciplinary action against the alleged perpetrator because the victim insists on confidentiality, it will pursue other steps in order to limit effects of the alleged incident of sexual misconduct and prevent any reoccurrence. If Tricoci University cannot ensure confidentiality, Tricoci University will inform the victim. Tricoci University prohibits retaliation in all instances of reported sexual misconduct, and will take steps to prevent retaliation as well as strong responsive action if any form of retaliation occurs.

Options for Assistance:

If any individual (student or employee) is a victim of any type of sexual misconduct, his or her first priority should be to locate a place of safety and obtain any necessary medical treatment. Tricoci University strongly advocates that a victim of these offenses report the incident and seek immediate assistance. Time is a critical factor for evidence collection and preservation for the proof of a criminal offense. An assault should be reported directly to local authorities at the non-emergency number, listed below. In an emergency, dial 911. The Title IX Coordinator should also be notified (even if made aware by Tricoci University campus responsible employee). Upon request, the Title IX Coordinator will assist victims in reporting incidents of these offenses to local police, and will work to protect the confidentiality of the victims(s), as desired. Filing a police report will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officers.

List of Police Non-Emergency Phone Numbers, by Tricoci University of Beauty Culture location:

Bloomington, Indiana: 812-339-4477
Bridgeview, Illinois: 708-458-2131
Chicago Northeast, Illinois: 311
Chicago Northwest, Illinois: 311
Danville, Illinois: 217-431-2250
Elgin, Illinois: 847-289-2700
Glendale Heights, Illinois: 630-260-6070
Highland, Indiana: 219-838-3184
Indianapolis, Indiana: 317-327-3811
Janesville, Wisconsin: 608-757-2244
Lafayette, Indiana: 765-807-1200
Libertyville, Illinois: 847-362-8310
Normal, Illinois: 309-449-8010
Peoria, Illinois: 309-673-4521
Rockford, Illinois: 815-966-2900
Urbana, Illinois: 217-384-2320

For a link of professional resources in a specific zip code, as well as a list of professional agencies, please use:
<https://findahealthcenter.hrsa.gov/>

If desired for student or employee victims of the above offenses, Tricoci University will assist victims in changing their academic, living, transportation and/or working situations, regardless of whether the victim chooses to report the crime to local law enforcement, if such changes are reasonably available. Tricoci University does not offer professional or pastoral counseling, but the Title IX Coordinator at each Tricoci University location will provide immediate contact information for local assistance resources and other support to facilitate victim safety and wellness and strongly encourages any victim to utilize the many resources that are available, including:

- National Sexual Assault Hotline: 1-800-656-4673
- Rape, Abuse, Incest National Network: <http://www.rainn.org/>
- National Domestic Violence Hotline: 1-800-799-7233
- Center for Changing our Campus Culture: changingourcampus.org

Per the Student Right to Know Act, schools must notify their students as to where they may obtain information regarding registered sex offenders in their area. Accordingly, students (and associates) are encouraged to utilize the following links that lead to private, federal and state resources on the topic:

- U.S. Department of Justice: <http://www.nsopw.gov/Core/Portal.aspx>

Tricoci University believes the best method to address the above offenses is to prevent them from happening in the first place. Prevention requires all individuals to be educated, aware and diligent. To assist in this prevention effort, Tricoci University does the following:

- Educate new students (during new student orientation) and associates (during new associate orientation) about these offenses, including what they are and what to do if they have been victimized or have seen or heard about someone else being victimized.
- Provide ongoing awareness of these offenses to existing students and associates via an annual distribution of the Annual Security Report, with an emphasis on the topic of the offenses and related programs outlined herein.

As with other forms of harassment, individuals who believe they are victims of sexual harassment should make it clear to the source(s) of the harassment that such behavior is offensive to them. If the behavior continues, document the matter and refer it to a responsible associate.

