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# THE BEAUTY SCHOOL

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Annual Security Report

REVISED JUNE 2016  
REVISED SEPTEMBER 2017  
REVISED SEPTEMBER 2018



**Report Criminal activity**

Any criminal activity that occurs, in the school or on the school property (see Clery geography below) shall be reported immediately in a timely manner to the Director/Instructor Supervisor, who will then in a timely manner contact proper local law enforcement agencies.

**Clery Geography Description**

The physical property includes; Inside the building, the exterior building from corner to corner including the parking lot in front of the building up to the adjacent parking lot, the back ally area to the storm drain and the area left and right of the building up to the joining neighbor's property.

**Report Criminal Activity to:**

Tina Bardwell, Director

Trisha Quinn, Instructor Supervisor

911- emergency service

Mountain Home City Police 870-425-6336

Baxter County Sheriff Department 870-425-7000

**Victims or witnesses to report crime**

The Beauty School encourages victims or witnesses of crime to accurately and promptly report of crimes, on a voluntary, confidential basis, to The Beauty School and/or the appropriate law enforcement agency, when the victim elects to.

**Access to campus facility**

The Beauty School is a single building facility, accessible during operating hours; Tuesday – Friday 8:30 A.M. - 5:00 P.M. to students and guest.

**Maintenance and security of campus facility**

The Beauty School has two front entrance doors, one being the main entrance. Two back exit doors.

Each door has a dead bolt lock for maximum security. Fire extinguishers, inspected annually, are located; one at the main entrance and one at the clinic exit door. Exit doors are marked by a lighted exit sign. The parking lot has lights, on a timer adjusted to day light savings time

**Campus Security Authority and Law enforcement authority and relationship**

The Beauty School does not have a security office or security department. The Campus Director and Instructor supervisor is the Campus Security Authority. The Beauty School is physically located in the City of Mountain Home and is under the local law enforcement authority jurisdiction of the Mountain Home police department, and the Mountain Home city fire and rescue.

**Report Criminal activity or emergency**

On Campus

Any crime or emergency that occurs, in the school or on the school property (see Clery geography below) shall be reported immediately in a timely manner by The Beauty School administrator, who will then in a timely manner contact proper local police agencies.

**Emergency response team**

Tina Bardwell-Director

Trisha Quinn- Instructor Supervisor

**Emergencies-Dial 911- Emergency**

The Beauty School has emergency procedures that will apply to the campus in order to confirm and respond to any significant emergency or dangerous situation involving immediate threat to the health or safety of students, employees, or our guest.

The Emergency response team is responsible for identifying a potential emergency. Once information is confirmed that implies a facing Emergency the follow procedures will occur:

1. The emergency response team will dial 911 or give verbal command to a specific person to call 911 if the emergency requires.
2. If evacuation situation the emergency response team will give a verbal command to evacuate. Emergency response team will dial 911.
3. If a fire evacuation the verbal notification will be Fire evacuation command to evacuate.
4. Students are directed to include assisting the guest they are servicing for all emergency alerts.

### **Testing Emergency response and evacuation**

Emergency Drills to test emergency response and test evacuation procedures will be conducted annually announced or unannounced. The purpose of the test is to reviewing the follow through of the emergency response and/or evacuation activity. Feedback will be received by participant survey's, also containing a description of the exercise, the date of exercise and the beginning and ending time of test and whether the test was announced or unannounced. Emergency drills are performed annually on or before October 1 annually.

### **Examples of types of Emergency situations**

#### **Evacuate**

Examples of evacuation situations; fire, gas leak, bomb threat.

In an evacuation the Emergency Response team will give verbal notice (Evacuate the building) to all occupants in the building of the need to evacuate, the reason for evacuation, and the location of a safe area they should assemble to await further information, not leaving until confirmation of all occupants have exited the building.

Once confirmed the building is safe, The Director will give all clear verbal notification.

#### **Take Shelter**

Examples of Take Shelter situations; Tornado warning and/or watch alerts.

The emergency response team will confirm alerts via local law enforcement.

The team will assist occupants to a designated tornado shelter area.

One the warning and/or watch is clear the team will confirm occupants will be notified and exit the storm shelter area.

The team will confirm head count of occupants.

