

SECURITY POLICY AND PROGRAMS 2024



SECURITY POLICIES, PROCEDURES AND PROGRAMS

Taylor Business Institute is committed to providing a safe and secure environment for all members of the campus community. Our goal is to ensure that standard security procedures are in place to represent the best practices in the field to provide a safe and secure environment for our academic community.

The information given below discloses the policies and procedures regarding campus security at Taylor Business Institute. This information complies with the Federal, State and Local statutes and the Crime Awareness and Campus Security Act of 1990 (amended in 1998).

How to Report a Crime or Emergency

By Federal law, all criminal actions, accidents, injuries, or other emergency incidents occurring on campus and in the vicinity of the campus must be reported to the President of the College and to appropriate outside agencies **immediately**:

- Situations that pose imminent danger or while a crime is in progress, should be reported to a 911 dispatcher from any campus phone or cell phone. Keep in mind that the individual making the call from a cell phone will need to provide the address where the emergency has occurred. Studies show that if police can respond within two minutes there is a good chance that any perpetrators involved will be apprehended, but the odds quickly decrease with each passing minute.
- Students, staff, and visitors should report criminal actions, accidents, injuries, or other emergency incidents to one of the following individuals:

To: Mr. Rakesh Kumar
Chief Academic Officer
29 E. Madison St, LL
Chicago, IL 60602
rakesh.kumar@tbiil.edu
(312) 658-5100

To: Ms. Florence Davis
Safety & Security Coordinator
29 E. Madison St, LL
Chicago, IL 60602
florence.davis@tbiil.edu
(312) 658-5100

Students, staff, and visitors must report criminal actions, accidents, injuries, or other emergency incidents to one of the following individuals listed above.

Incident Reporting Form and Procedure:

- Anonymous and confidential incident reports can be made by filing Incident Report Form available from the Safety & Security Coordinator.
- An Incident/Injury Report must be completed by the individual(s) reporting the occurrence and signed by the campus staff receiving the report. A copy of this report will be filed in the office of the Safety and Security Coordinator. All Incident/Injury Reports will remain confidential. Victims of crimes may also report the crime by contacting a designated security authority who will submit the incident report on their behalf. Reporting these crimes is essential, however, for the administration to be able to monitor and address security risks to our campus community, every effort will be made to preserve confidentiality.

- All suspected criminal actions or gang activity are to be immediately reported to the Police Department. The administration will provide the individual(s) reporting the incident with means to contact the Police Department.
- In many cases, a representative from the Police Department will visit the site and interview the individual(s) reporting the incident, appropriate school personnel, and any possible witness to the crime. If the incident is not serious, the individual will have the option to go directly to the Police Department and file a report at the station. An investigation/prosecution will be determined by the Police Department or other appropriate law enforcement agencies.
- If a student or employee is suspected of committing a criminal act, he/she may be suspended temporarily from school/work. If a student or employee is convicted of a crime, he/she may be terminated from training and/or employment with the institution.
- Any student that is the victim of stalking or has a restraining order against another individual (whether that individual is also a student or member of the campus community) is highly encouraged to notify campus security of the threat and to provide a copy of the restraining order so that it may be enforced, if necessary.

Location of Employee/Student Handbook

- Detailed emergency procedures are outlined for staff in the **Employee Handbook**. This information is available to students in the **Student Handbook** available in the Education Office.
- **Incident Investigation Process**
Once an Incident Report is filed, a copy of it is forwarded to the Campus President, who will designate the appropriate individuals to perform one or more of the follow-up procedures:
 - Police Report obtained
 - Injury report completed and filed
 - Interview witnesses
 - Conduct other elements of investigation both internal and external
 - Initiate disciplinary actions
 - Determine additional procedures
 - Document incident disposition
 - Informing appropriate campus staff of the incident

Building Security

TBI is a private institution and reserves the right to restrict access and movement of staff, students, visitors, and others who are conducting business on site. The campus is accessible to members of the TBI community and visitors during normal business hours Monday through Friday from 8am – 5pm. When needed the college may schedule special events on Saturdays. TBI is located at 29 E. Madison Street in Chicago, Illinois. The 29 E. Madison building has 24-hour security Monday through Friday. Access to the school during non-business hours is restricted and requires ID and signature for entry. A Request form must be completed and approved.

