

TITLE IX

SEXUAL ASSAULT, HARASSMENT, AND DISCRIMINATION

POLICY STATEMENTS

Students

AMDA does not tolerate sexual assault, harassment or discrimination in any form, nor does it tolerate threats to others' health, safety or welfare. AMDA's priority is enforcing these policies in order to protect members of our campus community. Additionally, AMDA offers support to any student, faculty or staff member who experiences sexual assault that occurs within the context of the school community to enable them to continue pursuing their academic and career goals. Sex-related crimes (including but not limited to sexual assault and rape) represent violations of criminal and civil law, and constitute a serious and unacceptable breach of student conduct. Any report of sexual assault, harassment or discrimination is taken with the utmost of seriousness. AMDA does not tolerate retaliation against employees or students who bring forth a complaint in good faith about sexual misconduct.

Employees

AMDA prohibits conduct that constitutes, could lead to or contributes to the harassment of or by faculty, staff, supervisor/manager, students, customers, vendors, suppliers, and independent contractors based on (without limitation) an individual's sex, race, color, religion, sexual orientation, national origin, age, disability, marital status, veteran status, or any other characteristic protected by applicable federal, state or local laws. AMDA does not tolerate retaliation against employees or students who bring forth a complaint in good faith about sexual misconduct.

DEFINITIONS

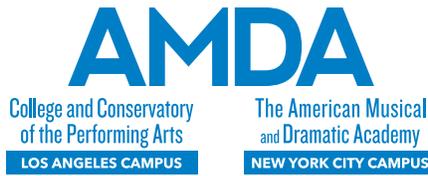
Sexual assault is any unwanted physical contact of a sexual nature that occurs by force or threat of force (a) without the affirmative consent of each person or (b) when a person is incapacitated or otherwise unable to freely give consent.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors and other unwelcome written, verbal or physical conduct of a sexual nature. This includes instances when:

- Submission to such conduct is made explicitly or implicitly a term for a reward.
- Submission to or rejection of such conduct is used as punishment.
- Such conduct has the purpose or effect of unreasonably interfering with an individual's working or learning environment by creating an intimidating, hostile or offensive environment.

Sexual harassment does not refer to occasional compliments or behavior of a socially acceptable nature. Remember, however, that what's socially acceptable to one person may not be to another. Sexual harassment refers to conduct that is unwelcome, personally offensive or disrespectful to others' rights. It applies to any harassment of or by AMDA faculty, staff and students. The victim and harasser can be of any gender identification, and the victim and harasser can be the same sex.

Discrimination is any decision, act or failure to act that (a) interferes with or limits a person's or group's ability to participate in or benefit from the services, privileges, or activities of the college; or (b) otherwise adversely affects a person's employment, education, or living environment when such decision, act, or failure to act is based on race, color, religion, national origin, ethnic origin, ancestry, citizenship, sex (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender (including gender identity and expression), marital status, age, physical or mental disability, medical condition, genetic characteristics, veteran status, or any other characteristic protected by applicable law (or based on a perception that an individual has such characteristics or associates with others who have, or are perceived to have, such characteristics).



CONSENT

Consent is the affirmative, conscious and voluntary agreement to engage in sexual activity. It is the responsibility of each person involved to ensure consent from their partner or partners. Consent must be ongoing throughout the entire sexual experience. The lack of protest or resistance does not mean consent, nor does silence. Consent is revocable: An existing dating relationship or past sexual relations does not automatically equal consent.

REPORTING OPTIONS

AMDA encourages any individual who has been sexually assaulted or harassed to make a report to AMDA and local law enforcement.

Students who have experienced or witnessed a sexual assault should contact the Student Life Department to make a report and access support resources ([see below](#)).

Employees who have experienced or witnessed a sexual assault should contact the Human Resources Department to make a report and access support resources ([see below](#)).

AMDA encourages any individual who has been sexually assaulted or harassed to consider preserving evidence in case you choose to press charges. Possible evidence might be physical (clothing, bedding, letters, etc.) or electronic (photos, emails, text messages, etc.).

To abide by California state law, AMDA LA will immediately report to local law enforcement any willful homicide, forcible rape, robbery, aggravated assault, sexual assault, or hate crime committed on or off campus, as reported to campus security or other authority by the victim or a third party. The victim's identity will remain confidential unless the victim consents to being identified after being informed of their rights.

PRIVACY AND CONFIDENTIALITY

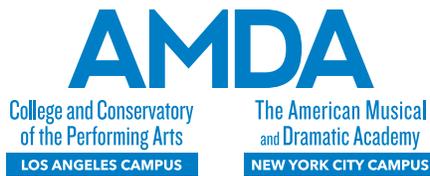
Subject to provisions of state and federal law, AMDA is committed to protecting the privacy and confidentiality of personal or identifiable information to the greatest extent possible. AMDA will not disclose without the individual's consent such information unless required by laws that guarantee public access to certain types of information or in response to subpoenas or other legal instruments that authorize disclosure.

