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INTRODUCTION

The Congress and Department of Education have established requirements for campus crime policies and reporting. The Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act), codified at 20 U.S.C. 1092(f) as part of the Higher Education Act of 1965 (HEA), and the Higher Education Opportunity Act (HEOA) of 2008 require that the Wright Institute disclose policy information and crime statistics as part of a campus security report published annually.

This report serves as the campus security report for the Wright Institute for the academic year for our campus locations and our community training clinic:

- 2728 Durant Avenue, Berkeley, CA 94704
- 1000 Dwight Way, Berkeley, CA 94710
- 1918 University Avenue, Berkeley, CA
WHAT TO DO IN CASE OF AN EMERGENCY

For all emergencies dial 9-1-1
And as soon as possible, the Wright Institute reception at (510) 841-9230
Non-emergency reporting:
(510) 981-5900 Berkeley Police & Fire Department
(510) 841-9230 ex.118 Wright Institute Safety Officer

- If reporting a crime or suspicious activity, be prepared to give the following information:
- Your name
- Location of the incident
- Nature of the incident / Is it still in progress?
- Description of the people involved (sex, physical characteristics, clothing / Are they still at the location?)
- Description of any vehicles involved (type, license number, color / Last known location?)

Before an emergency: take the time to learn evacuation routes and locations of fire extinguishers and first aid kits. Be prepared to assist those who may be injured or disabled. In the case of all emergencies, do not use the elevator. Listed below are the specific actions that should be taken in the case of each emergency.

Earthquake: Take cover under sturdy furniture, protect your head, and avoid windows, bookcases or heavy objects that might fall. Stay under cover until the shaking stops, then evacuate the building until damage can be assessed. Watch for falling plaster, bricks, and other debris. Once outside, stay away from trees, power lines, buildings or other objects that might fall. Aftershocks should be expected after a major earthquake and can be as powerful as the initial shock.

Fire: Take all fire alarms seriously. Evacuate the building calmly, helping those who need assistance. Test closed doors before opening them. If they are hot, do not open them - use an alternate route. Do not use the elevator.

Flood: Determine whether to shelter-in-place or evacuate the building. If evacuation is called for move outside to a designated shelter, and if possible, report to the emergency assembly area. Avoid all moving water and any fallen electrical wires.

Hostile Intruder: Remain calm and do not engage the intruder. If safely possible, try to escape the area quickly and quietly. If attempting to escape, do not carry phones or other objects in your hands. As you move through open areas keep your hands elevated with open palms visible, especially if encountering responding law enforcement officers. Follow all instruction officers may give you. If you cannot safely exit, seek shelter in a room where the doors can be locked or barricaded securely. Close and lock windows, lower blinds, remain out of sight. Once secured
inside, take cover behind concrete walls, thick desks, filing cabinets, etc. Remain quiet and turn off cell phone ringers. Only one person from the room should call police at 911 and tell them where you are, where the intruder is and the condition of others. Follow their instructions. If you cannot speak, leave the line open so the dispatcher can hear what is going on. Assist others if they are injured. Do not respond to any unfamiliar voice commands or open the door until you can be sure that it is coming from a police officer.

**Bomb Threat:** If you receive a bomb threat by telephone, try to get as much information as possible. Ask for the exact location of the bomb, the expected time of explosion, and the type of bomb. Listen carefully to the caller’s voice and any background noises. Immediately report the threat to campus officials and the Berkeley Police Department. If an evacuation is ordered, take personal belongings as you leave. If time permits, check surroundings for, but do not touch, suspicious or unfamiliar items. Note their locations and report them to campus officials. DO NOT TURN ON OR OFF any light switches, computers, or other electrical equipment. Leave doors and windows as they are.

**CAMPUS SAFETY**

The Wright Institute does not have campus law enforcement or trained security staff. The Wright Institute has front desk staff in the reception areas generally through the day and evening hours while classes are in process. No employee of the Wright Institute has, within the scope of his or her employment, police powers or the authority to arrest individuals. The Wright Institute urges persons affiliated with the school to make use of the extensive safety resources at the City of Berkeley Police and Fire Departments and the University of California at Berkeley. The Institute encourages students and employees to be responsible for their own safety and the security of others. You can do this by informing yourself about safety procedures and crime avoidance tips available in this report and from the City of Berkeley and the University of California and by signing up for Nixle messages available through local law enforcement agencies. You may access this information at the following websites: City of Berkeley Police Department: [https://www.ci.berkeley.ca.us/police/](https://www.ci.berkeley.ca.us/police/)

**REPORT EMERGENCIES AND CRIMES**

Members of the Wright Institute community, or any other person authorized to be present on the campus, should report any suspected criminal activity or other emergency that poses a threat to life or property.

- If immediate danger to life or property exists, **dial 911** from a land line or **510/981-5911** from a cell phone for the Berkeley Police Department.
If immediate danger is not present, call the Berkeley Police Department at 510/981-5900 to report criminal activity. In all cases, report the incident to the Dean of Students and Safety Officer, Virginia Morgan, or any other senior administrator. You may contact the front desk to fill out a Crime Incident Report. If you wish to make an anonymous report, you may anonymously call the Safety Office (Virginia Morgan) or the Vice President for Finance and Administrative Affairs (VPFAA (Tricia O'Reilly)) at (510) 841-9230.

Senior Administrators and Safety Officers will make sure every report received under this policy is investigated and take appropriate action to remedy the problem. The Wright Institute urges that all crimes be reported. Since the Institute does not have a campus law enforcement staff, a report should be made to the City of Berkeley Police Department. After such a report is made, the crime should be reported to the Safety Officer or VPFAA. Incidents that may or may not be crimes may also be reported to "campus security authorities", in addition to the Safety Officer or VPFAA.

Campus Security Authorities

Campus Security Authorities (CSAs) are those with responsibility for controlling access to buildings or facilities and officials having significant responsibility for student and campus activities. Licensed counselors providing client related confidential counsel are exempt from reporting requirements when they are acting as such. The Institute encourages counselors if and when they deem it appropriate, to inform those they counsel of procedures for reporting crimes on a voluntary, confidential basis for inclusion in the Campus Security Report. The Institute maintains records of all crime and other security information for the Wright community. The VPFAA, with the support of the Safety Officers, is responsible for gathering, recording and disseminating this information and for decisions regarding the content, time and manner of distribution. This includes collecting and preparing the Annual Security Report in compliance with the Jeanne Clery Disclosure of Campus Security Policy and the Campus Crime

Federal Law – Clery Act (20 U.S.C. Section 1092(f))

Any CSA who becomes aware of a Clery-reportable crime, as noted below, that occurred on Institute facilities or property owned or controlled by the Institute (including off-site facilities and short-term “control” such as the rental of a room during an Institute sponsored event) must report the incident to the VPFAA who serves as the Clery Compliance Coordinator for the purpose of statistical reporting.

CSA Responsibilities

Campus Security Authorities have reporting responsibilities under both federal and state laws. The Institute expects CSA’s to be familiar with their obligations and to comply with these federal and state laws. The following pages provide greater detail about these legal obligations. CSA’s are encouraged to review the actual laws for additional information and guidance.
The Clery reportable crimes are:

- Murder/manslaughter
- Rape
- Statutory rape
- Incest
- Fondling
- Robbery
- Aggravated Assault
- Domestic violence
- Dating violence
- Burglary
- Vehicle theft
- Arson
- Stalking
- Hate crimes
- Alcohol laws violations
- Drug laws violations
- Weapons laws violations

The crimes that the California Education code requires to be reported to the Clery Compliance Coordinator are:

- Crimes that involve violence
- Hate violence
- Theft
- Destruction of property
- Illegal drugs
- Alcohol intoxication (It is not illegal to be intoxicated inside a private residence; it is illegal to be intoxicated in a public space.