#### **Emergency Response Test**

Tests of the Emergency Response Actions will be conducted annually; such tests may be announced or unannounced.

The Beauty School will maintain documentation of each test, including a description of the exercise, the date, the time, and whether the test was announced or unannounced. At the time of each test, The Beauty school will provide information to the campus staff and students in attendance concerning the Emergency Response Action tested.

#### **Timely warning notices/safety alert**

In the event that a situation arises, and administration constitutes an ongoing or continuing threat to the school, students, employees or our guest, the administration will issue a timely warning notice will be issued in the form of a safety alert.

#### **Preparing Annual Crime report**

The annual report is prepared by the Director, disclosing any occurrence of criminal activity. The report is prepared annually before October 1<sup>st</sup> of each year. Using crime information from local police agency.

Annual Crime report and statics will be on The Beauty School website, a paper copy is given to students at enrollment, new employees during orientation and current employees annually on or before October 1<sup>st</sup> of each year.

#### **Pastoral or Professionals counseling**

The Beauty school does not provide pastoral counseling or professional counselors.

**Frequency of informing Prospective, New student, New employee and current employees.**

The Beauty school will include campus security practices and procedures, with The Beauty School Annual Security Report too;

Prospective students on the beauty school website.

New enrollment students, with the student catalog during the enrollment process.

New employees, during new employee orientation.

Current Employees, annually no later than. October 1<sup>st</sup>.

**Programs designed to inform students and employees about prevention of crimes**

The Beauty school provides brochures about prevention of crimes in our classroom library and the brochures are handed out to students and employees annually on September 17<sup>th</sup>.

The Beauty school will monitor for and report to local police agency, any criminal activity by students at any non-campus events sponsored by The Beauty School

**Policy regarding Possession**

The Beauty School reserves the right to discipline students for inappropriate actions that occur in The Beauty School, on the property of or at an outside event sponsored by The Beauty School. Specific regulations prohibiting alcohol and drugs are stated below:

**Alcohol:**

- Sale, possession, manufacturing, distribution, consumption, or evidence of consumption of alcoholic beverages, in The Beauty School, on the property of or at an outside event sponsored by The Beauty School.
- Use by, possession of or distribution to person(s) under twenty-one (21) years of age of any alcoholic beverage.
- Public intoxication or impairment that can be attributed to the use of alcohol.
- The possession and/or use of drinking paraphernalia or products that promote the abuse of alcohol.

**Drugs:**

- Use, manufacturing, distribution, sale or illegal possession of any quantity, whether usable or not, of any drug, narcotic or controlled substance without medical prescription under medical supervision.
- Impairment that can be attributed to the use of any drug, narcotic or controlled substance.
- Possession and/or use of drug paraphernalia which includes objects used, primarily intended for use or designed for use in ingesting, inhaling, or otherwise introducing any drug, narcotic or controlled substance into the human body including, but not limited to, pipes, water pipes, bong, hookahs, roach clips and vials without medical prescription.
- Misuse or abuse of prescription drugs.
- Misuse or abuse of any chemical substance.
- Penalties for violations may include probation, suspensions, and termination.

**Drug and Alcohol abuse education**

The Beauty School is committed to maintaining a drug free environment. In support of the Drug-free Schools and Communities Act of 1989, The Beauty School

The Beauty school provides brochures about drug and alcohol prevention in our classroom library and the brochures are handed out to students and employees annually on September 17<sup>th</sup>.

**Drug-Free Workplace Act Requirements**

Employees working for The Beauty School, are required to agree to abide by this policy and to notify the Directors' Office within five (5) days of any criminal drug statute conviction for a violation occurring in connection with their employment. The provisions of this policy are designed to comply with rules published by the federal Office of Management and Budget on January 13, 1989, implementing the Drug-Free Workplace Act of 1988, and rules published

by the federal Department of Education on August 16, 1990, implementing the Drug-Free Schools and Communities Act Amendments of 1989.

### **Policy to Comply with the Drug-Free Workplace Act**

The Beauty School seeks to maintain an educational and working environment free from the influence of unlawful drugs. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance in The Beauty on any of the school property is strictly prohibited. This policy is adopted to comply with all current laws and regulations relating to the Federal Drug-Free Schools and Communities Act and the Drug-Free Workplace Act.