PRIVACY

The information related to a report of misconduct will only be shared with members of AMDA on a "need to know" basis in order to assist in the active review, investigation, or resolution of the report. These individuals are not bound by confidentiality, but will be as discreet as possible; and respect the privacy of all individuals involved.

CONFIDENTIALITY

Confidentiality means that information about the incident shared by a student cannot be revealed to any other individual without written consent of the reporting student, except where there is immediate and serious concern about the student's safety or that of others in the community. AMDA's Licensed Counselors are bound by confidentiality. However, other AMDA staff including paraprofessional staff (e.g., Resident Advisors) is not bound by confidentiality and is required to report.



CAMPUS SAVE ACT

Under the Campus SaVE Act, colleges and universities are required to provide students or employees reporting victimization with their written rights to:

- Be assisted by campus authorities if reporting a crime to law enforcement.
- Change academic, living, transportation or working situations to avoid a hostile environment.
- Obtain or enforce a no-contact directive or restraining order.
- Have a clear description of their institution's disciplinary process and know the range of possible sanctions.
- Receive contact information about existing counseling, health, mental health, victim advocacy, legal assistance and other services available both on campus and in the community.

Additionally, the SaVE Act clarifies the minimum standards for institutional disciplinary procedures covering domestic violence, dating violence, sexual assault and stalking to ensure that:

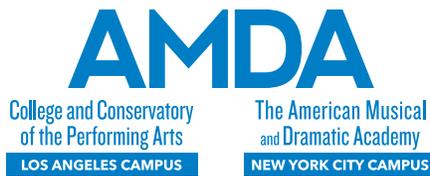
- Proceedings (a) shall provide a prompt, fair, and impartial investigation and resolution and (b) are conducted by officials receiving annual training on domestic violence, sexual assault and stalking.
- Both parties may have others present during an institutional disciplinary proceeding and any related meetings, including an advisor of their choice.
- Both parties will receive written outcomes of all disciplinary proceedings at the same time.

RESOLUTION PROCESS

TITLE IX STUDENT INVESTIGATION & RESOLUTION PROCESS

Initial Investigation

- A Title IX Investigator is assigned to investigate all allegations.
- Interviews will be conducted with all parties involved, including any witnesses.
- A Title IX Committee is formed to determine the resolution or outcome of the investigation. The committee will review all evidence and witness statements submitted by the Title IX Investigators.
- Investigation and resolution process can generally take up to 60 days to complete from the start of the investigation. It is important to note, however, that some investigations can take longer than 60 days to complete depending on the complexity of the situation and allegations. The Office of Civil Rights (OCR) does not require a school to complete investigations within 60 days. Rather, the OCR evaluates on a case-by-case basis whether the resolution of sexual violence complaints is prompt and equitable.
- The standard of proof applied in determining whether a violation occurred is the "preponderance of the evidence" standard, i.e. whether there is a good faith belief that it is more likely than not that a violation occurred.
- Students will be notified in writing of the committee's determination. Such notice shall contain a brief communication of the factual findings and, if applicable, any sanction to be imposed. Refer to the [student handbook](#) for a list of sanctions.



Remedial Actions

During the investigation process, any party involved may request reasonable accommodations. The Student Life Department will review all accommodation requests on a case-by-case basis.

Reasonable accommodations may include, but are not limited to:

- Housing reassignment
- Change or adjustment in class schedule or student partnerships where possible
- Change or adjustment in work schedule where possible
- No contact directive

Appeal Process

An appeal should be addressed to the Appeal's Administrator and submitted to the Student Life Department within seven days of the appellant's receipt of the determination. The student must provide a detailed written request stating the basis for their appeal, with at least one of the following reasons:

- There were procedural errors that had a material impact on the fairness of the investigation.
- There is new evidence, which was previously unavailable, that could significantly impact the outcome of the case.
- The sanctions imposed were substantially disproportionate to the findings.

Disagreement with the findings or sanctions is not, by itself, grounds for an appeal.

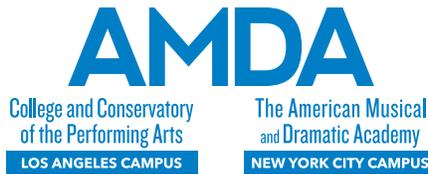
EMPLOYEE PROCESS

Reporting

AMDA urges and expects all staff who believe they may have been harassed or who have witnessed harassment to report all incidents of prohibited harassment (for a complete definition of prohibited harassment, see the AMDA Employee Handbook) regardless of the identity of the offender. AMDA also encourages individuals who believe they are being harassed to firmly and promptly notify the offender that their behavior is unwelcome. Such direct communication, however, is not a requirement of reporting a complaint, since this may be difficult for the victim. An employee who believes that they have been harassed by any employee, supervisor, student, vendor, client or other business contact of AMDA should immediately report the incident to their immediate supervisor or manager. If you do not feel that the matter can be discussed with your supervisor or manager, you should contact the Human Resources Department on your campus to discuss your complaint. AMDA encourages prompt reporting of complaints so that college can take action to stop the misconduct before it is repeated. Late reporting of a complaint will not, in and of itself, preclude AMDA from taking remedial action. In addition, any supervisor who sees or hears about conduct that may constitute harassment under this policy must immediately contact administration (if a staff member is involved, contact Human Resources).