The state also requires that noncriminal acts of hate violence are reported in the same manner.

There is no specified time frame for notifying the VPFAA/Clery Compliance Coordinator; however, the Institute encourages individuals to notify the Clery Compliance Coordinator in a timely manner and as soon as practically possible so that a determination can be made as to whether it will be necessary or advisable to send a Timely Warning about the crime.

CSA’s are not expected to investigate what has been told to them. For purposes of Clery compliance, a CSA does not need to provide the names of the involved persons to the Clery Compliance Coordinator.

Include the following information when notifying the Coordinator about a Clery-reportable crime:
- Type of crime (preferably with sufficient information to properly classify the incident)
- The location of the incident (as specific as possible)
- The date and time of the incident
- The date and time the incident was reported to the CSA

**EMERGENCY NOTIFICATIONS**

The Wright Institute maintains an alerting and warning service designed to contact faculty, students, staff and other interested parties to warn of situations on or near campus that may pose an immediate threat or represents a situation necessitating an emergency alert. The “WI-Alert” system provides emergency, urgent and important information and instructions in other emergencies as determined necessary. **This is currently an opt-in service.**

Members of the campus community must visit [http://alert.wi.edu](http://alert.wi.edu) and follow the instructions to activate the service. You will be asked to provide your contact information, specifying whether you would like to be alerted by phone (cell, home, office, TTY) or via text message or e-mail. The Wright will activate this system in the event of an imminent threat to safety, in a serious emergency or on the occasion of an urgent situation. All personal information you may provide by signing up for this alert remains private and is not accessed by the Wright or others for any reason other than alerting you.

The Wright tests this system bi-annually to ensure that it is functioning properly. The Building Emergency Coordinator (BEC) tests the alert system. In the event of an emergency communication, the Office of the President will direct the onsite Building Emergency Coordinator of the approval to disseminate an emergency notice. The BEC will determine the content of the emergency communication using the prepared statements and initiate the notification system. If the Wright initiates the emergency notification system, those who have registered for the system will be notified according to the method they’ve selected. Emergency messages can also be sent via the portal in the **Announcement** section and to Wright Institute email addresses.

The 2728 Durant campus Primary Building Emergency Coordinator is Jason Strauss. Documents of system tests and emergency response training events are maintained in this office.

At the 1000 Dwight campus, Eric Lindberg is the Primary Building Emergency Coordinator. Dalton Green is the Secondary BEC.

The Director of Clinical services has oversite for emergency response at the University clinics.
TIMELY WARNING

As required by federal law (20 U.S.C. § 1092(f)), the Institute will issue a Timely Warning to the entire school community when a Clery-reportable crime occurs on campus or in an area surrounding the campus, and the President (or designee), other designated officials, determines that the situation represents a serious or continuing threat to the campus community. The decision to issue a Timely Warning will be made on a case-by-case basis. Persons authorized to initiate and send Timely Warnings will do so in a timely manner. The level of detail included in a Timely Warning will vary depending on the type of crime. The message will include information to aid in the prevention of similar occurrences. The name(s) of a victim(s) will not be published in the Timely Warning. Where possible, information that might identify the victim will also be excluded. Other details may be excluded from a Timely Warning if, in the professional judgment of responsible authorities, the information would compromise law enforcement’s efforts to assist a victim or contain, respond to, or otherwise mitigate the emergency. Timely Warnings will most often be distributed via email; however, additional messaging methods may be employed. Timely warnings may also be distributed via the Emergency Notifications listed previously.

The decision to issue a Timely Warning for sex offenses involving persons who are acquaintances will be made on a case-by-case basis. Factors which will be considered when making this decision include: the level of force and violence used to commit the crime, the potential use of a drug to commit the crime, and the existence of multiple crimes of a similar nature occurring in close proximity, either in time or location. The President or the Vice President of Academic Affairs are responsible for determining if a Timely Warning will be issued for non-stranger sexual assaults; either official or their designees may make this determination. Consultation with Institute staff persons may occur on a need-to-know basis.

Anyone with information warranting a timely warning should report the circumstances to the Durant or Dwight receptionist for immediate delivery to the Office of the President either by phone at (510) 841-9230 or in person at the Institute.
**EVACUATION PROCEDURES**

**General Evacuation Procedures**
Upon activation of the fire alarm system or upon receiving an emergency notification advising to evacuate, all persons shall immediately evacuate the building and meet at the predetermined Emergency Assembly Point (EAP), unless directed to another location or unless it is apparent that the EAP is not a safe place to gather. While evacuating, remain vigilant for dangerous or criminal activity, and report such observations to the police, as soon as possible. **Familiarize yourself with the evacuation procedures for any building; also locate the nearest exit and fire extinguishers. See section on Emergency exits and Evacuation Assembly Areas.**

Staff trained in emergency response roles will do their best to guide students and faculty from the facility safely. When evacuating the facility or classroom, try to be aware of who your classmates are or your students. This will help emergency responders to account for all community members when arriving at the Emergency Assembly Area. Wright Institute administrative and program staff participate in semi-annual emergency response and evacuation procedures such as fire, earthquake or an event that requires sheltering in place. The last training exercise occurred in August 2019. The next training will be in the fall of 2019 and summer of 2020. A report of training exercises can be obtained by contacting the primary BEC at the Durant campus.

**FACILITY SECURITY AND ACCESS**

The Durant and Dwight facilities are monitored with video surveillance. Access to Wright Institute premises is open to students, employees, guests, and visitors. Private office spaces are limited to the official occupant of that space and designated employees, students, guests, clients and/or invitees. All areas of the Wright Institute’s 2728 campus are closed between the hours of 9:00 p.m. and 8:00 a.m. weekdays unless special arrangements are made with the facilities coordinator. 1000 Dwight Way hours are open according to schedule of classes. Clinic access is dependent upon clinic session hours and training hours. Keys and access cards allowing entry to buildings and offices are issued by the onsite office manager to full-time personnel only. The site office managers maintain a list of persons holding keys and access cards. Unauthorized copying or lending to unauthorized persons, of keys is forbidden and if violated will result in loss of privileges.
CRIME PREVENTION

See Something, Say Something!
Report crimes, suspicious activity or behavior to the police immediately, including ANY activity or behavior that poses an imminent threat to persons or property.

Lock It or Lose It
- Lock your doors and windows anytime you leave your office or residences, especially on the first floor.
- Never prop open a locked door.
- Don’t allow “piggybacking” (when someone unknown to you tries to enter a secured building behind you).
- Immediately report broken or malfunctioning locks to the front desk, office manager or clinic director.
- Lock your vehicle and remove valuables. Laptops, testing materials, books are commonly stolen from automobiles.
- Avoid becoming a target of thieves by securing items commonly stolen. Secure laptops and cell phones. Never leave laptops or other mobile devices unattended.
- Secure bicycles by the frame to the bicycle racks with a U-lock.

Prevent Identity Theft
- Protect your Social Security number and card.
- Inspect your credit report and financial statements regularly, and shred anything with your personal information on it before disposal.
- Never click on links in unsolicited emails.
- Utilize Federal Trade Commission and IRS resources at ftc.gov/bcp/edu/microsites/idtheft. If you have been the victim of identity theft, report it to your local law enforcement agency and seek assistance at identitytheftcouncil.org.

Online Security
Notify the IT staff or Training Director if a computer containing any sensitive or confidential information has been lost, stolen, or compromised. Incidents involving theft of property or information should also be reported to the police.