- Employees and students are encouraged to attend events which occur on campuses periodically designed to make the campus community aware of the dangers of drug abuse.
- Employees who believe that they need drug counseling or rehabilitation are urged to contact a medical facilities offering appropriate services.
- Employees working for The Beauty School are required to abide by this policy and to notify the Director's Office within five (5) days of any criminal drug statute conviction for a violation occurring in connection with their employment.
- Employees and students who violate this policy are subject to appropriate disciplinary action, up to and including termination. The Beauty School may refer violations to the appropriate state and federal authorities for criminal prosecution.
- Each campus shall biennially review their drug abuse prevention program to determine its effectiveness and implement needed changes.
- Each campus shall biennially review their disciplinary sanctions to ensure they are consistently enforced.

### **SANCTIONS FOR VIOLATIONS**

Individuals who violate this policy will be subject to a number of sanctions imposed both by The Beauty School and by the state and federal criminal justice systems.

Students will have sanctions imposed in accordance with the Student Catalog. These sanctions range from probation, suspension to termination.

Employees will have sanctions imposed in accordance with the procedures outlined in either the crime prevention policy or the faculty handbook. These sanctions range from reprimands to termination. In addition to sanctions and/or disciplinary actions, The Beauty School may refer violations to the appropriate legal authorities for criminal prosecution.

### **HEALTH RISKS ASSOCIATED WITH THE USE OF ILLICIT DRUGS AND THE ABUSE OF ALCOHOL**

#### **ALCOHOL EFFECTS**

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described. Repeated use of alcohol can lead to dependence. Sudden cessation to alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life-threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver. Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

## **DRUG OR ALCOHOL COUNSELING, TREATMENT, REHABILITATION AND RE-ENTRY PROGRAMS**

There are a number of groups, organizations, agencies, and hospitals which offer drug and alcohol abuse treatment and rehabilitation services and programs. Listed below are some of the services which are available. Students, and Employees who believe that they or anyone with whom they come in contact need such services are encouraged to contact one of these organizations.

Health Resources of Arkansas (870) 425-6901

### **Registered Sex Offender information**

The Campus Sex Crimes Prevention Act (section 1601) and {(42 U.S.C. 14071j and 20 U.S.C., 1092 (f) (1) (I)} is a federal law enacted on October 29, 2000 which provides for the tracking of convicted sex offenders enrolled at or employed by institutions of higher education. This federal law requires sex offenders who are required by law to register in a state, to also provide notice of each institution of higher education in that State where the person is employed, carries on a vocation, or is a student. This law further requires that institutions of higher education issue a statement advising the campus community of the availability of this information. This information may be obtained through the Baxter County Sheriff's Office (870) 425-2400.

## **DATING VIOLENCE, DOMESTIC VIOLENCE, SEXUAL ASSAULT AND STALKING**

### **Education Programs**

The Beauty School seeks to promote awareness among staff and students concerning the crimes of dating violence, domestic violence, stalking, and sexual assault, to better equip the community to prevent these crimes, to promote safety, to respond appropriately when these types of crimes are reported, and to provide meaningful assistance and resources to victims.

The Beauty School provides training to new students during enrollment, and to new employees at orientation, The Beauty School, also offers training to students and staff on campus at least once a year. The training sessions will cover, but will not be limited to, the following topics:

- What constitutes dating violence, domestic violence, stalking, and sexual assault as defined below;
- What constitutes "consent" in reference to sexual activity;
- Ways to reduce the risks of these crimes;
- The importance of bystander intervention — and safe and positive options for engaging in bystander intervention;

### **What to Do if You Are a Victim**

#### **Preserve Evidence**

It is important for those who believe they have been subjected to the crimes of dating violence, domestic violence, stalking, and/or sexual assault to preserve evidence of the criminal behavior as it may be critical in proving the crime and/or obtaining a protective order.

