



## Annual Security Report

**2018**

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# **ANNUAL SECURITY REPORT**

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## **Annual Security Report**

### **International College Beauty Arts & Sciences**

The safety and security of our students are of great importance to our college and members. International College Beauty Arts & Sciences provides an annual report of information regarding the safety and preventative actions students, employees and visitors should be aware of. The report provides statistics related to any crimes or criminal acts that have occurred on the campus, in the building, or on public property in the immediate vicinity of the campus.

International College Beauty Arts & Sciences The north boundary is Sperry St and west perimeter is West San Fernando Rd. the parking lot is located in the middle of the campus over flow parking is located on West San Fernando Rd and Sperry St .

Externship Sites- Students assigned to Externship Sites are typically provided with the host site's safety management plan and phone numbers to call in case of emergency or concern. International College Beauty Arts & Sciences does not own or control the site or any space within the site.

## **Reporting Crimes & Other Emergencies**

### **Annual Disclosure of Crime Statistics Requirement Campus Security (Clery Act)**

#### **Details of the Clery Act (Campus Security)**

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998 is part of the Higher Education Act. The goal of the Clery Act is to ensure students, prospective students, parents and employees have access to accurate information about crimes committed on campus and campus security procedures.

It requires institutions of higher education that receive federal financial aid to report statistics on specified crimes on or near our college campus and to provide other safety and crime information to members of the campus community. This information must also be reported to the federal Department of Education by October, 1 of each year.

Failure to comply with the reporting requirements may be punished with a \$35,000 fine, and egregious non-compliance may cause an institution to lose all federal financial aid funds.

#### **CRIME AND SECURITY REPORTING**

Any victim or witness to a crime that occurs on the campus, property immediately adjacent to the campus, or externship facilities, may immediately report incident to the College President or available office staff. Any suspicious activity or observations made by students, staff or visitors may also be reported the College President or available office staff. All criminal activity can immediately be reported to law enforcement by dialing 911. Reports can be confidential. Listed below are the names and direct phone numbers for reporting:

1. College President Mrs. Sonia Boghosian: (818) 748-7102
2. Front Office personnel: (818) 280-4898 (will contact College President, 911, or appropriate agency)

#### **VOLUNTARY CONFIDENTIAL REPORTING**

All victims will have the opportunity to report any criminal incidents or suspicious incidents to the local police department. On report of incident to the College President or Office Staff, the student will have assistance in contacting appropriate law enforcement agency and making a report. If the student decides not to have incident reported to local police authorities, the situation will then be handled by internally by the College. If there offensive or dangerous activities are from an enrolled student, the College retains the right to provide disciplinary action, even if it is not investigated by a police department. If there is a threat to the safety or health of those at the College, the College representative will notify local law enforcement.

Safety Action Plans International College of Beauty Arts Science complies with California law in recognizing orders of protection, “no contact” orders, restraining orders, or similar lawful orders. Any person who obtains such an order should provide a copy to the President or Director of Program and the Office Staff. A victim may then coordinate with the President to develop a Safety Action Plan, for the victim to reduce risk of harm while on campus or coming and going from campus. This plan may include, but is not limited to: escorts, special parking arrangements, changing classroom location, etc. In California, an Emergency Protection Order may be available through a law enforcement officer at any time of day. The College cannot apply for a legal order of protection, no contact order, or restraining order for a victim or on their behalf. The victim is required to apply directly for these services in conjunction with the police of the county. The College can issue an institutional “No Contact” directive if deemed appropriate and at the request of the victim or if deemed needed. To the extent of the victim’s cooperation and consent, college offices and work cooperatively to ensure that the victim’s health, physical safety, work, and academic status are protected, pending the outcome of a formal College investigation of the complaint. Additionally, personal identifiable information about the victim will be treated as confidential and only shared with individuals with a specific need to know who are investigating/adjudicating the complaint or delivering resources or support services to the victim. Further, the institution will maintain as confidential any accommodations or protective measures provided to the victim to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures. The College does not publish the name of crime victims nor house identifiable.