TBI asks that visitors and members of the college community remain aware of their surroundings and avoid circumventing policies that are meant to preserve a person's safety and that of others. In that regard, please observe the following:

- Do not prop doors or allow strangers into campus space that has been secured.
- Do not lend keys to unauthorized individuals and do not leave them unattended
- Do not give access codes to anyone that does not belong to the campus community

Keys and access codes to the offices, labs, and classrooms on campus will be issued to employees on an as needed basis and after receiving the proper authorization. Each department supervisor is responsible for assuring his/her area is secured and locked.

Employees must adhere to policies stated in the Employee Handbook regarding unauthorized access to school facilities, theft of, or damage to, school property, or other criminal activity. Violation of these policies may lead to termination.

Employees must adhere to policies stated in the Employee Handbook regarding unauthorized access to school facilities, theft of, or damage to, school property, or other criminal activity. Violation of these policies may lead to termination.

Students must adhere to the Student Conduct and Discipline policies listed in the school catalog and Student Handbook, which include statements regarding theft of, or damage to school property, and any other criminal activity that occurs within campus buildings or on the grounds. Violation of these policies may lead to permanent suspension.

All individuals entering the building, who are not current students or staff, must check in with the front desk receptionist on the Lower Level. All visitors must also obtain a visitor's pass from the reception desk. During this time following the Covid19 Pandemic employees, students, staff and visitors entering the campus space will have the option to wear masks, observe social distancing, and practice safe hygiene as issued by CDC. Masks are available at the receptionist's desk.

Employee and student identification cards may be used to verify the identity of people suspected to be in the building without permission.

TBI does not maintain residence housing, therefore there are no policies regarding campus residences. Security is also a consideration in maintaining campus facilities. For example, maintenance personnel regularly check to ensure pathways are well-lit and that egress lighting is working in hallways and stairwells. Doors can also be locked to prevent entry. TBI also uses a key system that controls access and prevents unauthorized persons from accessing certain areas.

Building Lock-downs

In the event of imminent danger members of the campus community and designated to leave the safety of the facility the following procedures will be followed:

- Campus security authorities determine that there are precautionary reasons to order a lock-down will give the command via verbal and text phone messaging
- Campus staff will lock exterior entrances
- Students and staff are to remain in the classrooms while students and staff that were in common areas will proceed to the closest classroom. Each faculty member will make certain that their classroom remains secure, with classroom doors closed and lights turned off.
- No one should be allowed access to the school once it has been secured, compromising the safety of those inside.
- All individuals should stay away from doors and windows, be silent, and keep movement to a minimum.
- Building occupants are free to leave the location they were in ONLY when faculty, police and/or staff gives the "all-clear" signal

Building Evacuations

Some emergency situations require building occupants to exit the building to ensure their safety. In the event an evacuation is ordered, the following procedures will be followed:

- Staff and students should proceed to the nearest exit making sure they have collected their essential belongings, as they may not be allowed back into the building once it has been evacuated.
- Faculty/staff in each classroom will ensure that any individuals that need special assistance are aided in safely exiting the building.
- Students and staff should shut off any equipment they are working on and if possible un-plug electrical connections from outlets ONLY if time permits

- Faculty and staff must proceed with students to a safe area outside the building and shall account for all of the occupants there.
- Staff and students should remain outside the building and wait for further instructions from the campus security authorities.

Campus security and Safety Enforcement

Taylor Business Institute encourages students and staff to promptly report any suspected criminal activity to the Administration Office and the Campus Safety and Security Coordinator. However, TBI maintains an “open door” policy between all staff and students encouraging open communication between students and their instructors, advisors, and other personnel. Therefore, students should never feel intimidated, embarrassed, or uncomfortable about reporting a suspected crime to any member of the TBI staff. If a suspected crime is reported to a staff or faculty member by a student, staff or faculty member may accompany the student to the Safety and Security Coordinator to report the incident. The Safety and Security Coordinator will then, if necessary, encourage the student to report the crime to the appropriate police agencies, and will provide the student with the means to do so.

