



September 2016

Campus Security Information

Longwood Security Services provides public safety and security for the Boston Architectural College (the BAC). A Safety and Security Officer is stationed at the 320 Newbury Street and 951 Boylston Street campus buildings during regular operational hours. Officers also make regularly scheduled rounds 24 hours per day at the 320 Newbury Street and 951 Boylston campus buildings. In addition, our campus buildings are equipped with burglar alarms, intercoms, card access and closed-circuit video systems. Emergency telephones are located at the Security Desk at 320 Newbury Street. At 951 Boylston Street they are located on the ground, second and third floor. In case of an emergency call 911 and contact security internally by dialing extension 243 or externally by dialing 617-730-7160. Longwood Security Services works closely with Boston Police and MBTA Police. They meet monthly with all and attend numerous crime prevention meetings in the local area including The Back Bay Security Network, The Lower Roxbury Task Force and Masco. The BAC does not provide on-campus housing. For our students located in off campus housing and classrooms included are the links to their page containing the most current Clery Reports:

Pine Manor College: <http://www.pmc.edu/crime-reports>

Wheelock College: <http://www.wheelock.edu/about/offices-and-services/public-safety/campus-security-statistics> .

North Bennet Street School: <http://ope.ed.gov/campussafety/#/institution/details>

BAC Campus Crime Statistics (Reporting Jan 1, 2015 thru Dec 31, 2015)

At the BAC, we believe that an informed community is a more safety-conscious community. The following statistics are provided in accordance with the Crime Awareness and Campus Security Act of 1990, and indicate the numbers of incidents reported to Longwood Security in each listed crime category at property owned by the BAC.

If you have any questions regarding these statistics, or if you would like more information about other security-related incidents, services or policies, contact the Director of Administrative Operations at 617-585-0211. If you would like a copy of campus crime statistics you may personally or through security, access them via our website at: www.the-bac.edu where it can be found on the **PUBLIC SAFETY** page: <http://the-bac.edu/about-the-bac/public-safety>

GENERAL STATISTICS

Criminal Offenses On-Campus	<u>2013</u>	<u>2014</u>	<u>2015</u>
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Sex offenses - forcible	0		
d. Rape		0	0
e. Fondling		0	0
f. Sex offenses-Non-forcible	0		
g. Incest	0	0	0
h. Statutory rape	0	0	0
i. Robbery	0	0	0
j. Aggravated Assault	0	0	1
k. Burglary	2	0	1
l. Motor vehicle theft	0	0	0
m. Arson(include only fires that are investigated By law enforcement and determined to be arson)	0	0	0

Criminal Offenses - Noncampus	<u>2013</u>	<u>2014</u>	<u>2015</u>
a. Murder/Non-negligent manslaughter			0
b. Negligent manslaughter			0
c. Sex offenses - forcible			0
d. Rape			0
e. Fondling			0
f. Sex offenses-Non-forcible			0
g. Incest			0
h. Statutory rape			0
i. Robbery			0
j. Aggravated Assault			0
k. Burglary			0
l. Motor vehicle theft (Do not include theft From a motor vehicle)			0
m. Arson			0

Criminal Offenses Public Property	<u>2013</u>	<u>2014</u>	<u>2015</u>
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Forcible sex offenses	0	0	0
d. Non-forcible sex offenses (include only incest And statutory rape)	0	0	0
e. Robbery	3	1	0
f. Aggravated Assault	2	0	0
g. Burglary	0	0	0
h. Motor vehicle theft	1	1	0
i. Arson(include only fires that are investigated By law enforcement and determined to be arson)	0	0	0

Caveat: Boston Police report crime by zone which is much larger than our designated campus.

