



## **TITLE IX**

### **Sexual Harassment and Sexual Violence Policy**

Winonah School of Cosmetology is committed to providing a safe educational environment free of violence, harassment, and discrimination and has adopted strict policies regarding these matters.

#### **Notice of Non-Discrimination**

Winonah School of Cosmetology in its admission, instruction, and graduation policies, does not discriminate based on race, sex, religion, disability, creed, color, national origin, ethnic origin, marital status, sexual orientation, military status, and age.

#### **Definition of Harassment**

Harassment is abusive or hostile conduct which is directed toward or inflicted upon another person because of his or her race, color, religion, ethnicity, national origin, sex, sexual orientation, age, disability, or veteran's status and which, because of its severity or pervasiveness, unreasonably interferes with an individual's work or academic performance or creates a hostile or abusive work or learning environment for that individual's work, education, or participation in a School activity. Harassment is typically based on stereotyped prejudices and includes, but is not limited to, slurs, jokes, objectionable epithets, or other verbal, graphic, or physical conduct that demeans, insults, or intimidates an individual because of his or her race, color, religion, ethnicity, national origin, sex, sexual orientation, age, disability, or veteran status.

#### **Sexual Harassment Defined**

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when (1) submission to such conduct is made, either explicitly or implicitly, a term or condition of employment or academic advancement; (2) submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's performance as an employee or student or creating an intimidating, hostile, or offensive working or learning environment.

Winonah School of Cosmetology prohibits its students and employees in involving in harassment based on genetic information, race, color, religion, national origin, sex (which includes sexual orientation, gender identity, and gender expression), age, disability or veteran status in admission or access to, or treatment of employment in its programs and services. Such illegal harassment violates federal civil rights laws and school nondiscrimination policy and may lead to personal liability for the results of such behavior. Faculty, staff, or students found to have violated this Anti-Harassment Policy may be subject to the full range of disciplinary actions, as applicable, up to and including termination of employment or termination of enrollment.

#### **Prompt Reporting Required**

If you believe that you have experienced or witnessed harassment or sexual violence, notify your instructor, supervisor, School Administrator, Deputy Director, Director, or preferably the Title IX Coordinator as soon as possible after the incident. Do not allow an inappropriate situation to continue by not reporting it, regardless of who is creating the situation. In addition, it is important to preserve any evidence that may assist in proving that an alleged criminal offense occurred or that may be helpful in obtaining a protection order. No employee, contract worker, student, vendor, client, or other person who does business with the School is exempt from the prohibitions in this policy. In order to facilitate the investigation, your complaint should include details of the incident or incidents, names of the individuals involved and names of any witnesses.

The School will do everything consistent with enforcement of this policy and with the law to protect the privacy of the individuals involved and to ensure that the complainant and the accused are treated fairly. Information about individual complaints and their disposition is considered confidential and will be shared only on a "need to know" basis.



## Title IX Coordinator

The Title IX Coordinator has the responsibility of overseeing all Title IX related activities, complaints, and investigations. The Title IX Coordinator, or Deputy Title IX Coordinator, can be reached at:

Title IX Coordinator  
Winonah School of Cosmetology  
1870 Chace Dr. Suite 140  
Hoover, AL 35242  
Email: TitleIX@winonah.net

There are many resources available to individuals who are involved in some way with an incident of discrimination, retaliation, or harassment, including sexual harassment. Please see the contact information and resources below.

Jefferson County, Alabama Sheriff's Office	<b>Emergency Numbers: 911 or 205-325-1450</b>
U.S. Equal Employment Opportunity	<b>1-800-669-4000</b>
Commission, Birmingham District Office State of Alabama, Attorney General's Office	<b>Office of Victim Assistance: 1-800-626-7676</b>
Civil Rights U.S. Department of Health and Human Services	<b>1-800-368-1019</b>