Campus security authorities are responsible for not only responding in the event of a crime or emergency, but to look for opportunities to deter and/or prevent crime. To improve safety on campus, ensuring the community is aware of prevention services and to reduce the incidents of crime, campus personnel may also provide the campus community with the following services:

- Respond to police, fire and emergency medical personnel
- Investigate incident reports and suspicious activities
- Prepare follow-up reports and suspicious activities
- Prepare follow-up reports and document activities and results
- Assist victims of crime by providing resources and referrals
- Make recommendations in cases of disciplinary action
- Monitor campus for signs of intrusion, robbery, vandalism, and safety hazards
- Comply with federal, state, and local regulations regarding the release of information
- Assist with sick/injured
- Provide security consultation to students and staff
- Present crime awareness and prevention program information
- Inform campus community of imminent danger
- Enforce regulatory standards for student safety and campus security

Communications

Students and staff are advised of the administrative “open door” policy, to encourage open communication and the need to report any suspected criminal activity immediately to campus authorities with no threat of personal repercussions or judgements. In the event of an emergency, the people to be in contact with, are:

- Dean of Academic Affairs
- Safety and Security Coordinator
- In an extreme emergency any employee of the school

Security and safety procedures are discussed with new students during orientation along with annual reviews for the continuing students and staff within each individual department of the school. This includes encouraging students to be alert to security situations and to assist the school in preventing crimes from occurring through awareness and communication. Students are highly encouraged to develop and present their own crime prevention programs to other students and staff.

In addition to the orientation procedures described above, the employees and students are informed about the prevention of crimes through written communication from school management, via campus postings, email distribution, or internet posting. Students and staff are encouraged to report suspicious behavior, and to file a report immediately with the school administration if they have been a victim of, or a witness to, criminal behavior. (See **Exhibit 1**).

Timely Warnings and Hazard Communications

Campus Safety and Security Coordinator will openly share crime information with the public whenever possible and legal to do so, in the interest of public safety.

In the event of severe weather or on-going threat, the campus security authorities will make public reports using a combination of the following methods to warn, depending on relevance and applicability, members of the campus community:

- Press Releases
- Crime Advisories
- Campus web pages
- Local Media-newspapers, radio, television, broadcasts
- Posting on campus
- Text Messaging
- Individual distribution
- Class announcements

Responsibilities of the Student

Taylor Business Institute expects students to uphold standards of personal behavior and integrity that are in harmony with the mission of the institution: to observe local, state, and federal laws, to respect the rights, privileges, and property of other people, to be conscience of the campus community and the well-being of fellow students and college staff.

The following Code of Conduct details the responsibilities that all students agree to uphold as outlined in the Catalog appendices and Student Handbook:

- To comply with all safety and health requirements of the school, local, state, and federal laws.
- Not to act in such a manner as to bring unfavorable criticism upon the school, staff, or any fellow student.
- Not to remove from the school any supplies, textbooks, equipment, or property of the school without written permission from one of the school's administrators.
- Not to sell to or offer to sell to any student any commodities or services without written permission of the school administration.
- Not to interfere with the learning process of other students, classroom presentation, or individual instruction being conducted in any class or session of the school and to refrain from any form of cheating or unprofessional conduct.
- To refrain from using profane or abusive language while on the school premises or during any school function.
- Misuse of safety equipment, false bombs or fire alarms, or misinforming safety or security personnel.
- Furnishing false information or academic credentials with the intent to deceive or mislead college officials in making admissions, scholarship, and financial aid determinations on the student's behalf.
- To refrain from bringing any weapon on school premises. A weapon includes any type of firearm, knife, switchblade, bomb, or incendiary devices.
- Never to enter or attempt to enter or be upon any school property or to engage in any school function while under the influence of alcohol, drugs, or narcotics of any kind.

- To cooperate fully with the school's staff and instructors, to successfully conclude the selected program or course within the scheduled training program.
- To comply with the requests of the instructor relating to student conduct and the student dress code as stated in the student handbook.
- To refrain from any disorderly, indecent, or obscene conduct or expression of sexual harassment.
- Falsification, distortion, or misrepresentation of information before a college official.
- To refrain from any type of rioting, including aiding, abetting, or inciting riot.
- Physical abuse, verbal threats, bullying, or intimidation directed toward other students, staff, or campus visitors.
- Any activity involving Taylor Business Institute's computing resources which knowingly interferes with someone else's academic freedom of rights to privacy, the institution's goals and policies, local state, or federal laws.
- To comply with the rules and regulations as set forth in the school's catalog or otherwise distributed to students.