Hate Crimes – On Campus

Hate Crimes - On Campus		2015			Sexual			Ethnicity/ National Origin
		Total	Race	Religion	Orientation	Gender	Disability	
a.	Murder/ Non-negligent manslaughter	0	0	0	0	0	0	0
b.	Negligent manslaughter	0	0	0	0	0	0	0
c.	sex offences - forcible	0	0	0	0	0	0	0
d.	sex offenses - non-forcible	0	0	0	0	0	0	0
	incest	0	0	0	0	0	0	0
	statutory rape	0	0	0	0	0	0	0
e.	Robbery	0	0	0	0	0	0	0
f.	Aggravated Assault	0	0	0	0	0	0	0
g.	Burglary	0	0	0	0	0	0	0
h.	Motor Vehicle theft (theft from MV not included)	0	0	0	0	0	0	0
i.	Arson	0	0	0	0	0	0	0
j.	Simple Assault	0	0	0	0	0	0	0
k.	Larceny-Theft	0	0	0	0	0	0	0
l.	Intimidation	0	0	0	0	0	0	0
m.	Destruction/ Damage Vandalism of property	0	0	0	0	0	0	0

	Hate Crimes - On Campus	2014			Sexual			Ethnicity/ National Origin
		Total	Race	Religion	Orientation	Gender	Disability	
a.	Murder/ Non-negligent manslaughter	0	0	0	0	0	0	0
b.	Negligent manslaughter	0	0	0	0	0	0	0
c.	sex offenses - forcible	0	0	0	0	0	0	0
d.	sex offenses - non-forcible	0	0	0	0	0	0	0
	incest	0	0	0	0	0	0	0
	statutory rape	0	0	0	0	0	0	0
e.	Robbery	0	0	0	0	0	0	0
f.	Aggravated Assault	0	0	0	0	0	0	0
g.	Burglary	0	0	0	0	0	0	0
h.	Motor Vehicle theft (theft from MV not included)	0	0	0	0	0	0	0
i.	Arson	0	0	0	0	0	0	0
j.	Simple Assault	0	0	0	0	0	0	0
k.	Larceny-Theft	0	0	0	0	0	0	0
l.	Intimidation	0	0	0	0	0	0	0
m.	Destruction/ Damage	0	0	0	0	0	0	0
	Vandalism of property	0	0	0	0	0	0	0

	Hate Crimes - On Campus	2013	Sexual					Ethnicity/ National Origin
		Total	Race	Religion	Orientation	Gender	Disability	
a.	Murder/ Non-negligent manslaughter	0	0	0	0	0	0	0
b.	Negligent manslaughter	0	0	0	0	0	0	0
c.	sex offences - forcible	0	0	0	0	0	0	0
d.	sex offenses - non-forcible	0	0	0	0	0	0	0
	incest	0	0	0	0	0	0	0
	statutory rape	0	0	0	0	0	0	0
e.	Robbery	0	0	0	0	0	0	0
f.	Aggravated Assault	0	0	0	0	0	0	0
g.	Burglary	0	0	0	0	0	0	0
h.	Motor Vehicle theft (theft from MV not included)	0	0	0	0	0	0	0
i.	Arson	0	0	0	0	0	0	0
j.	Simple Assault	0	0	0	0	0	0	0
k.	Larceny-Theft	0	0	0	0	0	0	0
l.	Intimidation	0	0	0	0	0	0	0
m.	Destruction/ Damage	0	0	0	0	0	0	0
	Vandalism of property	0	0	0	0	0	0	0

	Hate Crimes-Public Property	2015			Sexual			Ethnicity/ National Origin
		Total	Race	Religion	Orientation	Gender	Disability	
a.	Murder/ Non-negligent manslaughter	0	0	0	0	0	0	0
b.	Negligent manslaughter	0	0	0	0	0	0	0
c.	sex offences - forcible	0	0	0	0	0	0	0
d.	sex offenses - non-forcible incest statutory rape	0	0	0	0	0	0	0
e.	Robbery	0	0	0	0	0	0	0
f.	Aggravated Assault	0	0	0	0	0	0	0
g.	Burglary	0	0	0	0	0	0	0
h.	Motor Vehicle theft (theft from MV not included)	0	0	0	0	0	0	0
i.	Arson	0	0	0	0	0	0	0
j.	Simple Assault	0	0	0	0	0	0	0
k.	Larceny-Theft	0	0	0	0	0	0	0
l.	Intimidation	0	0	0	0	0	0	0
m.	Destruction/ Damage Vandalism of property	0	0	0	0	0	0	0