Victims of domestic violence, dating violence, and sexual assault may choose to go to the hospital where they can receive a medical examination to treat injuries — or, in the case of sexual assault, address concerns about sexually transmitted

diseases and pregnancy in addition, evidence can be collected that can be critical in documenting the injuries and/or proving the identity of the assailant. In seeking out such an examination, a victim will not be required to file a police report; however, if such a victim ultimately decides to make a report, seek a protective order, and/or pursue criminal

charges, such medical evidence may prove valuable. The best evidence is collected within 12 hours of an assault, but a victim should not assume that it is too late if more than 12 hours have passed.

Victims of stalking are likewise urged to preserve evidence of the stalking conduct. Such evidence may include, but is not limited to, text messages, other relevant smart phone data or social media activity, and photographs and audio recordings)

## **Reach Out for Help**

Victims are encouraged to reach out to one of the many resources available for guidance. Indeed, victims of dating, domestic, and sexual violence often have many questions. These might include, as just a few examples: If I go to the hospital to receive a medical examination following a sexual assault, will the hospital notify law enforcement or my family? Will I be provided the medical examination for free? Will I have the option to maintain confidentiality? Will I have to name my assailant?

There are many organizations that provide information, guidance and support to victims, and The Beauty School can help direct you to such organizations in your local area or through national hotlines and services, including for example:

The National Domestic Violence Hotline (800-799-7233, available 24/7) At this hotline, victims can seek crisis assistance directly with the national hotline and also gather information on victim services available in their local area

RAINN (the Rape, Abuse, and Incest National Network (800-656-HOPE, available 24/7) RAINN connects callers directly to victim services available in their local areas

Love Is Respect (on the web at Love is Respect org or by phone at 866-331-9474, available 24/7) In reaching out to this organization, victims have the option of communicating by the “chat” function from the website or over the phone

These organizations provide services that are broader than their names might otherwise suggest, to victims of domestic violence, intimate partner violence, stalking, and sexual assault and/or abuse generally. They provide and/or direct victim to local services that provide services such as (but not limited to) shelters, individual counseling, support groups, and legal and medical advocates.

You can also visit the website at <http://www.justice.gov/ovw/local-resources> for a state-by-state list of local resources to for victims of sexual assault and domestic violence

## **Reporting Dating Violence, Domestic Violence, Sexual Assault and Stalking**

### **Consider Your Reporting Options**

#### **Reports to Public Law Enforcement**

The Beauty School encourages — but does not require — students and staff to report crimes to public law enforcement authorities. The Beauty School will follow its own policies and procedures in connection with such a complaint whether or not a victim decides to notify law enforcement.

#### **Reports to The Beauty School**

The Beauty School encourages staff and students to report any criminal incidents to The Beauty School However, there are additional policies and procedures that apply when The Beauty School receives a report of any one of four defined categories of crimes — dating violence, domestic violence, stalking, and sexual assault — whether those crimes occurred on

or off campus. When The Beauty School receives a report from a victim of dating violence, domestic violence, stalking, and sexual assault, it will provide the reporting victim with a written explanation of his or her rights and options.



Additionally, key policies and procedures that apply are described in this section, below.

### **The Beauty School Procedures Following a Report**

#### **Incidents Not Related to The Beauty School Program:**

Reporters should be aware that The Beauty School may be limited in the type of response it can provide with respect to conduct that did not take place within the context of The Beauty School's educational programs and activities. For example, where a student is experiencing domestic violence in the home perpetrated by an individual with no relationship with The Beauty School, The Beauty School generally has no authority or meaningful ability to conduct an investigation or to take disciplinary action against the perpetrator. Additionally, The Beauty School is mindful that any efforts on its part to reach out to a perpetrator for investigative purposes may put the victim at greater risk. Where The Beauty School's ability to engage in investigative or disciplinary actions is limited, what The Beauty School can and will do is provide assistance when the reporter is a victim. This assistance will consist of directing the reported victim to:

- Outside resources and organizations trained to provide services to victims, such as shelters, individual counseling, support groups, and legal and medical advocates, such as the resources listed below
- The Beauty School and outside resources that can answer questions regarding student financial aid and other aspects of The Beauty School's program.

The Beauty School will assist the reported victim with outreach to any of the resources or other sources of assistance, where requested.