Failure to comply with any of the foregoing requirements:

- This shall be cause for immediate termination of the student as such, without further obligation or liability on the part of the school or any of its staff, or instructors, except compliance with the state refund policy.
- Failure to maintain these standards may be documented as student disciplinary records, which are maintained by the Dean of Academic Affairs, incompliance with the Family Educational Rights and Privacy Act (FERPA) of 1973, the Higher Education Act amendments, and Taylor Business Institute's Student Rights and Responsibility policies.
- A faculty member may also request the student remove themselves from the classroom for that class period. The faculty member shall immediately file an incident report. Permanent removal is handled through disciplinary hearings and procedures. The Dean of Academic Affairs and President of the College may also expel students exhibiting severe behavioral problems, or those that pose a safety or security threat the members of the campus community.
- College disciplinary proceedings may be instituted against a student charged with violation of a law that is also a violation of this Student Conduct Code.
- Any person may file a written complaint against a student's misconduct or threatening behavior to the Safety & Security Coordinator or anonymously on an Incident Report (see Exhibit 1). All student complaints will be investigated by designated campus security personnel. An incident report form may be obtained from the reception desk, education office or from the Safety & Security Coordinator's office. All complaints must be filed with the Safety & Security Coordinator.

Disciplinary Actions

Any student who is the subject of a formal complaint or disciplinary proceeding is subject to the following:

- The Safety & Security Coordinator will notify campus security staff and any other relevant members of the faculty or administration of a potential threat posed by the student. The committee will meet to discuss disposition and determine the appropriate course of action.
- If the committee finds there is a need for precautionary measures or corrective action, they may bring formal charges against the student for code of conduct violations.
- The student may be notified of the charges made against him or her, depending on potential consequences and severity of claims.
- The campus security personnel may perform an investigation of the complaint to determine merit and will determine further disposition of the claim.
- In the event of disciplinary hearings, the safety & security coordinator will follow the steps as outlined in the school's Grievance procedures as stated below:

Grievance Policy

There may be times when a student has a complaint or grievance concerning a problem experienced at Taylor Business Institute that he or she may believe cannot be satisfactorily resolved through ordinary channels. In such instances, the student may wish to file a written grievance regarding the matter.

The grievance process involves the following steps:

- **Step One**
The student should first request a conference with the faculty or staff member who is directly involved in the matter. The student and the faculty/staff member should discuss the issues and seek a resolution.
- **Step Two**
If a mutually satisfactory resolution cannot be reached through a direct conference, the aggrieved party should request a conference with the employee's immediate supervisor or the appropriate program dean.
- **Step Three**
If it is an education matter and a conference with the program dean fails to result in a resolution satisfactory to all concerned parties, the aggrieved party may seek a resolution from the Dean of Academic Affairs.
- **Step Four**
If, after all the above steps have been completed and the grievance is still not satisfactorily resolved, the aggrieved party may present all facts relevant to the grievance in writing to the President of the college. This step must be completed within 48 hours or receipt of the supervisor's opinions in Step Three.

Within 24 hours of receipt of a written grievance, the President will schedule a Grievance Committee Hearing and notify all parties concerned. The Committee will consist of the President or her designee and two staff or faculty members not involved in the matter in question.

All people directly involved, or their representatives, must be present at the hearing. Both parties will be given the opportunity to discuss the grievance at that time. The Grievance Committee will then excuse the parties and immediately review the rules on the case. The decision of the Committee will be communicated to those involved in the grievance within 48 hours. The Committee decision will be final.

While TBI does its best to resolve issues of concern to students, students who remain unsatisfied after exhausting their remedies with TBI may elect to seek resolution with appropriate external bodies. These include the state licensing and approval bodies, the institution's accrediting body, or the U.S. Department of Education.

The Higher Learning Commission (HLC) provides complaint procedures for the filing of complaints against accredited institutions. HLC requires that the complaint has exhausted all complaint and grievance procedures provided under institutional policy before registering a complaint with HLC. Should such a complaint be filed, HLC will review the matter to determine whether there may have been any violation of its criteria and/or standards and can act only if determined that there has been such a violation. HLC can be contacted at:

230 S. LaSalle Street
Suite 7-500
Chicago, IL 60604
(800) 621-7440

Further, if the student is not satisfied with any of these outcomes, he or she may also appeal to the Illinois Board of Higher Education (IBHE):

IBHE

1 North Old State Capitol Plaza, Suite 333

Springfield, IL 62701

(217) 782-2551

<http://complaints.ibhe.org/>

Fire Safety

For the safety and well-being of our campus community, it is imperative that all students, guests, and staff follow the fire prevention guidelines and evacuation procedures that are outlined below:

TBI provisions for fire incidents include:

Prevention and Protection

- Be familiar with fire safety regulations and fire exit routes. This information is displayed throughout the building.
- Be conscientious when working with or around flammable substances and use appropriate precautions.
- Always ensure that all entrances and exit routes remain clear of obstacles and are well lit.
- Fully participate in fire drills as directed. Failure to evacuate the building during a drill may subject you to arrest!

