Title IX Sexual Harassment Grievance Policy

Douglas J Institute and Douglas J School of Barbering (herein known as "Douglas J Schools") is committed to maintaining a safe learning, living and working environment. This includes having an environment free from sexual misconduct.

Sexual misconduct under this policy is sex discrimination, sexual harassment and retaliation that may violate Title IX of the Education Amendments of 1972 ("Title IX").

Douglas J Schools does not discriminate on the basis of sex in its education programs or activities and is precluded from engaging in such discrimination by Title IX and its implementing regulations, 34 CFR Part 106. This prohibition also extends to Douglas J Schools' admission and employment processes.

POLICY

Reporting

Douglas J Schools encourages individuals to promptly report incidents of sexual misconduct. A report or complaint may also concern retaliation for filing a complaint or participating in an investigation. We expect that all complaints will be filed in good faith.

Reporting does not have a statute of limitations. You can report that an incident occurred at any point afterward, and it will be addressed within the ability of Douglas J Schools. Reporting is important for three reasons:

1. Douglas J Schools must fulfill its obligations under Title IX, which require an investigation and prompt remedial action;
2. Douglas J Schools must provide appropriate interim measures and resources; and
3. Douglas J Schools must fulfill its reporting obligations regarding certain crimes pursuant to the Clery Act.

Anyone can make a report by calling or sending an email or letter to the Title IX Coordinator at TitleIX@douglasj.com or 517-853-3910.

Anonymous reports

Anyone wishing to make an anonymous report of sexual misconduct can do so by calling the Title IX Coordinator at 517-853-3910. Depending on the extent of information provided by the anonymous report about the incident or the individuals involved Douglas J Schools' ability to respond to an anonymous report may be limited.

The Title IX Director will receive the anonymous report and determine any appropriate steps in light of the available information. Where there is sufficient information, Douglas J Schools will ensure that anonymous reports are reviewed and included for compliance with the Clery Act.

Consistent with Douglas J Schools' obligations under federal law, it is required to notify a student who reports having experienced sexual misconduct by another student, an educator, or a staff member, that the student has the option to report the matter to law enforcement, to Douglas J Schools, to both, or to neither, as the student may choose.

Reporting - Mandatory

The staff and educators at Douglas J Schools are considered Responsible Employees and are obligated to promptly report incidents of sexual misconduct. Consistent with Douglas J Schools' obligations under federal law, it is required to notify a student who reports having experienced sexual misconduct by another student, an educator or a staff member, that the student has the option to report the matter to law enforcement, to Douglas J Schools, to both, or to neither, as the student may choose. Regardless of what course of action the student chooses,

Douglas J Schools' educators and staff who know of or have received information about a sexual misconduct or potential sexual misconduct incident that occurred on campus, in a program, or at a school-sponsored event, must promptly report that incident to the Title IX Coordinator so that Douglas J Schools can fulfill its institutional obligations. When in doubt, report it.

Keep in mind that all of types of sexual misconduct are traumatic experiences, causing a mixture of emotions (fear, anxiety, anger, depression, guilt). Your response and support can make a big difference.

Confidentiality and Privacy

In light of this mandatory reporting requirement, it is important for educators and staff to know that if a student reports an incident to you, you cannot promise confidentiality and should inform the student that you are required to report the incident to the Title IX Coordinator. Once reported, for the privacy of the parties involved, it should not be discussed with anyone else.

Reports and information regarding an incident will only be shared with the necessary parties involved in the Title IX investigation process. Investigators are not legally bound to confidentiality; however, they are required by Douglas J Schools to remain discreet and to respect the privacy of any and all individuals involved in the Title IX process.

Investigation

Douglas J Schools is still obligated to investigate, even where the student chooses not to report or where the student is unwilling or reluctant to participate in an investigation. Douglas J Schools will proceed in a way that takes into account the concerns of the student survivor/victim and its responsibility to provide a safe and non-discriminatory environment to the entire campus community.

Confidential Resources

Confidential resources are available for those involved in a Title IX investigation and/or hearing. These individuals are required by either law or their own governing body to keep shared information confidential. Some individuals who act as confidential resources in their roles are:

- Medical providers
- Mental health providers (e.g. counselors, therapists, and clinical psychologists)
- Ordained clergy/pastoral ministers (or similar)
- Rape crisis counselors and advocates

These individuals will not share this information with anyone unless they believe the person is a threat to themselves, to those around them, or if they are suspected of abuse of children under the age of 18. Otherwise, they are prohibited from breaking confidentiality without written permission from the individual seeking services.