VIOLENCE PREVENTION

The Institute will not tolerate violence or threats of violence anywhere on our campuses or in connection with Institute sponsored events. Persons who become aware of situations which pose an imminent threat to the safety of the community or one of its members, including self-harm, should call 9-1-1 or 9-9-1-1 from a Institute phone immediately. Persons who become aware of situations which might pose a threat to the safety of the community or one of its members are encouraged
to consult with the VP of Academic Affairs, the Dean of Students/Safety Officer, Director of Clinical Services or Counseling Program Director.

**Behavioral Expectations**
Behaviors do not have to violate the law or school policies to be worrisome. Violence may be preceded by behaviors that indicate an increasingly negative emotional state. The behaviors listed on the have been associated with a heightened risk for violence and should prompt a community member to notify a supervisor, a member of senior administration, or law enforcement by calling 9-1-1 or 9-9-1-1 from an Institute phone. These lists are not intended to be comprehensive.

**Imminently Dangerous** ➤ *Call 9-1-1 or 9-9-1-1*
- Statements, written or verbalized, about harming oneself or others, especially if specific plans are mentioned
- Acquisition of weapons in the context of concerning or alarming behaviors listed below

**Alarming Behavior** ➤ *Notify a supervisor*
- Verbally abusive of peers; disruptive or bizarre behavior
- Defiant of authority
- Belief that rules do not or should not apply to them
- Sense of victimization or paranoia
- Change in appearance, declining hygiene
- Sending disturbing messages (e.g., texts, emails, or letters)
- Coursework content that is disturbing
- Statements supporting the use of violence to resolve issues
- General obsession with violence or guns
- Distancing oneself from family, friends, or peers (suddenly or gradually)
- Vandalism of property out of revenge
- Stalking

**Concerning Behavior** ➤ *Notify a supervisor*
- Consistent interpersonal conflict
- Irritability or moodiness
- An inability or unwillingness to abide by policies or rules
- Increase in alcohol or drug use
- Social isolation and unexplained absenteeism
- Anger, intimidation, and bullying, especially without personal accountability or remorse
- Inappropriate reasoning, impaired judgment

**Reacting to the Threat of Violence**
A modest amount of planning and preparation can go a long way in the unlikely event that you are faced with an active threat, whether the person or persons are unarmed or armed with a gun, knife, or any weapon. Maintaining awareness of your surroundings will give you optimal time to put those preparations into action. The following information is provided for your consideration and encompasses some general best practices. Since varying circumstances could require different responses, it will be up to you to familiarize yourself with some of your options in advance, including alternate escape routes, and to determine the best course of action for your safety.

If an active threat is nearby ► Flee the area, if it is safe to do so

- Don’t take time to gather your belongings.
- Quickly put distance and buildings between you and the threat. Leave the area.
- If you have information that will assist the police, such as the suspect description or location, call 9-1-1 or 9-9-1-1 from an Institute phone.

If escape is not an option ► Shelter in place and take steps to increase your safety, and if possible, others around you

- Lock and barricade doors. Seek cover (with others, if possible) by placing as much material as possible between you and the threat. Even if you can’t prevent the door from being opened, block entry as best as you can.
- Turn off lights (to make the area appear unoccupied).
- Close blinds and/or block windows.
- Keep other occupants calm, quiet, and out of sight.
- Silence cell phones (turn off vibration as well) but do not turn them completely off.
- As soon as it is safe to do so, notify law enforcement by calling 9-1-1 or 9-9-1-1 from a campus phone.
- Remain concealed until the threat has passed or you have been advised by law enforcement that you can exit.
- Do not sound the fire alarms unless there is a fire. Evacuation during an active threat event could place people in harm’s way.

If confronted by an attacker ► Do everything in your power to overcome the threat.

- Fight back and do whatever it takes to survive.
- Attack aggressively and in coordination with others, when possible.
- Throw objects or improvise other weapons (backpacks or bags, fire extinguisher, office equipment, hot liquids keys, pens, etc.).
- Do not approach emergency responders; let them come to you.
- Raise both your hands over your head and follow the directions of law enforcement. Emergency responders may not be able to distinguish between victims and the person posing the threat.

**INFORMATION ON REGISTERED SEX OFFENDERS**

In accordance with the "Campus Sex Crimes Prevention Act" of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act, and the Family Educational Rights and Privacy Act of 1974, the Wright Institute is providing a link to the California Department of Justice’s Internet website, which lists designated registered sex offenders in California. The Campus Sex Crimes Prevention Act requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice of each institution of higher education in that State at which the person is employed, carries a vocation, or is a student. The general public can view all sex offender registration information at the Megan’s law website at www.meganslaw.ca.gov. Unlawful use of the information for purposes of intimidating or harassing another is prohibited, and willful violation shall be punishable by law.

**ALCOHOL AND CONTROLLED SUBSTANCES**

The Wright Institute prohibits the unlawful possession, use, manufacture, or distribution of alcohol or controlled substances by students and employees in buildings, facilities, grounds, or property controlled by the Wright Institute, or as a part of Wright Institute activities. Controlled substances include, but are not limited to, marijuana, cocaine, cocaine derivatives, heroin, amphetamines, barbiturates, LSD and other hallucinogens, PCP, tranquilizers, and inhalants.

The Wright Institute is committed to a program to prevent the illegal or abusive use of controlled substances and/or alcohol by its students and employees. Any student or employee of the Wright Institute found on Wright Institute property or at a Wright Institute-sponsored event to be abusing alcohol or using, possessing, manufacturing, or distributing controlled substances or alcohol in violation of the law shall be subject to disciplinary action in accordance with applicable policies of the state and the Wright Institute. Such disciplinary action includes, but is not necessarily limited to, expulsion, termination of employment, referral for prosecution, and/or completion of an appropriate substance abuse assistance or rehabilitation program.

The educational, counseling and referral services of the Wright Institute Clinics are available for those who are troubled by their own or others’ use of drugs, legal or illicit. Seeking confidential help from or being referred to these services will not, by itself, result in disciplinary action; individual privacy will be respected in the
counseling process. For more information regarding substance abuse, health effects, and laws governing alcohol and controlled substances see Appendices of the Clinical Psychology Program Student Handbook or the Counseling Psychology Program Student Handbook.

The Wright Institute receives federal funding for student financial aid. As such, the Institute must comply with federal law, including all current federal drug laws. Therefore, even though California has legalized marijuana for recreational use for individuals over the age of 21, the possession, use, storage and cultivation of marijuana is prohibited on Wright Institute property for all faculty, staff and students.

**PROHIBITED SEXUAL CONDUCT**

Acts of sexual assault, dating violence, domestic violence, and stalking are unacceptable and will not be tolerated at the Wright Institute. See student handbooks for further policy on Sexual Misconduct. Under Title IX, sexual assault, dating violence, domestic violence, and stalking are severe forms of sexual harassment which is also prohibited. Hereafter, sexual assault, dating violence, domestic violence, stalking, retaliation related to Prohibited Sexual Conduct allegations, and violation of an Institute directive or court order relating to Prohibited Sexual Conduct will be referred to collectively as “Prohibited Sexual Conduct.” The Institute will continue to evaluate Prohibited Sexual Conduct policies and associated definitions. The policy references and definitions herein are accurate at the time of release and subject to revision.

This Policy applies to all Institute community members, including students, faculty, administrators, staff, volunteers, vendors, contractors, visitors, and individuals regularly or temporarily employed, conducting business, studying, visiting, or having any official capacity with the Institute or on its property.