### **Rights of Victims and the Institution's Responsibilities for Orders of Protection**

“No Contact” Orders, Restraining Orders, or Similar Lawful Orders Issued by a Criminal, Civil, or Tribal Court or by the Institution the College cannot apply for a legal order of protection, no contact order or restraining order for a victim from the applicable jurisdiction(s). Integrity College of Health commits to the following procedures:

- WE WILL meet with you privately at a location where you are comfortable when feasible
- WE WILL only notify your parents, spouse, or significant other if you ask us to
- WE WILL treat you and your concerns with courtesy, sensitivity, dignity, understanding, and professionalism
- WE WILL openly listen with no prejudgment and you will not be blamed for what occurred
- WE WILL absolutely consider your case regardless of your gender, gender identity, sexual orientation, or the gender or status of the suspect
- WE WILL assist you in arranging for any necessary hospital treatment or other medical needs. If needed, we also will assist you with the information to obtain emergency housing
- WE WILL assist you with information for advocacy support, privately contacting confidential counseling, and/or other available resources

- WE WILL assist you in contacting law enforcement and filing a police report
- WE WILL continue to be available to answer your questions and concerns The College may issue an institutional No Contact Order if deemed appropriate or at the request of the victim or accused.

If the College receives a report that such an institutional No Contact Order has been violated, the College will initiate disciplinary proceedings appropriate to the status of the accused (student, employee, etc.) and will impose sanctions if the accused is found responsible for violating the No Contact Order.

Options for, available assistance in, and how to request changes to academic, living, transportation, and working situations or protective measures (as described in “Assistance for Victims: Rights and Options” elsewhere in this document)

### **Confidentiality**

Victims may request that directory information on file with the College be withheld by request to the Registrar’s Office.

Regardless of whether a victim has opted-out of allowing the College to share “directory information,” personally identifiable information about the victim and other necessary parties will be treated as confidential and only shared with persons who have a specific need-to-know, i.e., those who are investigating/adjudicating the report or those involved in providing support services to the victim, including accommodations and protective measures.

By only sharing personally identifiable information with individuals on a need-to-know basis, the institution will maintain as confidential, any accommodations or protective measures provided to the victim to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures.

The College does not publish the name of crime victims or other identifiable information regarding victims in the Daily Crime Log or in the annual crime statistics that are disclosed in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. Furthermore, when a Timely Warning Notice is issued, including on the basis of a report of domestic violence, dating violence, sexual assault stalking, the name of the victim and other personally identifiable information about the victim will be withheld.

### **SECURITY & ACCESS POLICY**

The campus is open to employees, students and visitors during normal business hours of operation. Visitors are to check in with the Receptionist for information or tour of campus. The main entrance and exits may require special access after-hours and College President or Instructors will have ability to access main doors.

There are no dedicated campus law enforcement personnel on duty at International College of Beauty Arts Science.

International College of Beauty Arts Science does not have a campus police/security department.

International College of Beauty Arts Science can provide referral to outside pastoral or professional counseling services, although does not provide services on campus. Referrals to outside services can be provided upon request to College President.

## **TIMELY WARNINGS, EMERGENCY NOTIFICATION & EVACUATION POLICY**

If the College President determines there may be a possible or probable threat to the employees and students, a campus Timely Warning will be issued. The College President and Office Staff will implement the Timely Warning Notification System. Timely Warnings may be communicated by the following methods:

- ❖ **Email to students, faculty and staff**
- ❖ **Text Notifications to students, faculty and staff**
- ❖ **Warnings and announcements posted at entrances to campus.**
- ❖ **Phone calls to students, faculty and staff**
- ❖ **College President or designee will contact any applicable law enforcement agencies.**

### **Emergency Notification & Evacuation Policy**

The College President or designee will determine if there is an emergency or dangerous threat that requires notification and/or evacuation. An emergency or dangerous threat is defined as an immediate threat to the students, faculty or staff in the campus, local area, or at where students and faculty are training.