	Hate Crimes-Public Property	2014			Sexual			Ethnicity/ National Origin
		Total	Race	Religion	Orientation	Gender	Disability	
a.	Murder/ Non-negligent manslaughter	0	0	0	0	0	0	0
b.	Negligent manslaughter	0	0	0	0	0	0	0
c.	sex offences - forcible	0	0	0	0	0	0	0
d.	sex offenses - non-forcible incest statutory rape	0	0	0	0	0	0	0
e.	Robbery	0	0	0	0	0	0	0
f.	Aggravated Assault	0	0	0	0	0	0	0
g.	Burglary	0	0	0	0	0	0	0
h.	Motor Vehicle theft (theft from MV not included)	0	0	0	0	0	0	0
i.	Arson	0	0	0	0	0	0	0
j.	Simple Assault	0	0	0	0	0	0	0
k.	Larceny-Theft	0	0	0	0	0	0	0
l.	Intimidation	0	0	0	0	0	0	0
m.	Destruction/ Damage Vandalism of property	0	0	0	0	0	0	0

	Hate Crimes-Public Property	2013		Sexual				Ethnicity/ National Origin
		Total	Race	Religion	Orientation	Gender	Disability	
a.	Murder/ Non-negligent manslaughter	0	0	0	0	0	0	0
b.	Negligent manslaughter	0	0	0	0	0	0	0
c.	sex offences - forcible	0	0	0	0	0	0	0
d.	sex offenses - non-forcible incest statutory rape	0	0	0	0	0	0	0
e.	Robbery	0	0	0	0	0	0	0
f.	Aggravated Assault	0	0	0	0	0	0	0
g.	Burglary	0	0	0	0	0	0	0
h.	Motor Vehicle theft (theft from MV not included)	0	0	0	0	0	0	0
i.	Arson	0	0	0	0	0	0	0
j.	Simple Assault	0	0	0	0	0	0	0
k.	Larceny-Theft	0	0	0	0	0	0	0
l.	Intimidation	0	0	0	0	0	0	0
m.	Destruction/ Damage Vandalism of property	0	0	0	0	0	0	0

Caveat: Boston Police reports crime by zone which is vastly larger than our campus.

VAWA (Violence Against Women Act) Offenses – On Campus,

Total occurrences on campus (reports accumulated beginning 2014)

Crime	<u>2013</u>	<u>2014</u>	<u>2015</u>
a. Domestic violence		0	0
b. Dating violence		0	0
c. Stalking		1	0

VAWA (Violence Against Women Act) Offenses – Public Property,

Total occurrences on Public Property (reports accumulated beginning 2014)

Crime	<u>2013</u>	<u>2014</u>	<u>2015</u>
a. Domestic violence		0	0
b. Dating violence		0	0
c. Stalking		0	0

Arrests – On Campus

Crime	<u>2013</u>	<u>2014</u>	<u>2015</u>
a. Weapons; carrying, possessing, etc.	0	0	0
b. Drug abuse violations	0	0	0
c. Liquor law violations	0	0	0

Arrests – Public Property

Crime	<u>2013</u>	<u>2014</u>	<u>2015</u>
a. Weapons; carrying, possessing, etc.	0	0	0
b. Drug abuse violations	0	2	0
c. Liquor law violations	0	0	0

Disciplinary Actions – On Campus

Crime	<u>2013</u>	<u>2014</u>	<u>2015</u>
a. Weapons; carrying, possessing	0	0	0
b. Drug abuse violations	0	0	0
c. Liquor law violations	0	0	0

Disciplinary Actions – Public Property

Crime	<u>2013</u>	<u>2014</u>	<u>2015</u>
a. Weapons; carrying, possessing	0	0	0
b. Drug abuse violations	0	0	0
c. Liquor law violations	0	0	0

Unfounded Crimes

Of those crimes that occurred On Campus, in On-campus Student Housing Facilities, on or in non-campus property or buildings, and on Public Property, enter the number of crimes that were unfounded. The total number of unfounded crimes should include all criminal offenses, hate crimes, arrests or disciplinary action referrals for weapons, drug or liquor law violations, and domestic violence, dating violence, or stalking incidents that have been unfounded. If a reported crime is investigated by law enforcement authorities and found to be false or baseless, the crime is "unfounded". Only sworn or commissioned law enforcement personnel may unfound a crime. Count unfounded crimes in the year in which they were originally reported.