The Wright Institute strongly encourages reports of Prohibited Conduct regardless of who engaged in the conduct. Even if the Institute does not have jurisdiction over the Respondent, the Institute will take prompt action to provide for the safety and well-being of the Complainant and the broader Institute community. The Wright Institute will investigate complaints regarding alleged violations of this Policy that occur off campus if the conduct that occurs off campus has continuing adverse effects on, or creates a hostile environment for, any member of The Wright Institute or in any Institute employment or education program or activity.

**Definitions of Key Terms**

1.1 **Protected Classifications**
This Policy prohibits harassment or discrimination because of an individual’s protected classification(s). A “protected classification” includes race, color, religion (including religious beliefs, observance or practice, including religious dress or grooming practices), sex (including gender, gender identity, gender expression, transgender, pregnancy, childbirth, or related medical conditions), sexual orientation (including heterosexuality, homosexuality,
and bisexuality), national origin, ancestry, citizenship status, military and veteran status, marital status, age, medical condition, genetic characteristics or information, and physical or mental disability.

1.2 Discrimination
Discrimination means treating individuals differently from other similarly situated individuals at The Wright Institute by taking an adverse action against or denying a benefit to that individual, because of the individual’s actual or perceived protected classification, or the protected classification or perceived protected classification of a person with whom the individual associates. Adverse actions include, but are not limited to: interfering with the use of The Wright Institute’s facilities or services; denying access to an educational program; or implementing discipline. “Discrimination” under this Policy does not include all decisions, but only those decisions that are motivated by a protected characteristic.

1.3 Harassment
“Harassment” involves behavior that is directed towards a person because of a legally-protected characteristic and typically takes two forms: (1) *quid pro quo* harassment or (2) hostile environment harassment. “*Quid pro quo* harassment” takes place when a supervisor, faculty, or other authority figure offers or hints that something (e.g., a raise, a promotion, or a certain grade) can be obtained in return for submitting to harassing behavior. “Hostile environment harassment” takes place when a person is subjected to behavior that is unwelcome, and which unreasonably interferes with that person’s ability to carry out her or his job functions or otherwise meet her or his responsibilities (including academic responsibilities) or creates an intimidating, hostile, or offensive work or academic environment. Harassing behaviors prohibited by this Policy include, but are not limited to: use of derogatory words, jokes, slurs, epithets, or statements; negative stereotyping; use of graffiti or other forms of pictorial or written messages of intimidation; threats about unwelcome physical contact; unwelcome physical contact; and stalking. For further definitions see Section 10 of this Policy.

1.4 Sexual Harassment
Sexual Harassment is a form of prohibited harassment. The following is a non-exhaustive set of behaviors that may constitute sexual harassment:
- Unwelcome sexual advances, propositions, or requests for sexual favors. In general, a polite first invitation for a date does not constitute an unwelcome sexual advance. Unwanted pressure for dates, however, including pressure after an initial invitation has been declined, may be an unwelcome sexual advance;
- Unwelcome touching, patting, pinching, or brushing up against another’s body or clothing;
- Showing/displaying sexually suggestive, demeaning, or objectifying objects, pictures, or words (including on screens, whether or not intended to be seen by others);
- Sexually suggestive jokes;
- Unwelcome comments about an individual’s body, clothing, or lifestyle that have sexual implications or demean the individual’s sexuality or gender;
- Unwelcome sexual flirtations (including leering or ogling);
• Threatened, insinuated, or actual sexual misconduct or sexual violence whether general or specific in nature;

• Other unwanted verbal, visual, or physical conduct of a sexual or sex-based nature may constitute sexual harassment when:
  o Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or academic success;
  o Submission to or rejection of such conduct by an individual is used, threatened, or insinuated as the basis for an employment or academic decision affecting that individual; or
  o Such conduct has the purpose or effect of unreasonably interfering with an individual’s work or academic performance or creates an intimidating, hostile, or offensive working or academic environment.

To help clarify what constitutes harassment in violation of this Policy, use the following guidelines:

• It is no defense that the recipient appears to have voluntarily “consented” to the conduct at issue. A recipient may not protest for many legitimate reasons, including not wishing to be or appear insubordinate or to avoid being ostracized.

• Simply because no one has complained about a joke, gesture, picture, physical contact, or comment does not mean the conduct is welcome. Harassment can evolve over time. The fact no one is complaining now does not preclude anyone from complaining if the conduct is repeated in the future.

• Conduct can constitute harassment in violation of this Policy even if the individual engaging in the conduct has no intention to harass. Even well-intentioned conduct can violate this Policy if the conduct is directed at, or implicates a protected classification, and if an individual of the recipient’s same protected classification would find it offensive (e.g., gifts, excessive attention, endearing nicknames).

The determination of what constitutes harassment will depend on specific facts and the context in which the conduct occurs.

1.5 Sexual Misconduct
Sexual misconduct occurs any time a person is forced, coerced, manipulated and/or threatened into any unwanted sexual contact, attempted or completed. It also includes any sexual contact or sexual penetration without affirmative consent. Sexual misconduct can include, but is not limited to:
• Sexual assault
• Sexual exploitation
• Sexual harassment
• Voyeurism
• Stalking
• Rape
• Fondling
• Molestation
• Dating or domestic violence
• Sexual battery (unwanted touching)
• Indecent exposure
• Recording or distributing private acts or images

For further definitions see Section 10 of this Policy.

1.6 Retaliation
“Retaliation” is adverse action taken against an individual because that individual has, in good faith: (1) personally complained of, or opposed, actual or perceived discrimination, harassment, or sexual misconduct; (2) testified, assisted, or participated in an investigation, proceeding, hearing, or legal action involving a claim of discrimination, harassment, or sexual misconduct or (3) exercised legal rights under a relevant statute, regulation, or Policy that involves a protected characteristic. “Retaliation” also includes adverse actions or threats that are intended to, or would, dissuade a reasonable person from engaging in the above-protected activities, experience may include, for example, lectures, dialogues, assigned materials, and student assignments, and visual or written material as well as speech. Speech related to concepts that are pertinent to a class’s subject but which some students may find offensive does not constitute harassment.

2. Academic Freedom

The Wright Institute seeks to provide a setting that encourages intellectual and personal development, and promotes the free exchange of ideas. This Policy is not intended to regulate the content of speech, discussion, and debate in the classroom, on campus, or in any Institute forum reasonably related to academic activity. The Institute will protect academic freedom in administering this Policy. The Wright Institute recognizes that students are exposed to emotional and thought-provoking ideas as part of their educational experience, and some of these ideas may challenge their beliefs and may lead a student to claim that an educational experience is offensive. It is an essential part of The Wright Institute’s clinical and counseling programs to be exposed to ideas, beliefs, and situations which may sometimes make students uncomfortable and challenge their perspective. Therefore, allegations of harassment that arise in the educational context may be considered in keeping with The Wright Institute’s commitment to academic freedom. The educational experience may include, for example, lectures, dialogues, assigned materials, and student assignments, and visual or written material as well as speech. Speech related to concepts that are pertinent to a class’s subject but which some students may find offensive does not constitute harassment.
3. Complaint Procedures

3.1 Making a Report. A student who experiences or any other individual who witnesses conduct that is prohibited under this Policy Against Discrimination, Harassment, Sexual Misconduct, and Retaliation, should report immediately as outlined below, so the complaint can be addressed in a timely manner.