If it has been advised that a dangerous situation exists, the notification system will be implemented in the safest manner to respond to the existing threat or danger. Once the notification and evacuation system has been determined to be initiated, all students and staff will be notified by College President or designee. College President will maintain contact and update on a consistence basis about the dangerous situation.

Notification and evacuation system will be tested on yearly basis, including announced and unannounced tests. The drills will be documented in log with the date and time initiated; what type of test; whether it was announced or unannounced.

## **Timely Warning Notices**

### **Timely Warning Standard**

In the event a crime is reported or a situation arises, within International College of Beauty Arts Science Clery Geography (On Campus, Public Property, and Non-campus property), that in the judgment of the Externship Instructor or President or Campus Director and in consultation with responsible authorities when time permits, constitutes a serious or continuing threat, a campus wide “timely warning” notice will be issued. Timely Warning Notices are usually distributed

major incidents of arson, murder/non-negligent manslaughter, and robbery. Cases of aggravated assault and sex offenses are considered on a case-by-case basis, depending on the facts of the case and the information known.

For example, if an assault occurs between two students who have a disagreement, there may be no on-going threat to other International College of Beauty Arts Sciences community members and a Crime Alert would not be distributed. In cases involving sexual assault, they are often reported long after the incident occurred, thus there is no ability to distribute a “timely” warning notice to the community. Sex offenses will be considered on a case by case basis depending on when and where the incident occurred, when it was reported, and information known by the Campus Director and President or Office Staff.

Cases involving property crimes will be assessed on a case by case basis and alerts will typically be sent if there is a discernible pattern of crime. The Campus Director, President or designee reviews all reports to determine if there is an on-going threat to the community and if the distribution of a Crime Alert is warranted. Crime Alerts may also be posted for other crime classifications and locations, as deemed necessary.

## **DRUG & ALCOHOL POLICY**

The sale, offer to sell, purchase, use, transfer, possession, and /or manufacture of illegal drugs including marijuana (medical or otherwise) and alcohol are strictly prohibited on International College of Beauty Arts & Sciences premises including parking lots, cafeterias, and other non-work areas. Employees who report to work impaired by illegal drugs (or their metabolites), marijuana (including for medical use) or alcohol are in violation of this policy. Impairment means symptoms that include diminished capacity for : speech, walking, standing , physical dexterity, agility, coordination, actions, movement; as well as an employee’s demeanor,

appearance, clothing , body odor, irrational or unusual behavior, negligence or carelessness in operation equipment or machinery, disregard for the safety of the employees or others, involvement in an accident that results in serious damage to equipment or property, any injury to the employee or others or other symptoms causing a reasonable suspicion of the use of drugs or alcohol.

The consumption and/or possession of any alcoholic beverage by any person younger than 21 years old is forbidden as provided by state law and campus regulations. Students and employees will be subject to criminal prosecution for any unlawful possession or distribution of alcohol or drugs. International College of Beauty Arts & Sciences may refer violations to appropriate authorities for prosecution

## **SEXUAL ASSAULT, DOMESTIC VIOLENCE, DATING VIOLENCE & STALKING POLICY**

If possible, victims of sexual assault, dating violence, domestic violence, rape, or stalking, should be reported as soon as possible. If an assault or rape has taken place, it is imperative to preserve evidence of the crime.

All victims of crimes or those that have observed a crime will be directed and assisted to contact local law enforcement. If the victim feels unable to report the crime, the College will respect the victims' confidentiality and anonymity request as long as the College, students, and staff are not placed at any risk or danger. If the College determines there may be a risk to staff and students, local law enforcement will be contacted.