Reporting of Fires

- Dial 911 for any fire that is not immediately extinguished
- Report campus fires to the Campus Safety & Security Coordinator

Response

- Be familiar with evacuation procedures. Note evacuation routes posted in each classroom, office, and common areas.
- Bring your belongings! Even if it is “only a drill”, you may not be allowed back in the building to retrieve your phone, car keys, or purse for several hours.
- You are responsible for ‘checking in’ in the designated area with your faculty member.
- You may not re-enter the building until the all-clear signal is sounded by the fire department, nor may you leave the premises unless given permission by the President of the College.

Arson and Vandalism

These are serious crimes and will not be tolerated. Rendering inoperable or abusing any fire prevention or detection equipment is prohibited and subject to severe disciplinary sanctions and fines, as well as possible charges filed with law enforcement authorities.

Taylor Business Institute’s Policy on Weapons/Usage and Possession

- TBI’s policy is to provide a safe work/learning environment for all. This policy applies to all employees, temporary workers, students, visitors, customers, and contractors on college property, regardless of whether or not they are licensed to carry a concealed weapon.
- No employee or visitor may enter Taylor Business Institute property with any type of weapon. This includes visible and concealed weapons, even those for which the owner has obtained the necessary permits. While this list is not all inclusive, weapons include firearms, knives, and explosive materials, or any other objects that could

be used to harass, intimidate, or injure another individual. Mace, pepper spray and other protective devices are considered contraband and must be reported to a college administrator, Persons who carry these devices without permission will be in violation of this policy and will be subject to discipline, up to an including termination.

- Any employee who determines or speculates that an employee, student, or visitor is carrying any kind of weapon should notify a college administrator immediately. Individuals should not, under any circumstances, attempt to disarm another employee or visitor.
- The only exceptions to this policy are police officers in the execution of their duties, security guards, or other persons who have been given written consent by the College to carry a weapon on the property.
- Instructors who are active members of a law enforcement agency and authorized by that law enforcement agency to carry a weapon, must secure their weapons in their vehicles or, if the campus has a weapons locker, in the campus weapons locker. Unless they have the written permission of the President of the College, such instructors shall not carry their weapons within any classroom or in any other part of the campus building.
- Employees who threaten another employee, supervisor, visitor, customer, or student with a weapon will be terminated and students who threaten another student or College staff member will be expelled. Those in violation of this policy will be asked to leave the premises immediately. Local law enforcement authorities may also be notified of possible criminal prosecution.

Convictions

Any active student who is convicted of an off-campus violation of a controlled substance statute, as defined by law, whether it is local, state, or federal, is required to report each violation to the Chief Security Office or the authorized administrator within **5 days** of conviction.

Campus Sexual Assault Victims' Bill of Rights

The *Campus Sexual Assault Victims' Bill of Rights* was signed into law by President George Bush in July of 1992. This law requires that all colleges and universities participating in federal student aid programs afford sexual assault victims certain basin rights. The *Campus Sexual Assault Victims' Bill of Rights* exists as part of the campus security reporting requirements, commonly known as the Jeanne Clery Act.

Federal and state laws entitle sexual assault victims to the following rights:

- Survivors shall be notified of their options to report or not report the alleged incident to the institution, law enforcement or both.
- The accuser and accused must have the same opportunity to have others present throughout disciplinary proceedings.
- Both parties shall be informed of the outcome of any disciplinary proceedings.
- Survivors shall be notified of options for changing academic and living situations.

Taylor Business Institute's Dating Violence, Domestic Violence, Sexual Assault, and Stalking Processes and Procedures

TBI prohibits the offenses of dating violence, domestic violence, sexual assault, and stalking. For reporting crime statistics in this Campus Security report, the following federal definitions of dating violence, domestic violence, sexual assault, and stalking are used.

Dating violence is violence committed by a person who is or has been in a social relationship or a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition, dating violence includes, but is not limited to,

sexual or physical abuse of the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

Domestic violence is a felony or misdemeanor crime of violence committed by a current or former spouse of intimate partner of the victim, by a person with whom the victim shares a child in common by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Sexual assault is an offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting program. Rape is defined as the penetration, no matter how slight, of the vagina or anus with any body part or object or oral penetration by a sex organ of another person without the consent of the victim. Fondling is defined as the touching of the private body parts of another person for the purpose of sexual gratification without the consent of the victim, including instances where the victim is incapable of giving consent because of the student's age or because of the student's temporary or permanent mental incapacity. Incest is defined as sexual intercourse between people who are related to each other within the degrees wherein marriage is prohibited by law. Statutory rape is sexual intercourse with a person who is under the statutory age of consent.