3.2 Oral or Written Complaint: An individual who believes this Policy has been violated may report the complaint orally or in writing to any faculty member or administrator, who in turn must report the complaint to the Vice President of Finance and Administrative Affairs, Tricia O'Reilly, who is also The Wright Institute’s Lead Title IX Coordinator, or to another Title IX Coordinator. Since failure to report harassment, discrimination, retaliation, or sexual misconduct may impede The Wright Institute’s ability to stop the behavior, the Institute strongly encourages anyone who believes they are being harassed, discriminated, retaliated against, or subject to sexual misconduct, to report the complaint. It is helpful, but not required, for reports to be made in writing. Written reports should contain the name(s) of the reporter, the Complainant, and the Respondent, a concise statement of the prohibited conduct, a detailed statement of the facts supporting the report, and the names of any witness(es). No matter who is reporting, prompt reporting is crucial. While all complaints are taken seriously and will be investigated promptly, delay in making a complaint may impede The Wright Institute’s ability to investigate and remediate.

3.3 Communicating that the Conduct is Unwelcome: The Wright Institute further encourages students to let the offending person know immediately and firmly that the conduct or behavior is unwelcome, offensive, in poor taste, or inappropriate.

3.4 Reporting to Outside Administrative Agencies or Law Enforcement: Some behaviors that violate the Institute’s Policy may also be criminal. A report to The Wright Institute is not the same as a complaint to a law enforcement agency. The Wright Institute can assist individuals in making contact with appropriate law enforcement agencies should there be a desire to file a criminal complaint. Individuals also are free to contact outside law enforcement agencies directly. Students also have the option to contact the Office for Civil Rights (OCR) of the U.S. Department of Education at ocr@ed.gov or (800) 421-3481.

3.5 If You are the Victim of a Sexual Assault. Anyone who has been the victim of a sexual assault should immediately seek help:

  • Call 911 to report the crime to the police and tell them you need help. If you would feel more comfortable discussing the attack with a female officer, you can request one be sent. The police will accommodate your request if possible.
• Get emergency medical treatment. Have the police take you to the hospital or meet them there. It is very important that you get immediate medical care. Do not wash, douche, change clothes, or otherwise destroy evidence. The doctor or police may need to photograph your injuries for evidence. You have the right to have a person of your choice with you during the medical examination.

• Report the incident to Tricia O’Reilly, the Lead Title IX Coordinator, at 841-9230, ext. 120, or to one of the other Title IX Coordinators listed in this Policy if Tricia is not available. The Title IX Coordinators are available to assist anyone who is the victim of a sexual assault in reporting the attack to the police department and can intervene in an emergency, assess needs, provide direct support, and refer the victim to other campus and community resources.

4. The Wright Institute’s Response to Complaints

After receiving an oral report or written complaint alleging discrimination, harassment, sexual misconduct, or retaliation, a Title IX Coordinator or his/her designee may request clarification to determine whether the oral report or written complaint alleges a potential violation of this Policy.

To request clarification, a Title IX Coordinator or his/her designee may meet with the individual(s) who made the oral report or written complaint and/or that was reportedly subjected to conduct that violates this Policy.

4.1 Interim Measures. After a report or complaint alleging conduct in violation of this Policy is received, The Wright Institute will impose reasonable interim measures if based on the judgment of The Wright Institute, such measures can eliminate potentially hostile or offensive environments and protect Complainants or others in The Wright Institute community. These interim measures can be imposed even before a determination that the conduct in the report violates this Institute’s Policy; accordingly, interim measures are not to be viewed as a negative finding against any particular party. Depending on the circumstances, interim measures could include measures from this non-exhaustive list:

• Imposition of a “No Contact Order”
• Rescheduling of exams and assignments
• Alternative course completion options
• Change of class or section, or ability to drop the course without penalty
• Limiting an individual’s access to Institute property, facilities, or activities
• Interim suspension

All individuals are encouraged to report failures of an individual to abide by the restriction(s) imposed by an interim measure. The Wright Institute will take prompt and responsive action to enforce a previously implemented measure.
4.2 Informal Action. A Complainant may request that informal action be taken instead of pursuing the formal procedures described below. Informal action may include a fact-finding investigation, but if the parties agree to an informal resolution, the Institute does not have to complete a full investigation and adjudication of a report of sexual misconduct. The goal through informal action is to achieve a resolution that may be acceptable to both the Complainant and Respondent, and to counsel and educate one or more individuals. If informal action is initiated the Complainant or Respondent each has the right, at any time, to ask The Wright Institute to use its formal procedures. All such reports will go to a Title IX Coordinator for review. At the conclusion of informal actions, the parties will be asked to agree to an Informal Resolution document. If either party does not agree to the Informal Resolution document, the matter will be referred for formal action (see below). In some cases, the Institute may determine that a complaint is not appropriate for informal action, in which case formal action will be taken.

4.3 Confidentiality.

   a. Complaints of Harassment, Discrimination, and Retaliation. The Wright Institute will keep the investigation confidential to the extent possible, but cannot guarantee absolute confidentiality because release of some information on a “need-to-know-basis” is essential to a thorough investigation. When determining whether to maintain confidentiality, the Institute may weigh the request for confidentiality against the following factors: the seriousness of the alleged conduct; whether there have been other similar complaints about the same individual; and the accused individual’s rights to receive information about the allegations if the information is maintained by the Institute as an “education record” under the Family Educational Rights and Privacy Act (FERPA), 20 U.S. Code Section 1232g; 34 Code Federal Regulations Part 99.15. The Wright Institute will inform the Complainant if it cannot maintain confidentiality.

   b. Complaints of Sexual Misconduct. When there is a complaint of sexual misconduct and the Complainant requests confidentiality regarding a reportable incident, The Wright Institute will take all reasonable steps to comply with the Complainant’s request or inform the Complainant when it cannot ensure confidentiality. Where the Complainant requests that The Wright Institute not disclose his/her name or other identifiable information to the Respondent, the Institute will evaluate this request in the context of its responsibility to provide a safe and nondiscriminatory environment for all students and employees. In the event the Institute is able to comply with a request by a Complainant not to disclose his/her name or other identifiable information to the Respondent, the Institute will inform the Complainant that its ability to respond will be limited.

4.4 Formal Action.
If the parties are not able to reach agreement after informal action, or if informal action is not appropriate (or desired by all parties), the matter will be addressed through more formal processes as described below.

a. Prompt Investigation. The Wright Institute will promptly investigate when it receives a report of discrimination, harassment, sexual misconduct, or retaliation, unless informal action is pursued, and determined by The Wright Institute to be appropriate (see Section 4.2, above).

b. Investigation Procedure. The investigation will be conducted in a fair, timely, and thorough manner. The Wright Institute will document and track the investigation for reasonable progress and timely closures. Individuals designated to serve as investigators under this Policy will be impartial and shall have adequate training.

Individuals designated to serve as investigators under this policy for allegations involving sexual misconduct shall have adequate training on what constitutes sexual harassment, including sexual violence, and how to investigate in a manner that protects the safety of victims and promotes accountability. The actual investigation of complaints may be delegated to outside persons or organizations under contract with The Wright Institute.

The Complainant and Respondent are allowed to have one Advisor of their choice present with them for interviews, meetings, and throughout the process. A student may select any person to be an Advisor with the exception that: the Advisor may not be a party in the investigation or involved in the complaint; and the Advisor may not be an attorney unless the complaint involves allegations of Sexual Misconduct, or as otherwise agreed to by the Institute. The Advisor may be another student not involved in the complaint, a parent or family member, or a member of the faculty or administration not involved in the complaint.

The Advisor may consult with the advisee quietly or in writing, or outside the meeting or proceeding during breaks, but may not speak on behalf of the advisee at any point throughout the process. Advisors who do not follow these guidelines will be warned or dismissed from the interview at the discretion of the investigator(s) or the Institute during the investigation.