Any incident investigation by the College and resolution will be maintained confidentially. Privacy of the records specific to the investigation is maintained in accordance with state law and the federal Family Educational Rights and Privacy Act (FERPA). Any publicly released reports of crimes will not contain name or names of victims or information that could lead to the identification of the victim. Information about victims is maintained privately in accordance with Title IX and FERPA.

The accused and the accuser are both entitled to the same privacy and confidentiality. Both parties will be able to have equal rights in presenting their case with witnesses during a hearing at the campus.

Once an informal or formal complaint of sexual assault, misconduct or harassment has been received, an investigation will be conducted under the most confidential manner. Disciplinary action for a student that has found to be guilty of offense can be expelled, suspended, or placed on probation. Staff accused and found guilty of sexual harassment, misconduct or assault will be terminated.

### **Programs to Prevent Domestic Violence, Dating Violence, Sexual Assault and Stalking**

The College engages in comprehensive, intentional, and integrated programming, initiatives, strategies, to end dating violence, domestic violence, sexual assault and stalking that:

1. Are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs, and informed by research, or assessed for value, effectiveness, or outcome; and
2. Consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community and societal levels

Educational programming consists of primary prevention and awareness programs for all incoming students and new employees and ongoing awareness and prevention campaigns for students that address:



1. How the institution prohibits the crimes of domestic violence, dating violence, sexual assault and stalking (as defined by the Clery Act) as those terms are defined later in this document
2. Explains the definitions of domestic violence, dating violence, sexual assault and stalking in the applicable jurisdiction definitions of these terms
3. Incorporates what actions constitute consent, in reference to sexual activity, in the State of California
4. Describes safe and positive options for bystander intervention. Bystander intervention means safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene.
5. Provides Information on risk reduction. Risk reduction means options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.
6. The college also provides Information regarding:
  - a. Procedures victims should follow if a crime of domestic violence, dating violence, sexual assault or stalking occurs (as described in "Procedures Victims Should Follow if a Crime of Domestic Violence, Dating Violence, Sexual Assault or Stalking Occurs" elsewhere in this document)
  - b. How the institution will protect the confidentiality of victims and other necessary parties (as described in "Assistance for Victims: Rights and Options" elsewhere in this document)
  - c. Existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, and other services/resources available for victims in the community (as described in "Assistance for Victims: Rights and Options" elsewhere in this document). Student financial aid is available at the college.
  - d. Options for, available assistance in, and how to request changes to academic, living, transportation, and working situations or protective measures (as described in "Assistance for Victims: Rights and Options" elsewhere in this document)
  - e. Procedures for institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking (as described in "Adjudication of Violations" elsewhere in this document)

## **STUDENT DISCIPLINARY HEARING RESULTS**

International College of Beauty Arts & Sciences will disclose the results of a disciplinary proceeding for a violent crime or sex offense to the victim.

## **MISSING STUDENT NOTIFICATION POLICY**

International College of Beauty Arts & Sciences does not have campus housing; therefore, there are no policies for missing student notification policy.

## SECURITY AWARENESS PROGRAMS

All students, staff and faculty are provided a copy of the Annual Security Report. If there is any occurrences of criminal or suspicious activity, a bulletin and email will be sent to staff, students and faculty.

## CRIME PREVENTION PROGRAMS

Crime prevention is discussed in all staff and student orientations. Weekly staff and monthly faculty meetings address any safety concerns related to the campus security and clinical facility security.

## REGISTERED SEX OFFENDER POLICY

In accordance with the Campus Sex Crimes Prevention Act of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, the College provides a link to the State Sex Offender Registry. All sexual offenders are required to register and provide notice to each institution of higher education at which the person is employed, carries out a vocation or is a student.