Crime	<u>2013</u>	<u>2014</u>	<u>2015</u>
a. Total unfounded crimes			0

**Boston Architectural College
2015 Crime Statistics
2015 General Statistics**

There were 0 Hate Offenses On-Campus or Public Property for the period 2013 through 2015.

There were 0 Arrests on-Campus or Public Property for liquor law violations, drug law violations or illegal weapons possession for the period 2013 through 2015.

There were 0 Disciplinary Actions/Judicial Referrals on Campus or Public Property for liquor law violations, drug law violations or illegal weapons possession for the period 2013 through 2015.



September 2016

Alcohol and Substance Abuse Policy

This policy statement on illegal drugs in the workplace is designed to address the Boston Architectural College's (the BAC) concerns about drug and alcohol abuse, and to ensure that the BAC staff, temporary employees, faculty, administrators and students comply with the Drug Free Schools and Communities Act Amendments of 1989 and the Drug Free Workplace Act of 1988.

For the purposes of this policy illegal drugs are defined as: (1) any substance whose sale or possession is prohibited by any law (federal, state, or local), (ii) a controlled substance as defined by federal law, or (iii) any substance whose sale or possession by the particular person is prohibited by law (for example, a prescription medication which has not been prescribed for the person who uses it). The terms "person" or "personnel" as used in this policy means all BAC personnel, including staff, temporary employees, faculty, and administrators.

The BAC strongly promotes a workplace free from the acts and effects of alcohol and substance abuse. Staff, temporary employees, faculty, administrators and students are responsible for observing all Commonwealth of Massachusetts and federal laws governing the use and possession of alcohol and drugs, and are expected to assume and exercise responsibility for their own behavior.

The use and abuse of illegal drugs and other controlled substances is strictly prohibited. Anyone held to be in violation of the BAC's Alcohol and Substance Abuse Policy will be subject to disciplinary proceedings and may be subject to prosecution.

The use of alcohol at the BAC is subject to strict regulations, in compliance with state and federal laws. The use of other drugs or controlled substances is prohibited.

The unlawful manufacture, distribution, dispensation, possession or use of controlled substances (illicit drugs and alcohol) is prohibited on the BAC's property, or as part of any the BAC's activities, whether on or away from the College.

The consumption of alcohol while on duty in the workplace is unacceptable, since it can adversely affect the health, safety, integrity and security of staff, temporary employees, faculty, administrators and students. It can also have an adverse effect on the judgment, productivity and attendance levels of staff, temporary employees, faculty, administrators and students, and undermine the public confidence and trust in the institution.

The BAC's policy regarding alcohol consumption is as follows:

- The distribution or consumption of alcoholic beverages on campus is prohibited, except for events approved in advance by the BAC's Senior Cabinet.
- Events the BAC hosts at which alcoholic beverages are to be served must not be advertised in such a way as to place emphasis on alcohol.
- No person under the legal drinking age of 21 shall be served alcoholic beverages at the BAC.
- It shall be the responsibility of the licensee (individual or group) sponsoring the activity or service at or through which alcoholic beverages are served to ensure that all participants possess proper identification (e.g., driver's licenses with photographs) verifying that they are of legal age.
- Alcoholic beverages may not be taken from an area in which an event/service is approved for the distribution/consumption of alcoholic beverages to an area, which is not so approved for.
- At any event during which alcoholic beverages is served, nonalcoholic beverages and food must also be available.

Cases in which a staff member, temporary employee, faculty member, administrator or student appears to have engaged in inappropriate behavior, defined as contrary to the policy articulated above, should be reported immediately to the Grievance Committee consisting of:

The President, Interim Provost, the Vice President for Finance and Administration, and the Dean of Students, may act upon instances that require immediate action. The Grievance Committee will initiate disciplinary proceedings as necessary.

Disciplinary actions may include, but are not limited to, warnings, suspensions, expulsions and referral for prosecution, as well as requiring the completion of a rehabilitation program as a prerequisite for readmission to the program or for re-employment.