Investigators will use the following steps:
• Interviewing the Complainant(s)
• Interviewing the Respondent(s)
• Identifying and interviewing witnesses and evidence identified by each party;
• Identifying and interviewing any other witnesses, if needed;
• Reminding all individuals interviewed of The Wright Institute’s no-retaliation; reviewing relevant evidence and documents, which may include personnel/academic files of involved parties; and reaching a conclusion as to the allegations.
• The Respondent and Complainant will have equal opportunity to identify relevant witnesses and produce evidence to the investigator.
• The investigator will provide the same opportunities to the Respondent and Complainant.
• When the investigator evaluates the complaint, he or she shall use a preponderance of the evidence standard.
• Before the investigation is concluded, the Respondent will be informed of the allegations made against him or her, and be provided with an opportunity to respond to the allegations.
• In investigations of complaints regarding Sexual Misconduct, before reaching a final conclusion or issuing a final investigation report, the Investigator shall have:
  a) advised the Complainant and Respondent or have offered to do so, verbally or in writing, of any evidence upon which the findings will be based; and,
  b) given the Complainant and Respondent an opportunity to respond to the evidence, including presenting further relevant evidence, information or arguments that could affect the outcome. The investigator will not reach a final conclusion or issue an investigation report until giving careful consideration to any such relevant evidence, information or arguments provided by Complainants or Respondent. The investigator retains discretion and authority to determine relevance.

• The investigation report shall include a summary of the allegations, the investigation process, the preponderance of the evidence standard, a description of the evidence considered, and appropriate findings. The investigation report will be shared with Wright Institute administrators who have a need to know the outcome. The Wright Institute will not disclose a completed investigation report except as it deems necessary to support a disciplinary action, report internally on an as needed basis, take remedial action, defend The Wright Institute in administrative or legal proceedings, or to comply with the law or a court order. At the conclusion of the investigation, The Wright Institute will notify the Complainant:
  • The determination of the investigation as to whether there is probable cause to believe discrimination, harassment, sexual misconduct or retaliation occurred with respect to each allegation in the complaint;
  • A description of actions taken, if any, to prevent similar problems from occurring in the future (the Institute will only disclose information about the sanction imposed on a Respondent when the sanction is directly related to the Complainant, as set forth in Section 5 of this policy).

At the conclusion of the investigation, The Wright Institute will notify the Respondent:
• The determination of the investigation as to whether the Respondent violated this Policy, and if, so the reasons for that determination; and
• Whether any disciplinary action will be implemented.

5. Discipline and Corrective Action
Once the investigation is complete, the Program Director(s), in consultation with the Title IX Coordinators, will determine if the conduct violates this Policy and if so, the appropriate corrective action. Any student determined to have violated this Policy will be subject to disciplinary action, up to and including expulsion. Any employee determined to have violated this Policy will be subject to disciplinary action, up to and including termination of employment. If The Wright Institute imposes discipline, the nature of the discipline will not be communicated to the Complainant, except necessary to implement the sanction. For example, The Wright Institute may inform the Complainant that the Respondent must stay away from the Complainant. Disciplinary actions against faculty, staff, and students will conform to all relevant Wright Institute disciplinary policies and procedures.

Depending on the specific nature of the problem, remedies for the Complainant may include, but are not limited to:
• Providing an escort to ensure that the Complainant can move safely between classes and activities;
• Ensuring that the Complainant and Respondent do not attend the same classes or work in the same work area;
• Preventing offending third parties from entering campus;
• Providing a referral to counseling services;
• Providing a referral to medical services;
• Arranging for a Complainant to re-take a course or withdraw from a class without penalty, including ensuring that any changes do not adversely affect the Complainant’s academic record; and
• Reviewing any disciplinary actions taken against the Complainant to see if there is a causal connection between the harassment, discrimination, retaliation, or sexual misconduct and the conduct that may have resulted in the Complainant being disciplined.

6. APPEAL(S)

Both the Complainant and Respondent have a right to appeal the decision of The Wright Institute as to whether or not this Policy has been violated. An appeal must be filed, in writing, within ten (10) calendar days from the date the appealing Complainant or Respondent receives the written decision. Appeals are not for the purpose of having a second investigation or a second review of available facts. Proper bases for appeal are limited to: (1) evidence not previously available to, and not withheld by the appealing party from, the investigator or the decision-maker that could influence the outcome; or (2) material defects in the process leading to the decision. The written appeal must be submitted to the Title IX Coordinator who will forward the appeal to the President. The President has fifteen (15) calendar days to provide a written response to the appeal. When The Wright Institute implements any suspension or expulsion based on a finding that this Policy has been violated, and the Respondent has engaged in Sexual Misconduct, the Respondent is entitled to a hearing. For all other violations of this Policy, a
Respondent is only entitled to a hearing if The Wright Institute implements a suspension of more than five days or an expulsion. The Respondent must file a request for a hearing, in writing, with the Program Director within ten (10) calendar days from the date the Complainant or Respondent receives the initial written disciplinary decision, or if an appeal is submitted to the President, within ten (10) calendar days from the date the President provides the written response. The procedure for the hearing will be consistent with the disciplinary appeal procedure set forth in Section E.2 of this Handbook, commencing at Step 4. Time limits are tolled – meaning the clock stops – during the week between Christmas and New Year’s Day. All time limits imposed or recommended in this procedure may be changed for good cause or reason, as determined by the Program Director and/or the President, in his or her sole discretion.

7. Additional Issues

7.1 Conflicts of Interest. When designating individuals to perform roles under the procedures identified in this Policy, the Institute seeks to avoid any conflicts of interest and appoint neutral individuals. If any party becomes aware of a conflict of interest, or bias, of an individual who is participating in the procedures identified above, that party should inform a Title IX Coordinator or the President.

7.2 False Reporting. Because The Wright Institute takes reports of discrimination, harassment, sexual misconduct, and retaliation seriously, false reports or reports made in bad faith will have serious consequences. Any person who makes a report (or offers testimony or information) that is later found to be intentionally false or made maliciously without regard for truth will be subject to disciplinary action, up to and including expulsion. This provision does not apply to reports made in good faith, even if the report is not substantiated through an investigation or decision.

8. Recordkeeping

All reports and results of proceedings under this Policy must be reported, for compliance purposes, to the Institute’s Lead Title IX Coordinator. For any Respondent, the complete investigative file, including a copy of any decision and/or appeal decision, along with any record of consequences or corrective actions, shall be maintained by the Institute during that Respondent’s employment or academic enrollment and for whatever period after employment/enrollment that the Institute deems appropriate.

9. Relationship to Law Enforcement

The Wright Institute has an independent obligation to investigate, stop, and remedy acts of discrimination, harassment, sexual misconduct, and retaliation. The Institute chooses to meet this independent obligation while still cooperating, when possible, with appropriate law enforcement officials and agencies. That cooperation will sometimes alter the Institute’s typical timing or procedures, but referrals to law
enforcement do not stop the Institute’s proceedings altogether. The definitions and standards used by the Institute may be different, and in some respects are different, than the standards and definitions used by law enforcement and the criminal justice system.