Investigating and Resolving a Complaint of Harassment

AMDA will promptly investigate all allegations of prohibited harassment that are brought to its attention (for a complete definition of prohibited harassment, see the AMDA Employee Handbook). The investigation will be treated in as confidential a manner as is practical and appropriate under the circumstances. Employees and supervisors have a duty to cooperate in AMDA's investigation of any alleged harassment. Upon completing its investigation, AMDA will communicate its findings and intended actions to the complainant and the individual accused of harassment. AMDA will take whatever corrective action is deemed necessary. Individuals found to have violated this policy may be disciplined, up to and including termination. Failing to cooperate or providing false information during an investigation



will also subject the individual to disciplinary action, including termination. Although AMDA has limited authority to discipline a non-employee harasser (such as a client, customer, contractor, vendor or supplier), it will take remedial action aimed at ensuring that the conduct stops.

RESOURCES

LOS ANGELES CAMPUS

Emergency Resources (24/7):

Law Enforcement: 911

Campus Security: [323.603.5937](tel:323.603.5937)

Resident Advisor (RA) on duty:

- Campus RA (Allview, Apartments, Bungalows, Ivar, Vine): [323.240.0771](tel:323.240.0771)
- Franklin RA: [323.240.0927](tel:323.240.0927)
- Gilbert RA: [323.829.7655](tel:323.829.7655)

24-Hour Hotlines:

National Sexual Assault Hotline*: [800.656.HOPE \(4673\)](tel:800.656.HOPE)

National Resource Center on Domestic Violence Hotline*: [800.799.SAFE \(7233\)](tel:800.799.SAFE)

Peace over Violence Rape and Battering Hotline*: [213.626.3393](tel:213.626.3393)

AMDA Resources:

Title IX Coordinator, Eve Tilley-Coulso: [323.460.3060](tel:323.460.3060), etilleycoulson@amda.edu

Assistant Director of Human Resources, Debra Walsh (for employee matters): [323.603.5919](tel:323.603.5919)

Student Services: [323.603.5960](tel:323.603.5960), LAStudentServices@amda.edu

Health and Wellness Center: [323.603.5991](tel:323.603.5991), LAHealth@amda.edu

Mental Health Counselor*, Christine Triano, LCSW: [323.603.5986](tel:323.603.5986), LACounseling@amda.edu

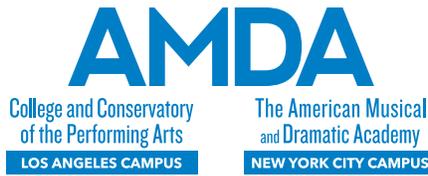
Community Resources:

Law Enforcement: [877.ASK.LAPD \(877.275.5273\)](tel:877.ASK.LAPD)

Rape and Treatment Center at Santa Monica–UCLA: [424.259.7208](tel:424.259.7208)

YWCA of Los Angeles: [1.877.Y.HELPS.U \(1.877.943.5778\)](tel:1.877.Y.HELPS.U)

**Confidential Resource*



NEW YORK CAMPUS

Emergency Resources (24/7)

Law Enforcement: 911

AMDA Security (remove from AMDA Resources section)

Stratford Arms (remove from AMDA Resources section)

Reporting an Incident (24/7 numbers)

Law Enforcement: 911

Reporting Campus Assault to New York Police: [1.844.845.7269](tel:18448457269)

New York State Hotline for Sexual Assault and Domestic Violence: [1.800.942.6906](tel:18009426906)

National Sexual Assault Hotline: [800.656.HOPE \(4673\)](tel:800656HOPE)

National Resource Center on Domestic Violence Hotline: [800.799.SAFE \(7233\)](tel:800799SAFE)

AMDA Resources:

AMDA Campus Security (24 hrs): [212.957.3391](tel:2129573391)

Title IX Coordinator, Eve Tilley-Coulson: [323.460.3060](tel:3234603060)

Director of Human Resources, Laura Wolter (for employee matters): [212.957.3373](tel:2129573373)

Stratford Arms Front Desk (24 hrs): [212.957.3370](tel:2129573370)

Reception: [212.957.3351](tel:2129573351)

Student Affairs: [212.957.3351](tel:2129573351)

Education: [212.957.3300](tel:2129573300)

Mental Health Counselor, Karly Rodriguez, LMHC: [212.787.3358](tel:2127873358), CounselorNY@amda.edu

Community Resources:

Non-Emergency: [212.767.8400](tel:2127678400)

Urgent Care Manhattan: [212.721.4200](tel:2127214200)

Bellevue Hospital Sexual Assault Response Team SAFE Center: [212.562.3435](tel:2125623435)

New York Presbyterian Hospital DOVE (Domestic and Other Violent Emergencies): [212.305.9060](tel:2123059060)

St. Luke's Roosevelt Hospital Crime Victims Treatment Center: [212.523.4728](tel:2125234728)

New York Counseling Center: [212.362.1086](tel:2123621086)