SUMMARY OF LEGAL SANCTIONS COVERING ALCHOL AND DRUG ABUSE

It is a violation of state and federal laws to participate in the manufacture, sale, distribution, or use of controlled substances. If convicted, you may be punished by fine, imprisonment, or both. Massachusetts state law subjects an individual to fines ranging from \$300 to \$1,000, loss of driver's license, and/or imprisonment for the following acts:

- sale or delivery of alcohol to anyone under 21 years of age,
- possession, purchase, delivery or transportation of alcohol by anyone under 21 years of age,
- Misrepresentation or falsification of identification in order to purchase alcohol.

The law further states that anyone wishing to purchase alcohol must show, upon request, a valid Driver's License indicating they are 21 years of age or older.

In addition to the above, courts are increasingly willing to hold those who serve intoxicating beverages liable for damage or injury caused or suffered by the individuals to whom the beverages were served. This could include, in appropriate circumstance, the BAC, organizations sponsoring events where alcohol is served, the officers, members, and advisors of such groups, and the individuals serving the beverages. The BAC supports drug, alcohol and tobacco laws while respecting the privacy of individuals in its community (within the parameters of the law.)

If convicted, one may be punished by fine, imprisonment or both. The BAC community should be aware that some Longwood Security public safety officers have the status of special police under state law and thus, may make arrests for state law violations. A more extensive summary of applicable penalties under state and federal law is attached.

Employees, as a condition of employment with the BAC, must abide by the terms of this statement. Employees who are convicted for workplace-related violations of alcohol or drug statutes must notify the Office of Human Resources no later than five days after such a conviction.

The Drug Free Schools and Communities Act Amendments of 1989 also requires that a description of health risks associated with drug use and alcohol abuse be distributed to the BAC staff, temporary employees, faculty, administrators and students. Potential health risks of alcohol and drug abuse include, but are not limited to, the following:

Irritability	Fluctuating Moods and Emotions
Sleep Problems	Problems with Relationships
Aggressive Behavior	Delirium Tremens
Ulcers	Cirrhosis of the Liver
Impotency	Pancreatitis
Brain Damage	Physical Dependence
Pneumonia	Cancer of the Esophagus
Malnutrition	Respiratory Arrest
Bronchitis	Hepatitis
Heart Attack	Pregnancy
Meningitis	Pregnancy Complications

Resources are available to assist the BAC staff, temporary employees, faculty, administrator and students in understanding and dealing with drug and alcohol abuse. To receive information students should contact the Advising Office, 617-585-0160, we also offer a Student Assistance Program (SAP). Staff and Faculty should contact the Human Resources Office at 617-585-0273, where we offer an Employee Assistance Program (EAP).

Local, state and federal laws make illegal use of drugs and alcohol serious crimes. Conviction can lead to imprisonment, fines and assigned community service. Courts do not lift prison sentences in order for convicted persons to attend college or continue their jobs. A felony conviction for such an offense can prevent individuals from entering many fields of employment or professions.

Cities and towns in Massachusetts, specifically, Boston, prohibit public consumption of alcohol and impose fines for violation. Massachusetts laws prohibit sale or delivery of alcoholic beverages to persons under 21, with a fine of up to \$2,000 and six months imprisonment, or both.

Misrepresenting one's age or falsifying an identification to obtain alcoholic beverages is punishable by a fine of \$300. A first conviction of driving under the influence of alcohol has a penalty of a \$500-\$5,000 fine, a one-year revocation of a driver's license, up to two and a half years in prison and mandatory alcohol rehabilitation.

Massachusetts has criminal penalties for use of controlled substances, or drugs, with penalties varying with the type of drug. In general, narcotic, addictive, and drugs with a high potential for abuse have heavier penalties.

Possession of drugs is illegal, without valid authorization. While penalties for possession are generally not as great as for manufacture and distribution of drugs, possession of a relatively large quantity may be considered distribution. Under both state and federal laws, penalties for possession, manufacture and distribution are much greater for second and subsequent convictions. Many laws dictate mandatory prison terms and a full minimum term must be served.