10. Definitions of Additional Terms Referenced in this Policy

The following definitions are intended to provide a better understanding of the meaning of certain terms as used within this Policy:

a. Sexual Penetration. Non-consensual “sexual penetration” is any sexual penetration (vaginal, anal, or oral), however slight, with any object or part of the body, with another person without that person’s affirmative consent.

b. Sexual Contact. Non-consensual “sexual contact” is any intentional, sexual touching, however slight, with any object or part of the body, with another person without that person’s affirmative consent.

c. Sexual Exploitation. “Sexual exploitation” is taking advantage of another person in a sexual, or sexually-related, manner without affirmative consent. It includes, but is not limited to: causing the prostitution of another person; electronically recording, collecting, photographing or transmitting intimate or sexual utterances, acts, sounds, or images of another person; allowing third parties to observe sexual acts; engaging in voyeurism; distributing intimate or sexual information about another person; conduct that intentionally exposes a person’s private body parts to others; or knowingly having a sexually-transmitted infection (including HIV) and failing to inform a sexual partner prior to engaging in sexual activity.

d. Sexual Assault. “Sexual Assault” is vaginal or anal intercourse, digital penetration, oral copulation, or penetration with a foreign object, accomplished by use of (a) force, violence, duress or menace; or (b) inducement of incapacitation or knowingly taking advantage of an incapacitated person.

e. Dating or Domestic Violence. Dating and domestic violence is physical violence relating to a current or former romantic or intimate relationship regardless of the length of the relationship or gender/gender identity of the individuals in the relationship, including conduct that would cause a reasonable person to be fearful for his or her safety.

f. Stalking. Stalking is the repeated following, watching or harassing of a specific person that would cause a reasonable person to (a) fear for his or her safety or the safety of others, or (b) suffer substantial emotional distress.

g. Affirmative Consent. For “affirmative consent” to be present, the following characteristics must be met:

• Consent can be communicated by word or action
• Consent must be mutually understandable
• Consent must be informed, knowing, voluntary, and freely and actively given
• Consent must be obtained at each escalation in the level of sexual activity (e.g., consent to kissing is not consent to fondling; consent to fondling is not consent to intercourse)
• Consent cannot result from force, threat, intimidation, duress, manipulation, or coercion
• Consent cannot be given by minors, mentally disabled individuals, or individuals who are mentally or physically incapacitated (such as by alcohol or other drugs)
• Consent to one form of sexual activity does not imply consent to other forms of sexual activity
• Consent at one time does not imply affirmative consent to another time (e.g., consent to intercourse last night is not consent to intercourse tonight)
• Consent can be withdrawn at any time before or during sexual activity by expressing in words or actions that an individual no longer wants the act(s) to continue. When consent is withdrawn, the other person must stop the act(s) immediately.

Because individuals may experience a particular interaction in different ways, it is the responsibility of each party to make certain that the other has consented before engaging in the activity and throughout the duration of the activity.

h. Incapacitation. “Incapacitation” exists when an individual lacks the physical or mental ability to make informed, rational judgments (e.g., to understand the “who, what, when, where, why, or how” of their sexual interactions), and thus cannot give affirmative consent to sexual activity. Incapacitation may be temporary or permanent and may result from mental disability as well as states including, but not limited to: sleep, unconsciousness, disorientation, helplessness, blackouts, etc. Incapacitation may also occur in persons who appear to be functional or coherent but still may not be able to make rational decisions or give affirmative consent. The impact of consuming alcohol or drugs will vary from person to person, and being intoxicated is not the same thing as being incapacitated (although intoxication can lead to incapacitation). Evaluating incapacitation due to the use of substances requires an assessment of each individual. Warning signs that a person may be approaching incapacitation may include, but are not limited to: slurred speech, lack of balance, loss of dexterity/coordination, decreased alertness/confusion, vomiting, combativeness, and emotional instability. If, under the circumstances, it was reasonable for a Respondent to rely on another person’s capacity to consent, and if affirmative consent is actually provided, there will not be a finding of incapacitation. Because incapacitation may be difficult to discern, individuals are strongly encouraged to err on the side of caution; when in doubt, assume the other person is incapacitated and therefore unable to give affirmative consent. Being intoxicated or impaired by drugs or alcohol is never an excuse, justification, or successful defense to an allegation of sexual misconduct and does not diminish one’s responsibility to obtain affirmative consent.

i. Coercion. “Coercion” involves the application of an unreasonable amount of pressure on someone to say yes, in circumstances in which the person would not
have said yes absent the unreasonable pressure. Coercion is evaluated based on the intensity, frequency, and duration of comments or actions. It exists when a sexual initiator engages in unreasonable or prolonged physical or emotional manipulation to persuade someone to do something sexual that he/she does not want to do.

j. Complainant. A “Complainant” is an individual who is alleged to have experienced the negative effects of prohibited conduct. A Complainant may or may not be the person who initially makes a report of prohibited conduct.

k. Respondent. A “Respondent” is an individual who is alleged to have engaged in conduct prohibited by this Policy.

11. Sexual Assault Training and Education

The Title IX Coordinators will provide for sexual assault education and prevention programs on campus and publicize the need to take precautions against sexual assault. The Coordinators will help determine when a specific case poses such an imminent danger to the community that warnings should be published. The Coordinators will work with the Berkeley Police to collect data for official summary crime reports and with other Institute departments to document the incidence of sexual assault. The Title IX Coordinators will provide appropriate services or referrals to violators of the Policy on sexual assault.

12. Further Information

Inquiries about the application of Title IX may be referred to our Title IX Coordinators or to the Department of Education’s Office for Civil Rights. See the packet “Title IX: Addressing Sexual Harassment/Sexual Violence,” which includes more information about what types of conduct constitute sexual harassment/sexual violence, prevention strategies including bystander intervention, and risk reduction.

The Title IX Coordinators at The Wright Institute are listed below.
Tricia O’Reilly (lead) toreilly@wi.edu Durant 218 x120
Virginia Morgan vmorgan@wi.edu Durant 107 x118

**PREPARING THE ANNUAL DISCLOSURE OF CRIME REPORT STATISTICS:**

At the Wright Institute, the Safety Officer II has the annual responsibility for gathering statistics and provides this information to the Vice President of Finance and Administrative Affairs. The Student Services Coordinator and the VPFA work with the Safety Officer II on identifying the reportable crimes and report the information to the Department of Education and the Wright Institute community, and are responsible for the preparation of this report. The Vice President of Finance and Administrative Affairs and the Dean of Students are Title IX Coordinators for the Wright Institute. Campus safety reports and records are maintained in the office of
the VP for Finance and Administrative Affairs. These polices and procedures are reviewed on an annual basis. Last policy review was August 2019.

The information in this report comes from a variety of sources, including the City of Berkeley Police Department and incidents reported to the Wright Institute.
CRIME REPORT

The Students' Right to Know and Campus Security Act of 1990 provides that educational institutions disclose occurrences of crime on campus and at off-campus facilities. These statistics include: murder, forcible and non-forcible sex offenses, burglary, robbery, aggravated assault, motor vehicle theft, liquor law violations, drug and narcotic offenses, and weapons possession.

2728 DURANT AVENUE
WRIGHT INSTITUTE CRIME STATISTICS/YEARS 2017 - 2019

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HATE CRIMES/YEARS 2017 - 2019

The following are statistics for crimes that manifest evidence of prejudice based on race, religion, sexual orientation, or ethnicity.

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**WRIGHT INSTITUTE CRIME STATISTICS/YEARS 2017 - 2019**

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<td>Liquor Law Violation</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Weapons Possession</td>
<td>0</td>
<td>0</td>
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</tr>
</tbody>
</table>
# 1918 University Avenue
## WRIGHT INSTITUTE CRIME STATISTICS/YEARS 2017 - 2019

<table>
<thead>
<tr>
<th></th>
<th>2017</th>
<th>2018</th>
<th>2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Murder</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Forcible Sex Offense</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Non-forcible Sex Offense</td>
<td>0</td>
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</tr>
<tr>
<td>Offense Robbery</td>
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<td>0</td>
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</tr>
<tr>
<td>Aggravated Assault</td>
<td>0</td>
<td>0</td>
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</tr>
<tr>
<td>Burglary</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Motor Vehicle Theft</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Liquor Law Violation</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Drug &amp; Narcotic Offense</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Weapons Possession</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

## HATE CRIMES/YEARS 2016 - 2018

The following are statistics for crimes that manifest evidence of prejudice based on race, religion, sexual orientation, or ethnicity.