Stalking is engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for a person's safety or the safety of others or to suffer substantial emotional distress.

Corresponding definitions for these crimes in the state of Illinois are as follows:

Any person who physically assaults (which includes but is not limited to hitting, choking, kicking, shoving, raping, destruction of personal property), threatens, harasses, exploits, neglects, deprives, intimidates dependents, stalks, or interferes with the personal liberty of another family or household member has broken the Illinois domestic violence law. Under Illinois law, family or household members include people who are dating or engaged or used to date, including same-sex couples.

A person commits criminal sexual assault if the person commits an act of sexual penetration and uses force or threat of force; knows that the victim is unable to understand the nature of the act or is unable to give knowing consent; is a family member or the victim and the victim is under 18 years of age, or is 17 years of age or over and holds a position of trust, authority, or supervision in relation to the victim and the victim is at least 13 years of age but under 18 years of age.

A person commits stalking when they knowingly engage in a course of conduct directed at a specific person and they know or should know that this course of conduct would cause a reasonable person to fear for their safety or the safety of a third person or suffer other emotional distress. A person commits stalking when they, knowingly and without lawful jurisdiction, on at least 2 separate occasions follows another person or places the person under surveillance or any combination thereof and at any time transmits a threat of immediate or future bodily harm, sexual assault, confinement, or restraint and the threat is directed towards that person or a family member of that person or places that person in reasonable apprehension of immediate or future bodily harm, sexual assault, confinement, or restraint to or of that person, or a family member of that person. A person commits stalking when they had previously been convicted of stalking another person and knowingly and without lawful justification on one occasion follows that same person or places that same person under surveillance and transmits a threat of immediate or future bodily harm, sexual assault, confinement, or restraint to that person or a family member of that person.

Consent is an informed, affirmative decision made freely and actively by all parties to engage in mutually acceptable sexual activity. Consent is given by clear words or actions and may not be inferred from silence, passivity, or lack of verbal or physical resistance alone. A person's manner of dress does not constitute consent. Existence of a current or previous dating, marital, and/or sexual relationship is not sufficient to constitute consent to additional sexual activity. A person's consent to engage in sexual activity with one person does not constitute consent to engage in sexual activity with another. A person can withdraw consent at any time. A person cannot consent to sexual activity if that person is unable to understand the nature of the activity or give knowing consent due to circumstances, including without limitation, the following: the person is incapacitated due to the use or influence of alcohol or drugs; the person is asleep or unconscious, the person is under age, or the person is incapacitated due to a mental disability. Consent to one type of sexual activity does not imply consent to other types of sexual activity. Someone who is unconscious, asleep, or otherwise mentally or physically incapacitated, whether due to alcohol, drugs, or some other condition, cannot give consent. Consent cannot be obtained by force, intimidation, threat, coercion, isolation, or confinement. Agreement obtained under such conditions does not constitute consent.

Taylor Business Institute sponsors educational programs to prevent and promote the awareness of rape, acquaintance rape, dating violence, domestic violence, sexual assault and stalking. Primary prevention and awareness programs are presented for incoming students and new employees. Programs include employee orientations, student orientations and annual training presentations. Ongoing prevention and awareness campaigns are also offered for continuing students and employees.

One of the most effective methods of preventing sexual assault is bystander intervention. Bystander intervention refers to safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene in situations of potential harm when there is a risk of domestic violence, dating violence, sexual assault, or stalking. There are a variety of ways to intervene. Some of them are direct, and some of them are less obvious to the perpetrator. Options include:

- Stepping in and asking if the person needs help
- Getting support from people around you if you witness sexual violence. You do not have to act alone.
- Distracting the perpetrator so there's time to intervene.
- Being respectful, direct, and honest when intervening.
- Taking steps to curb someone's use of alcohol before problems occur.
- Call 911 when the situation warrants.

Common sense, situational awareness, and trusting your instincts will reduce the risk of sexual assault. The tips below may help decrease the potential chance of sexual assault.