Massachusetts makes it illegal to be in a place where heroin is kept and to be "in the company" of a person known to possess heroin. Anyone in the presence of heroin at a private party risks a serious drug conviction. Sale and possession of "drug paraphernalia" is illegal in Massachusetts.

Persons convicted of drug possession under state or federal law are ineligible for federal student grants and loans of up to one year after the first conviction, and five years after the second conviction. The penalty for distributing drugs is loss of benefits for five years after the first conviction, ten years after the second conviction, and permanently after the third conviction.

Under Federal law, distribution of drugs to persons under age 21 is punishable by twice the normal penalty, with a mandatory one-year in prison; a third conviction is punishable by mandatory life imprisonment. These penalties apply to distribution of drugs in or within 1,000 feet of a college or school. Federal law set greatly heightened prison sentences for manufacture and distribution of drugs, if death or serious injury results from use of the substance.



Date: September 2016

From: Jondelle DeVeaux, Director of Human Resources

To: **Drug Free Schools and Communities Act Amendments of 1989 and the
Drug Free Workplace Act of 1988:**

Subject: **Employee Drug Convictions 2014-15**

cc:

**The Boston Architectural College did not have any employee drug convictions during the
2014-2015 Academic Year.**

SEXUAL HARASSMENT POLICY OF THE BOSTON ARCHITECTURAL COLLEGE

I. PURPOSE

It is the goal of the Boston Architectural College (“the BAC”) to promote an educational environment and workplace that is free of sexual harassment. Sexual harassment of employees, faculty or students occurring in the workplace or in other settings in which employees, faculty or students may find themselves in connection with their involvement with the BAC is unlawful and will not be tolerated by this organization. Further, any retaliation against an individual who has complained about sexual harassment or retaliation against individuals for cooperating with an investigation of a sexual harassment complaint is similarly unlawful and will not be tolerated. To achieve our goal of providing an environment free from sexual harassment, the conduct that is described in this policy will not be tolerated. We have provided a procedure by which inappropriate conduct will be dealt with, if encountered by employees, faculty or students in their involvement with the BAC.

Because the BAC takes allegations of sexual harassment seriously, we will respond promptly to complaints of harassment. Where it is determined that such inappropriate conduct has occurred, we will act promptly to eliminate the conduct and impose such corrective action as is necessary, including disciplinary action up to and including termination where appropriate.

Please note that while this policy sets forth our goals of promoting an environment that is free of sexual harassment, the policy is not designed or intended to limit our authority to discipline or take remedial action for workplace conduct which we deem unacceptable, regardless of whether that conduct satisfies the legal definition of sexual harassment.

II. SCOPE

This policy applies to all employees, faculty (including volunteer faculty) and students.

III. DEFINITION OF SEXUAL HARASSMENT

The legal definition for sexual harassment, as cited in Mass General Law section 151B, is:

“Sexual harassment” means sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature when:

- (a) Quid pro quo - submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of employment or as a basis for employment decisions;
- Or, (b) such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual’s work performance by creating an intimidating, hostile, humiliating or sexually offensive work environment. Discrimination on the basis of sex shall include, but not be limited to, sexual harassment.

Under these definitions, direct or implied requests by a supervisor for sexual favors in exchange for actual or promised job benefits such as favorable review, salary increases, promotions, increased benefits, or continued employment, constitutes sexual harassment.

The legal definition of sexual harassment is broad. In addition to the above examples, other sexually oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating a work environment that is hostile, offensive, intimidating, or humiliating to male or female workers may also constitute sexual harassment. While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct which is unwelcome, or may constitute sexual harassment, depending upon the totality of the circumstances including the severity of the conduct and its pervasiveness:

- Unwelcome sexual advances – whether they involve physical touching or not;
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one’s sex life; comment on an individual’s body, comment about an individual’s sexual activity, deficiencies, or prowess;
- Displaying sexually suggestive objects, pictures, cartoons;
- Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments;
- Inquiries into one’s sexual experiences; and,
- Discussion of one’s sexual activities.
- Disseminating sexually explicit voice mails, emails, and website downloads.

All employees should take special note that, as stated above, retaliation against an individual who has complained about sexual harassment, and retaliation against individuals for cooperating with an investigation of a sexual harassment complaint is unlawful and will not be tolerated by this organization.