**Hate Crime Related (Also in above table)**

<table>
<thead>
<tr>
<th></th>
<th>2017</th>
<th>2018</th>
<th>2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Murder</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Forcible Rape</td>
<td>0</td>
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</tr>
<tr>
<td>Aggravated Assault</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Drug &amp; Narcotic Offense</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Liquor Law Violation</td>
<td>0</td>
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<td>0</td>
</tr>
<tr>
<td>Weapons Possession</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>
EVACUATION ROUTES AND EVACUATION ASSEMBLY AREAS
EMERGENCY EVACUATION
ASSEMBLY AREA ROUTE MAP

2728 Durant Avenue

Upon evacuation of the building all students, faculty, and staff must gather at the primary Emergency Assembly Area (EAA) located at:

The Class of 1914 Fountain at the intersection of Bancroft Way and College Ave.
Primary Emergency Assembly Area (EAA) is located at
Class of 1914 Fountain, Bancroft Ave and College Ave.
Evacuation Maps, Plan, and Information

1000 Dwight Way Evacuation Assembly Area Route Map

Primary Emergency Assembly Area (EAA) is located at Bank of America Parking Lot, Tenth St. and Parker St.
Below is a detailed map of exits in case of an emergency evacuation. Upon evacuation of the building all students, faculty, and staff must gather at the primary Emergency Assembly Area (EAA) located at The Class of 1914 Fountain at the intersection of Bancroft Way and College Ave.

Fire alarms and extinguishers are also marked on the map in case of a building fire. The first aid kit for immediate medical attention is located in the Receptionist's office. There are two telephones on the first floor of the building for student use. **In the case of an emergency, call 9-1-1 and report the indecent.**
Emergency Exit Route Maps

EVACUATION PLAN

1ST 1000 DWIGHT WAY BERKELEY, CA 94702

IN AN EMERGENCY CALL 9-1-1

EXIT BUILDING BY NEAREST MARKED EXIT
DISABLED PERSONS SHOULD PROCEED TO THE NEAREST EXIT AND AWAIT ASSISTANCE
FIRE ALARM IS AN INTERMITTENT HORN SOUND WITH FLASHING STROBE

YOU ARE HERE
★ FIRE EXTINGUISHER
● FIRE ALARM
■ STAIRS
◆ ELEVATOR
狭_EXIT PATH
狭_EXIT

IN AN EMERGENCY USE STAIRWAY.
DO NOT USE ELEVATOR

Dwight Way
Ninth Street
EVACUATION PLAN

1000 DWIGHT WAY
BERKELEY, CA 94702

IN AN EMERGENCY CALL 9-1-1

EXIT BUILDING BY NEAREST MARKED EXIT

DISABLED PERSONS SHOULD PROCEED TO THE NEAREST EXIT AND AVOID ASSISTANCE

FIRE ALARM IS AN INTERMITTENT HORN SOUND WITH FLASHING STROBE

YOU ARE HERE

- FIRE EXTINGUISHER
- FIRE ALARM
- STAIRS
- ELEVATOR
- EXIT PATH
- EXIT

IN AN EMERGENCY USE STAIRWAY. DO NOT USE ELEVATOR
EVACUATION PLAN

1000 DWIGHT WAY
BERKELEY, CA 94702

IN AN EMERGENCY CALL 9-1-1

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YOU ARE HERE
FIRE EXTINGUISHER
FIRE ALARM
STAIRS
ELEVATOR
EXIT PATH
EXIT
EXIT
EXIT

IN AN EMERGENCY USE STAIRWAY.
DO NOT USE ELEVATOR
EVACUATION PLAN

MEZZ 1000 DWIGHT WAY BERKELEY, CA 94702

IN AN EMERGENCY CALL 9-1-1

IN AN EMERGENCY USE STAIRWAY. DO NOT USE ELEVATOR

EXIT BUILDING BY NEAREST MARKED EXIT

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FIRE ALARM IS AN INTERMITTENT HORN SOUND WITH FLASHING STROBE

YOU ARE HERE

🔥 FIRE EXTINGUISHER

📍 FIRE ALARM

 lda STAIRS

✉️ ELEVATOR

🔥 Exit Path

exit exit
EVACUATION PLAN

1000 DWIGHT WAY
BERKELEY, CA 94702

IN AN EMERGENCY
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YOU ARE HERE

FIRE EXTINGUISHER
FIRE ALARM
STAIRS
ELEVATOR
EXIT PATH
EXIT

IN AN EMERGENCY USE STAIRWAY.
DO NOT USE ELEVATOR

MEZZ
NINTH STREET
DWIGHT WAY
EVACUATION PLAN

MEZZ 1000 DWIGHT WAY BERKELEY, CA 94702

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IN AN EMERGENCY USE STAIRWAY. DO NOT USE ELEVATOR

YOU ARE HERE
• FIRE EXTINGUISHER
• FIRE ALARM
STS STAIRS
ELV ELEVATOR
EP EXIT PATH
EXI EXIT
EVACUATION PLAN

2ND FLOOR

1000 DWIGHT WAY
BERKELEY, CA 94702

IN AN EMERGENCY
CALL 9-1-1

EXIT BUILDING BY NEAREST MARKED EXIT

DISABLED PERSONS SHOULD PROCEED TO THE NEAREST EXIT AND Await Assistance

FIRE ALARM IS AN INTERMITTENT HORN SOUND WITH FLASHING STROBE

YOU ARE HERE

★ FIRE EXTINGUISHER
● FIRE ALARM
■ STAIRS
✉ ELEVATOR
●●● EXIT PATH
●● EXIT

IN AN EMERGENCY USE STAIRWAY.
DO NOT USE ELEVATOR
EVACUATION PLAN

2ND
1000 DWIGHT WAY
BERKELEY, CA 94702

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WITH FLASHING STROBE

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DO NOT USE ELEVATOR
EVACUATION PLAN

2ND | 1000 DWIGHT WAY
BERKELEY, CA 94702

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EXIT BUILDING BY NEAREST MARKED EXIT

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FIRE ALARM IS AN INTERMITTENT HORN SOUND WITH FLASHING STROBE

YOU ARE HERE

P FIRE EXTINGUISHER
● FIRE ALARM
stairs
ELEVATOR
exit path
exit

IN AN EMERGENCY USE STAIRWAY.
DO NOT USE ELEVATOR
EVACUATION PLAN

1000 DWIGHT WAY
BERKELEY, CA 94702

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AND AVOID ASSISTANCE

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HORN SOUND WITH
FLASHING STROBE

YOU ARE HERE

FIRE EXTINGUISHER

FIRE ALARM

STAIRS

ELEVATOR

EXIT PATH

EXIT

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DO NOT USE ELEVATOR
EVACUATION PLAN

1000 DWIGHT WAY
BERKELEY, CA 94702

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□ STAIRS
✉ ELEVATOR
■ EXIT PATH
EXIT

IN AN EMERGENCY USE STAIRWAY.
DO NOT USE ELEVATOR

DWIGHT WAY
NINTH STREET
EVACUATION PLAN

1000 DWIGHT WAY
BERKELEY, CA 94702

IN AN EMERGENCY CALL 9-1-1

DWIGHT WAY

NINTH STREET

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YOU ARE HERE
• FIRE EXTINGUISHER
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□ STAIRS
■ ELEVATOR
— EXIT PATH
EXIT EXIT
EVACUATION PLAN

3RD
1000 DWIGHT WAY
BERKELEY, CA 94702

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