Protocol to Report a Grievance:

Should an employee, student, third party or parent/guardian (if the student is under 18 years of age) need to report a violation of sexual misconduct, he/she should file the grievance with the Title IX Coordinator at the Tricoci University location where the employee works or the student attends. Typically the report is initiated by the victim who feels their rights under this policy have been violated. The grievance can also be filed with a responsible employee as described above, and the responsible employee will relay to the Title IX Coordinator. Tricoci University will accept anonymous reports of violations, and the individual reporting the incident is encouraged to provide as much detail as possible to allow Tricoci University to investigate the situation and respond appropriately. In cases of anonymous reporting, Tricoci University may be limited in its ability to investigate the violation unless sufficient information is provided to enable the institution to conduct a complete and fair investigation or take the appropriate actions. The Title IX Coordinator may ask the victim to confirm their report in writing and sign a complaint form. Complaint forms are available from the Title IX Coordinator or Campus Director. Once a grievance is reported, the Title IX Coordinator will request consent to proceed with investigation of the grievance from the victim. Should the victim request the grievance remain confidential or not to be investigated, the Title IX Coordinator will need to evaluate the grievance and determine if the request can be honored.

Investigation Procedures:

Tricoci University imposed sanctions are additional to any legal actions taken by local, state, or federal authorities. Individuals who are found to be participating in any of the offenses outlined above will be subject to an institutional disciplinary proceeding action, including but not limited to suspension or termination. To adjudicate these cases, Tricoci University will engage members of the Tricoci University executive team (the "Disciplinary Committee") to lead the disciplinary action proceeding, which will provide a prompt, fair and impartial investigation and resolution. The Disciplinary Committee will be knowledgeable on how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability. In addition, the Disciplinary Committee will be "current" in topics of domestic/dating violence, sexual assault and stalking, having participated in annual training on these topics.

Once the Disciplinary Committee is in receipt of the grievance, a member of the committee will respond within 2 business days. Within 10 additional business days, the Disciplinary Committee will conduct the investigation and provide actions and /or resolutions taken. Throughout this process, both the victim and the alleged perpetrator, as applicable, will be entitled to the same opportunities to have others, including an advisor, present during the proceeding. Further, both the victim and the alleged perpetrator must be simultaneously informed, in writing, of the outcome of such a proceeding, Tricoci University's procedures for the alleged perpetrator and the victim to appeal the results of the proceeding, any change to the results that occurs prior to the time that such results become final, and when such results become final.

Guidance for the creation of Tricoci University of Beauty Culture's Sexual Misconduct Policy, Confidentiality Policy and Title IX Coordinator Responsibilities was taken from the following sources:

- NotAlone.gov: Together Against Sexual Assault (United States Federal Government Site for Sexual Abuse Prevention)
- Center for Changing out Campus Culture

- Dear Colleague Letter dated April 11, 2011 from the United States Department of Education Office for Civil Rights

Any questions about this policy should be addressed to the Title IX Coordinator at the applicable Tricoci University location.

Weapons Policy

Other than in the possession of official on-duty officer of the law, prohibited and/or dangerous weapons are not permitted on any Tricoci University facility or Tricoci University organized offsite events. A permit to carry a firearm or concealed weapon does not supersede this policy. Students or associates in possession of a weapon will be immediately terminated and the police contacted.

Some examples of prohibited weapons include:

- Firearms (pistols, revolvers, shotguns, rifles and bb guns)
- Knives (switchblades, gravity knives, etc.)
- Metal knuckles
- Bows and arrows
- Tasers

Reporting Crimes or Other Emergencies

If you observe any crime or if any person reveals to you that he/she learned of, was the victim of, perpetrator of, or witness of a crime, immediately inform the CSA. This crime may take the form of hate crimes, which manifest evidence that the victim was intentionally selected because of the victim's actual or perceived race, gender, religion, sexual orientation, ethnicity or disability. To protect individuals and encourage all crimes to be reported (and included in the annual disclosure of crime statistics), Tricoci University will allow victims or witnesses to report crimes on a voluntary, confidential basis. Tricoci University will initiate procedures of contacting the appropriate authorities and documenting the incident.

