

INVESTIGATION OF COMPLAINTS

In response to all complaints, The Academy of Hair Design promises prompt and equitable resolution through a reliable and impartial investigation of complaints, including the opportunity for both parties to present witnesses or other evidence. The time necessary to conduct an investigation will vary based on complexity but will generally be completed within sixty (60) days of receipt of the complaint. AOHD shall maintain confidentiality for all parties to the extent possible, but absolute confidentiality cannot be guaranteed. In cases where a student does not give consent for an investigation, AOHD will weigh the student's request for confidentiality against the impact on School safety to determine whether an investigation must proceed. Complainants should be aware that in a formal investigation due process generally requires that the identity of the charging party and the substance of the complaint be revealed to the person charged with the alleged harassment.

The preponderance of the evidence standard will apply to investigations, meaning AOHD will evaluate whether it is more likely than not that the alleged conduct occurred.

Both parties will receive written notice of the outcome of the complaint.

During the investigation, AOHD will provide interim measures, as necessary, to protect the safety and wellbeing of students and/or employees involved.

If AOHD determines that unlawful harassment or sexual violence has occurred, immediate appropriate corrective

action will be taken in accordance with the circumstances involved, and AOHD will take steps to prevent the recurrence of any harassment or discrimination. Any employee determined by the School to be responsible for unlawful harassment or discrimination will be subject to appropriate disciplinary action, up to and including termination. Remedies for student-related claims may include, but are not limited to, an order to stay away, suspension or expulsion.

To initiate a criminal investigation, reports of sexual violence should be made to “911” or local law enforcement. The criminal process is separate from the School’s disciplinary process. To the extent that an employee or contract worker is not satisfied with AOHD’s handling of a harassment or discrimination complaint, he or she may also contact the appropriate state or federal enforcement agency for legal relief.

RETALIATION PROHIBITED

The Academy of Hair Design will not retaliate against you for filing a complaint, and will not tolerate retaliation by students or employees. If you believe you have been retaliated against, you should promptly notify your supervisor, Human Resources or the Title IX Coordinator (AOHD Director).

REPORTING REQUIREMENTS

Victims of sexual misconduct should be aware that School administrators must issue timely warnings for incidents reported to them that pose a substantial threat of bodily harm or danger to other members of the campus community. The Academy of Hair Design will make every effort to ensure that a victim's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the danger. The School reserves the right to notify parents/guardians of dependent students regarding any health or safety risk, or a change in student status.

ADDITIONAL INFORMATION

Employees should contact Human Resources for more information or any questions related to this policy.

Students may contact the Title IX Coordinator (AOHD Director) with any questions related to this policy. In addition, the U.S. Department of Education Office for Civil Rights ("OCR")

**For more information, visit the
OCR website at:**

[http://www.hhs.gov/ocr/.](http://www.hhs.gov/ocr/)