#### **Incidents Related to The Beauty School's Program:**

In other cases, The Beauty School will have the ability and authority to conduct an investigation of dating violence, domestic violence, stalking, and sexual assault for potential disciplinary action. This will be the case, for example, where one student reports that he or she is in a dating relationship with a fellow student and is subject to violence by that fellow student. The Beauty School seeks to conduct a prompt, fair, and impartial process from the initial investigation to the final result. The proceedings will be conducted by employees who will receive annual training on the issues related to dating violence, domestic violence, stalking, and/or sexual assault and on how to conduct a process that protects the safety of victims and promotes accountability.

The section below provides key information about the policies and procedures that The Beauty School will follow in investigations and disciplinary proceedings in connection with a report of dating violence, domestic violence, stalking, and/or sexual assault related to The Beauty School's program.

#### **Annual Training for the staff security authority**

The School officials conducting proceedings and investigations of Dating Violence, Domestic Violence, Sexual Assault and Stalking will receive annual training through electronic means, webinars videos. The training will be updated annually to stay current to address the latest issues and techniques to conduct proceedings and investigations.

Topics covered in the training;

Relevant evidence and how it should be used in a proceeding

Proper techniques for questioning a witness;

Basic procedural rules for conducting proceedings and

Avoid and perceived conflicts of interest

### **Complaints, Investigations and Disciplinary Actions**

#### **Pre-Investigation Procedures**

The Beauty school seeks to handle each complaint and investigation with professionalism and discretion. A fair and effective investigation often requires that the details of the complaint and/or the identity of the complainant be shared with those individuals involved in and/or interviewed in the investigation. Such individuals, however, are expected to maintain the confidentiality of the matter to the extent possible.

Before beginning an investigation, The Campus Director will:

- Seek consent of the complainant to proceed with the investigation and identify him or her in connection with the complaint. If the complainant does not provide consent on one or both of these points, The Beauty School will:
  - Weigh the request(s) against its broader responsibility to provide a safe environment for all, considering the totality of the circumstances (the seriousness of the alleged conduct, whether there have been other complaints about

the same individual, etc.)

- Inform the complainant whether it can comply with the request(s), as applicable
- If the request(s) are not granted, conduct the investigation
- If the request(s) are granted, consider whether there are other steps that may be taken in lieu of investigation and/or identification of the complainant.

Recommend any interim protective measures to be taken during the course of the investigatory and disciplinary proceedings, before any findings are determined. Interim measures will be taken within the context of The Beauty School's policies and might include placing a student or students on an absence for investigation, reassigning the alleged perpetrator

to a different schedule, placing an employee on administrative leave, otherwise limiting contact between the parties, or other measures. Any such interim protective measures will be maintained as confidential to the extent that maintaining such confidentiality will not impair The Beauty School's ability to provide the protective measures. The Campus Director will give the complainant(s) and the subject(s) simultaneous written notification (typically by email) of any interim protective measures that have been instituted upon review of the complaint.

### **Investigations**

Each investigation of dating violence, domestic violence, stalking and/or sexual assault shall be conducted through The Beauty School Director's office. In this process, the complainant(s) and subject(s) of the complaint may name witnesses and provide other evidence, as described below. The steps necessary to thoroughly investigate the complaint will vary based on the facts alleged, but will often include interviews of the complainant(s), the subject(s) of the complaint, and the identified witnesses, as well as a review of relevant documentation and relevant policies. The Beauty School does not conduct public hearings in its investigative process or open its investigative interviews to observation, except as follows:

Each complainant and subject of a complaint will be permitted to have another person of his or her choice (including an advisor of his or her choice, but excluding witnesses or potential witnesses to the events under investigation) present during any investigative interview or other proceeding. Any such advisor or other person who accompanies a complainant or subject will not be permitted to play a speaking role during the process (such as by objecting to questions, addressing The Beauty School Director conducting proceeding, questioning of the interviewee), or otherwise interrupt or disrupt the process. In short, the advisor or another person may participate as a supportive, but silent, partner.

The Campus Director will notify any complainant and subject of the complainant of the date and time of his or her investigative interviews or other proceeding. The Campus Director will endeavor to agree upon a mutually agreeable time with each such individual, but reserves the right to set the time with advance notice.

