



## Sexual Harassment and Sexual Violence Victim's Rights

Metro Beauty Academy is committed to providing a safe work and school environment. As you believe that you have been victimized via sexual harassment and/or sexual violence, it is important that you understand your rights regarding this matter and the process that will ensue.

Following any alleged offense, Metro Beauty Academy will work with victims with options regarding, and available assistance in, changing academic and working situations. Metro Beauty Academy will make these accommodations if the victim requests them and if they are reasonably available, regardless of whether the victim chooses to report the crime to local law enforcement. Victims have the right to request the reasonable academic accommodations through the Title IX Coordinator.

In response to all complaints, Metro Beauty Academy promises prompt and equitable resolution through a reliable and impartial investigation of complaints, including the opportunity for both parties to present witnesses or other evidence. The time necessary to conduct an investigation will vary based on complexity but will generally be completed within sixty (60) days of receipt of the complaint. Metro Beauty Academy shall maintain confidentiality for all parties to the extent possible, but absolute confidentiality cannot be guaranteed. In cases where a student or employee does not give consent for an investigation, Metro Beauty Academy will weigh the request for confidentiality against the impact on school safety to determine whether an investigation must proceed. Complainants should be aware that in a formal investigation due process generally requires that the identity of the charging party and the substance of the complaint be revealed to the person charged with the alleged harassment.

The preponderance of the evidence standard will apply to investigations, meaning Metro Beauty Academy will evaluate whether it is more likely than not that the alleged conduct occurred. Both parties will receive written notice of the outcome of the complaint.

During the investigation, Metro Beauty Academy will provide interim measures, as necessary, to protect the safety and well being of students and/or employees involved. If Metro Beauty Academy determines that unlawful harassment or sexual violence has occurred, immediate appropriate corrective action will be taken in accordance with the circumstances involved, and Metro Beauty Academy will take steps to prevent the recurrence of any harassment, violence or discrimination. Any employee determined by Metro Beauty Academy to be responsible for unlawful harassment or discrimination will be subject to appropriate disciplinary action, up to and including termination. Remedies for student-related claims may include, but are not limited to, an order to stay away, suspension, or expulsion.

To initiate a criminal investigation, reports of sexual violence should be made to "911" or local law enforcement. The criminal process is separate from Metro Beauty Academy's disciplinary process. To the extent that an employee or contract worker is not satisfied with Metro Beauty Academy's handling of a harassment or discrimination complaint, he or she may also contact the appropriate state or federal enforcement agency for legal relief.

Metro Beauty Academy will not retaliate against you for filing a complaint, and will not tolerate retaliation by students or employees. If you believe you have been retaliated against, you should promptly notify the Title IX Coordinator. Victims of sexual misconduct should be aware that school administrators must issue timely warnings for incidents reported to them that pose a substantial threat of bodily harm or danger to other members of the campus community. Metro Beauty Academy will make every effort to ensure that a victim's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the danger. Metro Beauty Academy reserves the right to notify parents/guardians of dependent students regarding any health or safety risk, or a change in student status.

Students and employees can obtain from Metro Beauty Academy's Director of Education, information regarding existing counseling, health, mental health, victim's advocacy, legal assistance, and other services available for victims that are available in the community.

With respect to orders of protection or similar orders issued by a court, Metro Beauty Academy 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 Metro Beauty Academy to provide the accommodations or protective measures.

The Title IX Coordinator can be contacted at 1-888-782-7221 or via email at [TitleIXCoordinator@metrobeautyacademy.com](mailto:TitleIXCoordinator@metrobeautyacademy.com). In addition to Metro Beauty Academy, the U.S. Department of Education Office for Civil Rights ("OCR") investigates complaints of unlawful harassment of students in educational programs or activities. This agency may serve as a neutral fact finder and will attempt to facilitate the voluntary resolution of disputes with the parties. For more information, visit the OCR website at: <http://www.hhs.gov/ocr/>.