

Empire is committed to providing a safe work and school environment. If you believe you have experienced sexual harassment and/or sexual violence, it is important that you understand your rights regarding this matter and the process that may ensue.

Following any alleged offense, the School will work with you to explain your options regarding available assistance with changing academic and working situations. The School will make these accommodations if you request them and if they are reasonably available, regardless of whether you choose to report the incident to local law enforcement. You have the right to request supportive measures through the Title IX Coordinator.

In response to all complaints, the School promises prompt and equitable resolution through a reliable and impartial investigation of complaints, including the opportunity for parties to present witnesses or other evidence. The time necessary to conduct an investigation will vary based on complexity of the complaint but will generally be completed within sixty (60) days of receipt of the complaint. The School shall maintain confidentiality for all parties to the extent possible, but absolute confidentiality cannot be guaranteed. In cases where a student or employee does not give consent for an investigation, the School will weigh the 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 Complainant 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 the School 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, the School will provide supportive measures, as necessary, to protect the safety and well being of students and/or employees involved.

If the School determines that sexual harassment or sexual violence has occurred, immediate appropriate corrective action will be taken in accordance with the circumstances involved, and the School will take steps to prevent the recurrence of any sexual harassment, sexual violence, or retaliation. Any employee determined by the School to be responsible for sexual harassment or sexual violence will be subject to appropriate disciplinary action, up to and including termination. Remedies for student-related complaints may include, but are not limited to, an order to stay away, suspension, or termination.

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 the School's handling of a complaint, they may also contact the appropriate state or federal enforcement agency for legal relief.

The School 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 the Title IX Coordinator. The Clery Act requires that School administrators 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 School will make every effort to ensure that a Complainant'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.

You can obtain from the School's Executive Director or People Services, information regarding existing counseling, health, mental health, victim's advocacy, legal assistance, and other services available to you in the community.

With respect to orders of protection or similar orders issued by a court, the School will maintain as confidential any supportive measures implemented, to the extent that maintaining such confidentiality would not impair the ability of the School to provide the supportive measures.

The Title IX Coordinator can be contacted at 1-888-380-7320 or via email at [TitleIX@empire.edu](mailto:TitleIX@empire.edu). In addition to the School, the U.S. Department of Education Office for Civil Rights ("OCR") investigates complaints in educational programs or activities. This agency may serve as a neutral fact finder and will attempt to facilitate the voluntary resolution of disputes with the parties. For more information, visit the OCR website at: <http://www.hhs.gov/ocr/>.