California: [www.meganslaw.ca.gov/disclaimer.aspx](http://www.meganslaw.ca.gov/disclaimer.aspx)

## Report Distribution Date: October 1, 2017

### Occurrences REPORTED within the 2015, 2016 and 2017 Calendar Years

Crimes Reported	2015	2016	2017	Location: C=Campus N=Non-campus P=Public Area	* Hate Crime? (see note)
(i) Criminal homicide:					
(A) Murder and non-negligent manslaughter	0	0	0	0	0

(B) Negligent manslaughter	0	0	0	0	0
(ii) Sex Offenses:					
(A) Rape	0	0	0	0	0
(B) Fondling	0	0	0	0	0
(C) Incest	0	0	0	0	0
(D) Statutory Rape	0	0	0	0	0
(iii) Robbery	0	0	0	0	0
(iv) Aggravated assault	0	0	0	0	0
(v) Burglary	0	0	0	0	0
(vi) Motor Vehicle Theft	0	0	0	0	0
(vii) Arson	0	0	0	0	0
Arrest and referrals for disciplinary actions including:					
(A) Arrests for liquor law violations, Drug law violations, and illegal weapons possession:	0	0	0	0	0
(B) Persons not included in 34 CFR 668.46(c)(1)(ii)(A) who were referred to campus disciplinary action for liquor law violations, drug law violations, and illegal weapons possession	0	0	0	0	0
Hate crimes: As listed under 34. CFR668.46 (c)(1)(i)					
(A) Larceny-theft	0	0	0	0	0
(B) Simple Assault	0	0	0	0	0
(C) Intimidation	0	0	0	0	0
(D) Destruction, Damage or Vandalism of Property	0	0	0	0	0
(viii) Liquor law violations	0	0	0	0	0
<b>New reporting as of 10/01/2017</b>					
Incidents of sexual assault		0	0	0	0
Domestic Violence		0	0	0	0
Dating Violence		0	0	0	0
Stalking		0	0	0	0

**NOTE - Crimes reported under any of the category listed in this section that show evidence of prejudice based on race, religion, sexual orientation, ethnicity or disability as prescribed by the Hate Crimes Statistical Act.**

## **DEFINITION OF REPORTABLE CRIMES**

**Murder and Non-Negligent Manslaughter:** The willful (non-negligent) killing of one human being by another.

**Negligent Manslaughter:** The killing of another person through gross negligence.

**Sex Offenses – Forcible:** Any sexual act directed against another person without the consent of the victim, including instances where the victim is incapable of giving consent.

**Rape:** The penetration, no matter how slight, of the vagina or anus with any body part or object or oral penetration by a sex organ of another person, without the consent of the victim.

**Fondling:** The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

**Non-Forcible Sex Offenses:** Unlawful, non-f forcible sexual intercourse.

**Incest:** Non-f forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

**Statutory Rape:** Non-f forcible sexual intercourse with a person who is under the statutory age of consent.

**Robbery:** The taking or attempting to take anything of value from the care, custody or control of a person or persons by force or threat of force, violence and/or causing the victim fear.

**Aggravated Assault:** An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. It is not necessary that injury result from an aggravated assault when a gun, knife or other weapon is used which could or probably would result in a serious potential injury if the crime were successfully completed.

**Burglary:** The unlawful entry of a structure to commit a felony or a theft. For reporting purposes, this definition includes unlawful entry with intent to commit a larceny or a felony, breaking and entering with intent to commit a larceny, housebreaking, safecracking, and all attempts to commit any of the aforementioned.

**Motor Vehicle Theft:** The theft or attempted theft of a motor vehicle.

**Arson:** Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling, house, public building, motor vehicle or aircraft, personal property, etc.

**Larceny – Theft:** The unlawful taking, carrying, leading or riding away of property from the possession or constructive possession of another.

**Liquor Law Violations:** The violation of laws or ordinances prohibiting the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor, maintaining unlawful drinking places; bootlegging, operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition).

**Drug Abuse Violations:** Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine), marijuana, synthetic narcotics (Demerol, methadone), and dangerous non-narcotic drugs (barbiturates, Benzedrine).

**Illegal Weapons Law Possession:** The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; all attempts to commit any of the aforementioned.