The Beauty School seeks to conclude each such investigation within 60 calendar days. The investigation process generally occurs in three sections:

Section 1: Intake of the complaint by the Campus Director, including determination of whether an investigation may proceed and the identification of the issues to be determined based on the allegations of the complaint

Section 2: Investigation of the allegations by the Campus Director, or a designated administrative manager, including investigatory interviews and review of any additional evidence

Section 3: Notice of outcome determination including, when applicable, disciplinary action(s) and remedial measure(s)

The Beauty School seeks to conclude Section 1 within 10 days, Section 2 within 45 additional days; and Section 3 within 5 additional days. At times, an extension of these timeframes may be necessary for good cause. Extensions of the timelines and the reasons for extension, when they occur, will be communicated to the complainant(s) and subject of the complaint in writing.

Where the investigation results in a finding of a violation of this policy, The Beauty School will take immediate steps to end the conduct, prevent its recurrence, and address its effects. Further information concerning the notification of outcomes is provided below.

### **Outcomes**

At the conclusion of the investigation, the complaint manager will consider the evidence and assess the credibility of witnesses in order to make findings as to whether a violation of this policy has occurred. In making this decision, the

Campus Director will apply the preponderance of the evidence standard to the factual allegations, by determining whether the alleged conduct is more likely than not to have occurred. As to the findings of facts reached under this standard, the Campus Director will also decide whether those facts constitute a violation of the Title IX & Clery Policy. In the event a violation was found to have occurred, The Beauty School will impose disciplinary action under its disciplinary policies, and, if appropriate, implement other remedial measures.

The Campus Director will give the complainant(s) and the subject(s) simultaneous written notification (typically by email) of the final decision in the matter, when the decision becomes final, and information about the appeals process available

to students. This information will include any disciplinary actions issued to the subject(s) of the complaint and describe the rationale for the result and any disciplinary actions. Disciplinary action may include warnings, suspensions, or termination of enrollment or employment. Other remedial measures for the complainant, where appropriate, will be tailored to the particular circumstances presented and may include, by example, providing opportunities to retake portions of the curriculum and/or examinations; granting a complainant's request to change, schedule, or rotation; and/or allowing leaves in excess of policy limitations where permitted by law. When implementing corrective actions or other remedial measures, The Beauty School will seek to minimize the burden upon the complainant.

### **Student Appeals**

In the event that a student party to a complaint disagrees with the outcome of the investigation, the student may seek a review of the outcome by submitting a written appeal statement to:

The Beauty School-Campus Director  
1058 Highland Circle Suite #4  
Mountain Home, Arkansas 72653  
Fax 870-425-4265  
thebeautyschool@cenurytel.net

An appeal under this policy must be made within 14 calendar days of receipt of the written notice of the outcome of the investigation. An appeal may be made on one or more of the following grounds only: (1) an error occurred that, if corrected, may change the outcome of the investigation; or (2) new information has arisen, that was not available or known to the student at the time of the investigation, which if considered may change the outcome of the investigation. Information that was known or available to the student during the investigation will not be considered.

The Campus Director will conduct an impartial review of the appeal and will provide the appealing student with a written determination. The Committee seeks to issue its determination on each appeal within 30 calendar days of its receipt of the appeal; however, this timeframe may be longer in certain cases. The Director will give the complainant(s) and the subject(s) simultaneous written notification (typically by email) of any change in the result through the appeals process.

Employee parties to a complaint under the Title IX & Clery Policy do not have a right of appeal.

### **Inclusion**

Where the reported incident(s) of domestic violence, dating violence, and/or sexual assault took place on The Beauty School's campus or adjacent public property, The Beauty School will include the crime statistic in its ASR, irrespective of whether The Beauty School has the ability to engage in investigative and disciplinary actions with regard to the particular matter. No personally identifying information concerning a victim or reporter is disclosed in the ASR.

### **Anti-Retaliation Policy**

The Beauty School will not retaliate against any person for filing a good-faith complaint or for participating or assisting in good faith in the investigatory proceedings in connection with a complaint of dating violence, domestic violence, stalking, and/or sexual assault. An employee or student who retaliates will be subject to disciplinary action, up to and including termination from The Beauty School. Any student or employee who is reporting a crime or is involved in any aspect of compliance under the Clery Act is protected from retaliation — and any such person who feels that he or she has been subject to retaliation in violation of this policy should notify The Beauty School immediately.