Timely Warning and Emergency Notification for Serious Crimes and/or Threats

In the event that a situation arises that constitutes an ongoing or continuing threat to the health or safety of students and/or associates, Tricoci University will immediately notify the campus community. Since each Tricoci University location is contained within a small area (typically a building and exterior parking), the existence of this threat will be confirmed at the specific location. Tricoci University will, without delay, determine the content of the notification, and initiate the notification process. The notification will be issued by Campus Director via one or more of the following methods: text or e-mail announcements, the posting of flyers, campus announcements, or other appropriate means. The broader community will be made aware in a timely manner of any crimes, suspicious activities or other security problems through local police reports, which are published in the local newspaper.

Security Notifications and Updates

In the event Tricoci University is made aware of a potential security situation that is not of immediate emergency nature, but may affect the potential safety and security of Tricoci University guests, students, and associates, Tricoci University will distribute written notification documenting the security concern. Updates will be distributed in the same manner, or other method, as needed.

Emergency Response and Evacuation Procedures

In an emergency requiring building evacuation, students, associates and guests should evacuate through the nearest exit, taking only personal valuables that are in the immediate area. All emergency exit maps are posted throughout the campus. Do not return to offices and lockers. When the alarm sounds or when instructed via announcement from a campus official, please remain calm and keep to the right of walkways when exiting the building. This allows emergency personnel to have unobstructed access throughout the building. After exiting the building, please gather at the remote end of the parking lot or the campus designated evacuation area and remain there until an all clear sign has been given by a campus official.

Tricoci University campuses will conduct two tests of these procedures each year; the first will be performed during March and the second will be performed in September.

Severe Weather Shelter

In the event a severe weather warning has been issued or another situation arises that may impact the health or safety of people on campus, an announcement and directives will be made via the campus intercom. All associates and students need to remain calm and should follow the verbal instructions, seeking shelter in interior, non-windowed areas of the school.

Medical Emergency

In the event of a medical emergency requiring immediate action, persons should engage a campus associate to dial 911 for outside medical assistance. If an associate is not in the immediate area and the situation appears dire, the student should initiate the 911 call immediately.

CAMPUS CRIME STATISTICS

Each year, as required by the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, Tricoci University of Beauty Culture ensures that three (3) years of crime data have been entered into the Department of Education's online Campus Safety and Security Survey portal.

Crimes that must be included in the data sets are:

- Criminal Offenses—Criminal Homicide, including: a) Murder and Non-negligent Manslaughter, and b) Negligent Manslaughter; Sex Offenses, including: a) Forcible, and b) Non-forcible; Robbery; Aggravated Assault; Burglary; Motor Vehicle Theft; and Arson.
- Bias Related Crime (formally called "Hate Crimes")—Any of the above-mentioned offenses, and any incidents of Larceny-Theft, Simple Assault, Intimidation, or Destruction/Damage/Vandalism of Property, that were motivated by bias.
- Domestic violence, dating violence, and stalking incidents that were reported to CSA's or local police agencies.
- Arrests and Referrals for Disciplinary Action for Weapons: Carrying, Possessing, Etc.; Drug Abuse Violations and Liquor Law Violations.

Geographic areas associated with The Clery Act are:

- On-Campus – any building or property owned or controlled (leased) by an institution within the same reasonably adjoining geographic area and used by the institution in direct support of, or in a manner related to the institution's educational purposes. These buildings include residential halls, any building or property that is owned by the institution but controlled by another person, those frequently used by students and those that support institutional purposes such as a food or retail vendor. Any on-campus buildings would be the school itself. Note: Tricoci University of Beauty Culture does not have residential halls.
- Non-Campus – includes any building (or property) owned or controlled by student organizations recognized by the school, as well as any building or property owned or controlled by the school that is not considered on-campus (above). Note: Tricoci University of Beauty Culture does not have any non-campus buildings.
- Public Property – all public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.

Crime statistics for all Tricoci University campuses are disclosed on the last page of this ASR. Anyone who is interested in additional information on Campus Safety and Security Data may access the information through the following link: <http://ope.ed.gov/security/GetOneInstitutionData.aspx>.

