

TITLE IX

SEXUAL HARASSMENT AND SEXUAL VIOLENCE POLICY

Metro Beauty Academy is committed to providing a safe educational environment which is free of violence, harassment and discrimination. Therefore, in accordance with Title IX of the Education Amendments of 1972 and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (“Clery Act”), along with its amendments made pursuant to the Violence Against Women Reauthorization Act of 2013 (“VAWA”), Metro Beauty Academy has adopted strict policies regarding these matters.

Notice of Non-Discrimination

Metro Beauty Academy does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. Questions regarding non-discrimination policies can be referred to your school’s Title IX Coordinator at 1-888-782-7221 or via email at TitleIXCoordinator@metrobeautyacademy.com.

Prohibited Conduct

Metro Beauty Academy strictly prohibits sexual or other unlawful harassment or discrimination as well as sexual violence as defined above. Sexual or other unlawful harassment or discrimination includes any verbal, physical, or visual conduct based on sex, race, age, national origin, disability or any other legally protected basis if:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s education or employment;
2. Submission to or rejection of such conduct by an individual is used as a basis for decisions concerning that individual’s education or employment; or
3. It creates a hostile or offensive environment, which means the alleged conduct is sufficiently serious to limit or deny a student’s ability to participate or benefit from the student’s education program.

Unlawful harassment or discrimination may include racial epithets, slurs and derogatory remarks, stereotypes, jokes, posters or cartoons based on race, national origin, age, disability, marital status, or other legally protected categories.

Sexual harassment is conduct based on sex, whether directed towards a person of the opposite or same sex, and may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented “kidding” or “teasing”, practical jokes, jokes about or displays of obscene printed or visual material, questions about sexual fantasies, preferences or history, and physical contact such as patting, pinching, or intentionally brushing against another person’s body. Gender-based harassment, including acts of verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping are strictly prohibited, even if those acts do not involve conduct of a sexual nature.

Complaint/Grievance Procedure

If you believe that you have experienced or witnessed harassment or sexual violence, notify your instructor, supervisor, Director of Education, or preferably the Title IX Coordinator as soon as possible after the incident. Do not allow an inappropriate situation to continue by not reporting it, regardless of who is creating the situation. Also, it is important to preserve any evidence that may assist in proving that an alleged criminal offense occurred or that may be helpful in obtaining a protection order. No employee, contract worker, student, vendor, or other person who does business with Metro Beauty Academy is exempt from the prohibitions in this policy. In order to facilitate the investigation, your complaint should include details of the incident or incidents, names of the individuals involved and names of any witnesses.

Following an alleged offense, victims will be provided with written information on their rights (Victim’s Rights form) and options for, 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. Students have the right to request the reasonable academic accommodations through the Director of Education. Accommodation requests will be handled via the Title IX Coordinator.

Title IX Coordinator

The Title IX Coordinator has the responsibility of overseeing all Title IX related activities, complaints and investigations. The Title IX Coordinator, or Deputy Title IX Coordinator, can be reached at:

Title IX Coordinator

Metro Beauty Academy

4977 Medical Center Circle,

Allentown, PA 18106

Phone: 1-888-782-7221

Email: TitleXCoordinator@metrobeautyacademy.com.

Investigation of Complaints

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 does not give consent for an investigation, Metro Beauty Academy will weigh the student's 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 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.

Retaliation Prohibited

Metro Beauty Academy will not retaliate against anyone 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.

Reporting Requirements

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.