- If you consume alcohol, do so in moderation. Know your alcohol limits.
- Do not leave your beverage unattended, take your drink to the restroom with you.
- Never drink a beverage that has been given to you by someone else or taken from a communal alcohol source, like a punch bowl.
- If you go on a date with someone you do not know very well, tell a close friend what your plans are.
- Make sure your cell phone is with you and charged and that you have extra money to get home. Have a plan for someone you can call if you need help.
- If you get a bad feeling about a location or a person, leave the situation immediately and go to a safe place.
- When you go to a party, go with a group of friends. Arrive together, watch out for each other, and leave together.
- Always be alert and aware of your surroundings.

- Don't be afraid to ask for help in situations where you feel unsafe.
- Travel, work or park in well-lighted areas after dark and with a friend whenever possible.
- Keep the doors to your home, residence room, and car locked.

Procedures for reporting dating violence, domestic violence, sexual assault, and stalking are the same as for any other crime. Third parties, bystanders, and students or employees who witness or are the victim of a dating violence, domestic violence, sexual assault, or stalking offense regardless of where the incident occurred should report the offense in a timely manner to a college official either in person or by phone at (312) 658-5100. The student has the option to report to the Title IX Coordinator or a Campus Security Authority. The individual also has the option of reporting the incident to local law enforcement and a sexual assault crisis center. Any individual may make an anonymous report concerning an act of sexual assault, sexual misconduct, or relationship violence. The written report can be submitted to the Title IX Coordinator without disclosing one's own name, identifying the accused, or requesting any action.

Florence Davis is the Title IX Coordinator. The Title IX Coordinator oversees the College's response to reports and complaints that involve possible sexual violence and evaluates requests for confidentiality.

Campus Security Authorities include the Administration and the Dean of Students. Campus Security Authorities are required to submit a report for statistical purposes. Their report can be submitted without identifying victims.

Reports of dating violence, domestic violence, sexual assault, and stalking will be handled with discretion, dignity, and confidentiality. Personally identifiable information about the victim will only be shared with any person with a specific need to know who is investigating/adjudicating the complaint or delivering resources or support services to the complainant. Reports are kept in a secure location. The crime statistics included in the Annual Security Report do not include any information that would identify the victim, or the person accused of committing the crime. Neither the name of the victim nor any other information used to identify any individual will be published in the crime log. The college will maintain as confidential any accommodations or supportive measures provided to the victim to the extent that maintaining such confidentiality would not impair the ability of the college to provide the accommodations or supportive measures.

If the victim wishes to notify the proper law enforcement authorities, college officials are available and willing to assist. It is important for the victim to preserve evidence for proof of a criminal dating violence, domestic violence, sexual assault, or stalking offense or for obtaining a protection order. If the victim elects to notify authorities, it is important that the offense be reported immediately. The victim may decline to notify such authorities. A sexual assault victim may have a medical forensic examination completed at no cost to the survivor at any hospital of their choosing. Hospitals are required by law to offer This exam, including the option of having a 'rape kit' done up to 7 days after an assault.

Many hospitals partner with Rape Crisis Centers to provide 24-hour in-person crisis support to their emergency room. Please contact the Chicago Rape Crisis Hotline at 888-292-2080 to find the hospital nearest you that offers this service.

When a student or employee of the college reports to the institution of being a victim of dating violence, domestic violence, sexual assault, or stalking, the victim will be provided with a written explanation of the student's rights and options, whether the offense occurred on campus or off campus.

Upon receiving a report of an alleged sex offenses, college officials will also provide victims with a written explanation of the supportive measures available to the victim to ensure the student's safety and equal access to educational programs and activities, including notification of reasonable available options for changing academic, living, dining, transportation, and working situations. A written request for accommodations should be submitted to the President, who will be

responsible for determining what accommodations are reasonable. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures. College officials are obligated to comply with a student's reasonable request for a living and/or academic situation change following an alleged sex offense and will assist in notifying the victim of all reasonably available options available for these changes regardless of whether the victim chooses to report the crime to local law enforcement. Examples of supportive measures include restrictions on contact, changes to a living situation, if applicable, and course rescheduling. TBI does not issue orders of protection. However, if requested, college officials will honor and provide information on where and how to obtain protection orders similar lawful orders issued by the court system. TBI will take the necessary measures, within reason, to comply with any orders issued by the courts that the institution is made aware of.