Supportive Measures

Supportive measures are non-disciplinary, non-punitive, individualized services offered as appropriate, as reasonably available, and without fee or charge, to the complainant or the respondent involved in an alleged incident of sexual misconduct, before or after the filing of a complaint or where no complaint has been filed.

Supportive measures are designed to restore or preserve access to a party's education without unreasonably burdening either party; to protect the safety of all parties and Douglas J Schools' educational environment, and to deter sexual misconduct.

Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work locations, increased security and monitoring of certain areas of campus, and other similar measures.

In fairly assessing the need for a party to receive such measures, Douglas J Schools will not rely on fixed rules or operating assumptions that favor one party over another, nor will it make such measures available only to one party.

The measures needed by each student may change over time, and the Title IX Coordinator will communicate with each student to ensure that any supportive measures are necessary and effective based on the students' evolving needs.

Title IX Coordinator

The Title IX Coordinator at Douglas J Schools is

Jenny Perzanowski
Executive Director of HR & Compliance
Douglas J Institute
331 East Grand River Ave., Suite 255
East Lansing, MI 48823

517-853-6967
TitleIX@douglasj.com

PROCEDURE

The goal of each investigation is to:

- seek the truth;
- maintain a compassionate and sensitive approach to all;
- be fair, impartial, reliable and thorough;
- preserve the dignity of all parties; and
- maintain professionalism and consistency in the process, procedures and communications.

Confidentiality/privacy is very important. All parties, witnesses and persons reporting are requested to maintain the confidentiality of the complainant and respondent and are encouraged not to discuss an investigation with other witnesses or persons.

Amnesty for alcohol and other drug use: An individual who reports sexual misconduct, as either a complainant or a witness, will not receive disciplinary action by Douglas J Schools for using alcohol or other drugs around or during the incident.

With every investigation, the burden is on Douglas J Schools, not on the parties, to gather sufficient evidence to reach a fair, impartial determination as to whether sexual misconduct has occurred and, if so, where a hostile environment has been created that must be redressed. Douglas J Schools will make every effort to ensure that there are no actual or perceived conflicts of interest and biases for or against any party; will make every effort to ensure that institutional interests do not interfere with the impartiality of the investigation; and will make every effort to ensure that sex or gender-based stereotypes or generalizations will not be used.

All investigations conducted at Douglas J Schools will be done by a trained investigator who will analyze and document the available evidence to support reliable decisions; objectively evaluate the credibility of parties and witnesses; evaluate all available evidence, including evidence that is both favorable and unfavorable to both the complainant and the respondent, and take into account the unique and complex circumstances of each case.

All rights or opportunities that Douglas J Schools makes available to one party during the investigation will be made available to the other party on equal terms.

Once Douglas J Schools decides to open an investigation that may lead to disciplinary action against the responding party, it will provide written notice to the responding party of the allegations constituting a potential violation of Douglas J Schools' sexual misconduct policies, including sufficient details and with sufficient time to prepare a response before any initial interview.

Each party will receive written notice in advance of any interview with sufficient time to prepare for meaningful participation.

The investigation will result in a written report summarizing the relevant evidence, with findings of fact and conclusions as to whether the facts support a finding of responsibility for violation of the relevant policy. The parties will be given an opportunity to respond to the report in writing for the purpose of correcting what he/she believe may be inaccuracies with regard to the evidence provided.

Douglas J Schools prohibits the issuance of differing reports to complainants, respondents, and administration and instead requires that identical reports be issued to them.
In all Title IX investigations, Douglas J Schools prohibits the use of medical experts that have an actual or apparent conflict of interest.

If it is determined that there is sufficient evidence, based upon the preponderance of the evidence standard, that a violation has occurred, the matter will then proceed under the Student Code of Conduct process (where the offender is a student) or under the established Human Resources process (where the offender is an educator or staff member). All parties are guaranteed appropriate due process under either of these two procedures, which includes having access to the case file before any informal or formal hearing.

Douglas J Schools will provide written notice of the outcome of disciplinary proceedings to the reporting and responding parties at the same time, along with notification of any applicable appeal rights.

In addition, the Title IX Coordinator will take appropriate steps to address any violation of school policy/Title IX by a contractor, vendor, partner, or other affiliate engaged in sexual misconduct, up to and including termination of that contractor, vendor, partner or other affiliate.

TRAINING

The Title IX Coordinator received training, and will receive annual training, as outlined on the website, which to date include:

- Title IX & Clery Act Annual Training, sponsored by DL Training Solutions, LLC (September 2023)

- Complying With The Clery Act And Title IX How to Evaluate Your Sexual Assault Prevention Program's Compliance with Federal Law, sponsored by Vector Solutions (June 2022) NOTE: This is an on-line course; materials not available.