### **Drug and Alcohol Abuse Prevention information**

In accordance with the Drug-Free Workplace Act of 1988 (P.L. 100-690), the Drug-Free Schools and Communities Act of 1989 (P.L. 101-226) and 34 Code of Federal Regulation Part 84, Subpart F, this institution is committed to maintaining a drug-free workplace and a drug-free school. Drug and alcohol abuse can lead to liver, heart and other chronic diseases, low birth weight, birth defects and infant mortality in expectant mothers, and death. The unlawful manufacture, distribution, dispensing, possession or use of drugs, alcohol or other controlled substances at this institution is strictly prohibited. Students and employees are required, as a condition of enrollment and/or employment, to abide by this policy.

To the extent allowed by local, state and federal laws, this institution will impose disciplinary action against students and employees for violating these standards of conduct. These actions may include suspension, expulsion, and termination of employment, referral for prosecution and/or required completion of a drug or alcohol rehabilitation or similar program.

This institution, as required by federal regulation (34 CFR 85.635 and Appendix C), will report all employees convicted of a criminal drug offense occurring in the workplace to the U.S. Department of Education. Consistent with these same regulations, employees, as a condition of employment, are required to provide written notice to this institution of their conviction for a criminal drug offense occurring at the workplace within five (5) days after that conviction. In addition, students receiving Pell Grants who are convicted of a criminal drug offense during the period of enrollment for which the Pell Grant was awarded are required by federal regulation to report that conviction in writing to the:

Director of Grants and Services  
United States Department of Education  
400 Maryland Avenue SW.  
Room 3124, GSA Regional Office Bldg. #3  
Washington, DC 20202-4571

The report must be made within 10 days after the conviction.

In addition to institutional sanctions, students and employees convicted of the unlawful possession or distribution of illicit drugs or alcohol could face local, state and federal legal penalties which include the loss of eligibility for federal financial aid, fines, imprisonment and the seizure of drug related assets.

Drug awareness programs, counseling, treatment, rehabilitation and other related services are available on an ongoing basis to students and employees of this institution through:

### **DRUG & ALCOHOL COUNSELING**

More information about alcohol and drugs and the risk they pose to health is available at Glendale Adventist Alcohol and Drug Services (818) 242-3116 335 Mission Road, Glendale, CA 91205 and Alcohol Anonymous Al-Anon (818) 242-1350. These are outside counseling services and support groups available. Individuals can speak with their own physician about counseling referrals. Other community resources may be found online.

It is the goal of International College of Beauty Arts & Sciences to provide a drug-free environment for all college students and employees. Under the Drug- Free Workplace Act and the Drug Free Communities Act, International College of Beauty Arts & Sciences must maintain a drug- free Campus and workplace or risk the loss of financial aid assistance and grants. The Drug-free Campus and Workplace Policy is required by law to make you aware of the dangers of drugs and alcohol in the workplace, along with drug and alcohol counseling service that may be available.

All faculty and staff are expected and require reporting to work on time and in an appropriate physical and mental condition for work. International College of Beauty Arts & Sciences is committed to maintaining a safe, healthy, and secure work environment, free of unauthorized drugs and alcohol.

The sale, offer to sell, purchase, use, transfer, possession, and /or manufacture of illegal drugs including marijuana (medical or otherwise) and alcohol are strictly prohibited on Integrity College of Health premises including parking lots, cafeterias, and other non-work areas. Employees who report to work impaired by illegal drugs (or their metabolites), marijuana (including for medical use) or alcohol are in violation of this policy. Impairment means symptoms that include diminished capacity for : speech, walking, standing , physical dexterity, agility, coordination, actions, movement; as well as an employee's demeanor, appearance,

clothing, body odor, irrational or unusual behavior, negligence or carelessness in operation equipment or machinery, disregard for the safety of the employees or others, involvement in an

accident that results in serious damage to equipment or property, any injury to the employee or others or other symptoms causing a reasonable suspicion of the use of drugs or alcohol. Employees who use over-the-counter and prescribed medications are expected to remain fit for duty. All such medications should be used in accordance with instructions. Whenever there are prescribed medications, employees should discuss their job functions with their physician and verify that the medications will not threaten safety.