Whether or not law enforcement is notified, or criminal charges are filed, a victim may file a disciplinary complaint in writing or verbally with the President. A student who is accused of dating violence, domestic violence, sexual assault, or stalking will be subject to action in accordance with the Title IX grievance process or the Student Conduct policy. Sanctions that may be imposed are warning, suspension, or expulsion. Faculty or staff will be subject to action in accordance with the Title IX grievance process or the Anti-Harassment policy. Sanctions may include verbal or written reprimand, referral to appropriate counseling, withholding of a promotion or bonus, reassignment, suspension, or termination without severance benefits.

In a situation where disciplinary action is required, proceedings will provide a prompt, fair, and impartial investigation and resolution and be conducted by officials who receive annual training that addresses but is not limited to issues related to dating violence, domestic violence, sexual assault, and stalking; sexual harassment; and issues of relevance and the investigation and grievance process. Following a reported incident of dating violence, domestic violence, sexual assault, or stalking, the investigation generally shall include interviews with the parties if available, interviews with other witnesses as needed, and a review of relevant documents as appropriate. If necessary, a hearing may be scheduled. College officials shall complete the investigation as promptly as possible and, in most cases, within 60 calendar days from the filing date of the complaint.

The college will make every feasible effort to preserve the confidentiality of and prevent the disclosure of the identities of the parties involved to the extent permissible by law. The accuser and the accused will be entitled to the same opportunities to provide or present evidence and witnesses on their behalf and to have others present during college disciplinary proceedings, including the opportunity to be accompanied to any related meeting or proceeding by an advisor of their choice. Neither party will be allowed to cross-examine the other but may, at the discretion and direction of the individual or individuals resolving the complaint, suggest questions to be posed to the other party. Neither party can be compelled to testify in the presence of the other party.

Officials will use a preponderance of the evidence standard during the procedures, which means that it is more likely than not that the alleged misconduct occurred. Both the accuser and the accused shall be simultaneously informed within 7 days of a decision of the outcome of the proceeding, including any sanctions imposed by the institution and the rationale for the result and the sanctions; the institution's procedures for appealing the results of the proceeding; any change to the results that occur prior to the time that such results become final; and when such results become

Drug and Alcohol Policy

It is the policy of Taylor Business Institute to provide a positive environment which is conducive to learning and that promotes pride, respect, and teamwork. Alcohol and drug use negatively impact the ability of the campus community to meet these objectives. Taylor Business Institute explicitly prohibits the use, sale, dispensing, possession, or manufacture of a controlled substance on school premises or while conducting school business off its premises. This prohibition applies

to all employees and students and covers all legal or prescription drugs that impair one's ability to perform safely and properly.

Further, the Drug Free Schools Act imposes strict guidelines on the monitoring, prevention, and disciplinary proceedings that are associated with issues of drug and alcohol possession or use on school grounds or at school functions by students or employees of the institution.

Detailed information about the physical effects of alcohol and drugs, penalties for convictions, and substance abuse prevention programs, is available through the Safety and Security Coordinator and/or the Dean of Academic Affairs.

Identity Theft

Identity Theft is the illegal use of another's personal information, such as credit card numbers, Social Security numbers, or driver's license numbers, to commit fraud or other crimes.

The more difficult it is to steal your information, the harder it is for the suspect to make you a victim. If you suspect that your identity or bank accounts have been tampered with, contact your local law enforcement agency and credit/banking institution immediately. The longer you wait, the more damage can be done.

1. Immediately place a fraud alert on your accounts with fraudulent activity AND with all three credit reporting agencies.
2. Immediately close any/all accounts you believe to be fraudulent.
3. Make police report with the law enforcement agency in the city that you live in.

This disclosure certifies that the Taylor Business Institute's Financial Aid and Business Office departments have systems to identify and resolve discrepancies in information received from different sources including the use of false identities. Suspected violators will be referred to the Inspector General of the U.S. Department of Education (see Exhibit 3).

Additional Resources:

Credit Reporting Bureaus

Equifax: Equifax Credit Information Services, Inc.
P.O. Box 740241
Atlanta, GA 30374
Fraud Alert: Call 1-888-766-0008
Credit report: 1-800-685-1111

Experian: Experian National Consumer Assistance
P.O. Box 9530
Allen, TX 75013
Fraud alert & credit score/report: 1-888-397-3742

TransUnion TransUnion Fraud Victim Assistance Department
P.O. Box 6790
Fullerton, CA 92834
Fraud Alert: 1-800-680-7298
Credit Report: 1-877-322-8228

Federal Trade Commission

FTC Resources Please visit the FTC website for additional information:
<http://www.ftc.gov/bcp/edu/microsites/idtheft/consumers/index.html>