- Title IX Amendments - Title IX Proposed Regulations, provided by U.S. Department of Education (June 2022)

- Update on Court Ruling About the Department of Education's Title IX Regulations, email provide by U.S. Department of Education (August 2021)

- Questions and Answers on the Title IX Regulations on Sexual Harassment, provided by U.S. Department of Education Office for Civil Rights (July 2021)

- Questions and Answers Regarding the Department's Final Title IX Rule, provided by U.S. Department of Education Office for Civil Rights (September 2020)

- Training on Title IX Regulations (and Clery), sponsored by Wayne State University (August 2020)

- New Rules for Higher Education Title IX Sexual Misconduct Response, sponsored by EducationAdminWebAdvisor (May 2020)

- ED's New Title IX Rule: A Detailed Examination, sponsored by Thompson Coburn LLP (May 2020)

The Institute Director, Student Services Coordinator, and education team receive training upon hire and annually on the issues related to domestic violence, dating violence, sexual assault, and stalking and how to conduct an investigation and hearing process that protects the victims and promotes accountability.

KEY TERMS AND CONCEPTS

The following definitions are based upon policy and will be used for all administrative proceedings where a report has been made.

Complainant	An individual who is alleged to be the victim of conduct that could constitute sexual harassment. The complainant must be participating in or attempting to participate in the education program or activity of Douglas J Schools.
Respondent	An individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.
Coercion	Coercion includes threatening to break up with someone, spread rumors about them, share private photos of them, or any other attempt to verbally control them. Trying to wear someone down by repeatedly asking until they say yes is a form of verbal coercion. Agreeing to engage in sexual activity due to coercion is not consent.
Sexual Violence	An all-encompassing, non-legal term that refers to crimes like sexual assault, rape, and intimate partner violence.
Sexual Assault	• Any intentional, unconsented, unwelcome physical contact or threat of unwelcome physical contact or attempt thereof, of: (a) an intimate body part of another person, such as a sexual organ, (b) any body part of another person with one's sexual organs, or (c) any part of another person's body with the intent of accomplishing a sexual act; or • Unwanted, inappropriate undressing of another person, or purposeful exposure of one's genitals to another without their consent; or • Forcing, or attempting to force, any other person to engage in sexual activity of any kind without their consent; or • Any behavior that is proscribed as "criminal sexual conduct" under the applicable State Penal Code, even if criminal charges

	have not been brought against the individual alleged to have engaged in such behavior.
Sexual Harassment	Unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct or communication of a sexual nature when: • Submission to such conduct or communication is made a term or condition either explicitly or implicitly to obtain employment, public accommodations or public services, or education. • Submission to or rejection of such conduct or communication by an individual is used as a factor in decisions affecting such individual's employment, public accommodations or public services, or education. • Such conduct or communication has the purpose or effect of substantially interfering with an individual's employment, public accommodations or public services, education, or creating an intimidating, hostile or offensive employment, public accommodations, public services, or educational.
Relationship (Domestic, Dating, or Intimate Partner) Violence	This refers to a pattern of behavior in which one person attempts to control another person through threats or use of physical, sexual, verbal or psychological abuse. It applies to the following relationships: • Spouse or former spouse; • Dating relationship or former dating relationship; • Child in common; or • Resident or former resident of the same household. This form of violence includes mental and emotional abuse or control as well as physical violence. If you or someone you know has a partner who is engaging in these behaviors, please seek help.

Warning signs that a relationship may be unhealthy or even abusive:

- Isolation; if one partner is trying to cut-off the other from their family and friends
- If one partner uses put-downs, insults, or threats to control the other person
- Using threats of self-harm or suicide to control the other person
- Attempts to control what the other person is wearing, who they're with, or where they go
- Constantly calling, messaging or texting a partner when unwanted to control them
- Sexual violence of any form
- Any form of physical violence or threat of violence (e.g. grabbing, pushing, shoving, hitting, slapping, scratching, hair pulling, etc.)

Stalking

A pattern of repeated or continuing harassment of another person without consent – that would cause a reasonable person to feel terrorized, frightened, harassed, threated or intimidated and actually causes the person to feel any of those things.
This can include following a person; appearing at a person's home, class, or work; continuing to contact a person after receiving requests not to; leaving written messages, objects, or unwanted gifts; vandalizing a person's property; photographing a person; and other threatening, intimidating, or intrusive behavior.

Douglas J Schools recommends victims of stalking to obtain a Personal Protection Order (PPO).

Retaliation:	Taking an adverse action against a person as a result of that person filing a complaint or participating in the investigation of a complaint. Retaliation can take the form of any adverse action against a student in a class, a clinic, an event, or online. Retaliation is prohibited by Title IX and by Douglas J Schools' policy.