Employees may not possess, consume or be under the influence of alcohol while working, participating in Integrity College of Health events, or present on College premises (including parking lots, cafeterias, and other non-work areas), unless pre-authorized by senior management.

Any employee who is convicted of a criminal drug violation in the workplace must notify Human Resources within five calendar days of the conviction. International College of Beauty Arts & Sciences will take appropriate action within 30 days of notification. Failure to inform the College subjects the employee to disciplinary action, up to and including termination.

Existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, and other services/resources available for victims in the community  
hStudent financial aid is available at the college.

## **HEALTH RISKS**

There are definite health risks associated with the use of alcohol and illegal substances. Alcohol or any other drug used in excess over time can produce illness, disability, and death. The health consequences of substance abuse may be immediate and unpredictable, such as cardiac arrest with cocaine use, or more subtle and long term, such as liver deterioration associated with the prolonged use of alcohol. In addition, on health-related problems, other concerns relating to substance abuse include the following:

- Regular users of alcohol and other drugs often have erratic life styles which interfere with sleep, nutrition, and exercise
- Alcohol and substance use and abuse may lead to financial difficulties, domestic violence, deterioration of the family structure, motor vehicle accident injuries, and reduced job performance.
- Repeated use of alcohol and lead to dependence.

## **SANCTIONS**

Local, state and federal laws make illegal use of drugs and alcohol serious crimes. Conviction can lead to imprisonment, fines and assigned community service. Additionally, sanctions will be imposed on students or faculty or employees who violate International College of Beauty Arts & Sciences drug and/or alcohol policies. Sanctions

may include suspension or expulsion for students and, for employees, disciplinary actions up to and including immediate termination.

### **Adjudication of Violations**

The College's disciplinary process includes a prompt, fair, and impartial investigation and resolution process. In all instances, the process will be conducted in a manner that is consistent with the institution's policy and that is transparent to the accuser and the accused. Usually, the resolution of domestic violence, dating violence, sexual assault and stalking complaints are completed within 60 days of the report. However, each proceeding allows for extensions of timeframes for good cause with written notice to the accuser and the accused of the delay and the reason for the delay. College officials involved in the investigation or adjudication of domestic violence, dating violence, sexual assault and stalking complaints are trained annually on the issues related to domestic violence, dating violence, sexual assault, and stalking as well as how to conduct an investigation and hearing process that protects the safety of the victim and promotes accountability. Furthermore, each policy provides that:

1. The accuser and the accused will have timely notice for meetings at which the accuser or accused, may be present;
2. The accuser, the accused and appropriate officials will have timely and equal access to any information that will be used during formal and informal disciplinary investigations;
3. The institutional disciplinary procedures will not be conducted by officials who have a conflict of interest or bias for or against the accuser or the accused;
4. The accuser and the accused will have the same opportunities to have others present during any institutional investigation. The accuser and the accused each have the opportunity to be advised by an advisor of their choice at any stage of the process and to be accompanied by that advisor to any related meeting or proceeding. The College will not limit the choice of advisor or presence for either the accuser or the accused in any meeting or institutional disciplinary investigation. However, the role of the advisor is limited to consulting and advising his or her advisee, but not speak for the advisee at any meeting or hearing.
5. The accuser and the accused will be notified simultaneously, in writing, of the initial, interim and final decision of any disciplinary proceeding; and
6. Where an appeal is permitted under the applicable policy, the accuser and the accused will be notified simultaneously in writing, of the procedures for the accused and the victim to appeal the result of the institutional disciplinary proceeding. When an appeal is filed, the accuser and the accused will be notified simultaneously in writing of any change to the result prior to the time that it becomes final as well as of the final result once the appeal is resolved.