IV. PROCEDURES FOR COMPLAINTS OF SEXUAL HARASSMENT

If you feel you have been subjected to sexual harassment in the context of your involvement with the BAC, you should report the incident immediately in writing or verbally to:

FOR COMPLAINTS BROUGHT FORTH BY STAFF, FACULTY OR STUDENTS:

Diana Ramirez-Jasso, Interim Provost– for complaints concerning faculty

Richard Griswold, Dean of Students – for complaints concerning students

Kathy Rood, Vice President for Finance and Administration - for complaints concerning administrative staff

*Please address written communications to the Boston Architectural College, 320 Newbury Street, Boston, MA 02115. All of these persons may be reached by calling **617-585-0200**. These persons are also available to discuss any concerns you may have, and to provide information to you about the BAC’s policy on sexual harassment and BAC’s complaint process.*

V. SEXUAL HARASSMENT INVESTIGATION

When we receive the complaint we will promptly investigate the allegation in a fair and expeditious manner. The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances. The person filing the complaint is obligated to provide precise and detailed information, including but not limited to, a summary of the harassment complained of, the person alleged to be responsible, and the resolution sought

in addition to the names of any witnesses present. The investigation will include a private interview with the person filing the complaint and with witnesses. The person alleged to have committed sexual harassment will also be interviewed. When the investigation has been completed, the BAC will, to the extent appropriate, inform the person filing the complaint and the person alleged to have committed the conduct, of the results of that investigation. The BAC reserves the right to terminate the investigation at any time if the person filing the complaint fails to cooperate.

If it is determined that inappropriate conduct has occurred, we will act promptly to eliminate the offending conduct, and where it is appropriate we will also impose disciplinary action up to and including termination.

VI. DISCIPLINARY ACTION

If it is determined that inappropriate conduct has been committed by one of our employees, we will take such action as is appropriate under the circumstances. Such action may range from counseling to termination of employment, and may include other forms of disciplinary action as deemed appropriate. Accusations made out of malice or for groundless and improper reasons will be subject to disciplinary measures, up to and including termination of employment.

VII. STATE AND FEDERAL REMEDIES

In addition to the above, if you believe you have been subjected to sexual harassment, you may file a formal complaint with either or both of the government agencies set forth below. Using the BAC's complaint process does not prohibit you from filing a complaint with these agencies. Each of the agencies has a short time period for filing a claim (EEOC – 300 days; MCAD – 300 days).

1. The United States Equal Employment Opportunity Commission (“EEOC”)

John F. Kennedy Federal Building
475 Government Center
Boston, MA 02203
1 (800) 669-4000 / TTY: 1 (800) 669-6820

2. The Massachusetts Commission Against Discrimination (“MCAD”)

Boston Office:	Springfield Office:
One Ashburton Place, Rm. 601	436 Dwight Street, Rm. 220
Boston, MA 02108	Springfield, MA 01103
(617) 994-6000	(413) 739-2145

(ADD TO WEB) To obtain information provided by our state local law enforcement agency concerning registered sex offenders:

Boston Police Department
650 Harrison Avenue, Boston, MA 02116-6199
Telephone: (617) 343-4250

Mass.gov Public Safety:
<http://www.mass.gov/eopss/agencies/sorb/>

Sexual Harassment and Assault Support services:

National Sexual Violence Resource Center - www.nsvrc.org

Rape Abuse and Incest National Network - <https://www.rainn.org/>

Boston Area Rape Crisis Center - <http://www.barcc.org/>

R.A.D. - Rape Aggression Defense - <http://www.rad-systems.com/>

The U.S. Department of Education is committed to assisting schools in providing a safe environment for students to learn and staff to work and to keeping parents and students well informed about campus security. Data collected in this survey will be published by the Office of Postsecondary Education on the OPE Campus Security Statistics Web-site located at <http://ope.ed.gov/campussafety/#/>. The survey was authorized by Congress with the 1998 amendment to the Higher Education Act of 1965 (HEA) to help potential college students and their parent's research criminal offenses on college campuses.

Origination Date: 8/7/1997

Updated: 9/21/2016


Glen S. LeRoy, President