

September 2022

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 our campus buildings located at 320 Newbury Street, 951 Boylston Street, and 955 Boylston Street. In addition to this, our campus buildings are equipped with burglar alarms, intercoms, doors with card access and closed-circuit video systems. Emergency telephones are located at the Security Desk at 320 Newbury Street. At 951 Boylston Street, the emergency telephones are located on the ground floor, second floor and third floor.

In case of an emergency, call 911, then contact our Security Officers by dialing 617-436-4600. Longwood Security Services works closely with the Boston Police and the MBTA Transit Police. They meet monthly with all and attend crime prevention meetings in the local area including The Back Bay Security Network, The Lower Roxbury Task Force and Masco. They work together to provide us with our crime statistics information.

To report a crime at the BAC, please contact Security at the 320 Newbury Street or the 951 Boylston Street Security desk. To report a grievance or violation, students may bring grievances to the attention of any academic advisor, administrator, coordinator, or director, who will notify the Associate Vice President and Dean of Students, Richard Griswold, richard.griswold@the-bac.edu per the Student Handbook. The student will be informed of grievance procedures, as well as the degree to which confidentiality may be maintained. The student will be kept informed of the proceedings and given an approximate schedule for investigation and resolution.

Faculty members should refer to the Faculty Handbook, which requests faculty to address the Vice President for Academic Affairs, Vic Liptak, vic.liptak@the-bac.edu or the Director of Human Resources, Nancy Murphy, nancy.murphy@the-bac.edu.

BAC Staff should refer to the Personnel Policies Handbook. BAC staff may report these incidents to their relevant supervisor or to the Director of Human Resources, Nancy Murphy, nancy.murphy@the-bac.edu or HRQuestions@the-bac.edu. In a case where the allegation of harassment is against the Director of Human Resources, please contact the Vice President for Finance and Administration, Sydney Leo, sydney.leo@the-bac.edu.

Inquiries concerning the BAC's policies and compliance with applicable nondiscrimination laws, statutes, and regulations (such as Title IX and Section 504) may be addressed to the Vice President for Finance and Administration, Sydney Leo, sydney.leo@the-bac.edu or at the BAC (617) 585-0204. Inquiries about these laws and about and compliance also may be directed to the Assistant Secretary for Civil Rights, U.S. Department of Education: <https://www2.ed.gov/about/contacts/gen/index.html>.

In accordance with the applicable Federal regulations, the BAC has designated the Associate V.P. and Dean of Students, Richard Griswold, Richard.griswold@the-bac.edu as its employee with responsibility for coordinating compliance with Title IX and Section 504, including investigations of complaints: https://www2.ed.gov/about/offices/list/ocr/docs/tix_dis.html

Every grievance is investigated, should the administration find probable cause that a violation involving a student has occurred, the Associate Vice President and Dean of Students, Richard Griswold will initiate disciplinary proceedings by convening a committee comprising the Coordinator of the Appeals Committee, the Associate Vice President of Advising, Rebecca Chabot Wieferich and one or two additional appointees. If personnel are involved, one appointee will be the Vice President for Finance and Administration, Sydney Leo if faculty are involved, one appointee will be the Vice President for Academic Affairs, Vic Liptak. The committee will review the case and may elect to request a written response from the person(s) concerned. The committee also may schedule a hearing. In such case, the person against whom the charge has been made may identify witnesses to be called, and although s/he may wish to consult with counsel prior to the hearing, counsel will not be allowed to be present at the hearing.

EMERGENCY NOTIFICATION and TIMELY WARNING PROCEDURE

<http://the-bac.edu/about-the-bac/public-safety/emergency-notification>

In the event that an emergency situation arises, a member of the BAC's Critical Incident Management Team(CIMT), which includes the President's Cabinet, the Marketing & Communications Department, I.T., Facilities, Administrative Operations, Security and any necessary support staff, will contact the necessary staff to initiate a timely warning by following our emergency notification procedure. This will be used to transmit critical information to a large segment of the BAC campus, staff, students, and faculty as quickly as possible. This will be accomplished through one or more of the following methods:

1. BAC EMAILS - Emails are sent to all staff, current faculty, and current students, which will be received by those who check their school-issued email account. A member of the Marketing & Communications Department or the I.T. Team will be responsible for sending out emails relative to emergency situations.

2. THE BAC WEBSITE - The BAC website will display crucial information in the event of an emergency: www.the-bac.edu. A member of the Marketing & Communications Department or the I.T. Team will be responsible for updating the website.

3. TEXT MESSAGES - Broadcast SMS messages via the BAC messaging system.

To sign up for text alerts go to: <https://alerts.the-bac.edu/index.php>

Timely Warnings will be sent out via texts message by a member of the Administrative Operations Department, Marketing & Communications Department, or the I.T. Team.

Examples of significant emergencies or dangerous situations are:

- snow closures
- bomb threat
- explosion
- power outage
- earthquake
- gas leak
- terrorist incident
- pandemic, outbreak of COVID-19, outbreak of meningitis, norovirus, or other serious illness
- approaching tornado, hurricane, or other extreme weather conditions

EVACUATION/FIRE

An evacuation could take place for multiple reasons.

In case of an emergency, dial **911 first**. Be prepared to give your name, your building, the floor on which you are located, the location, the reason you are calling, and your particular needs.

A relocation of individuals might take place in the event of a life-threatening incident, or for the purpose of a fire evacuation or drill. In any event, an evacuation is to be taken seriously no matter what the cause, even if it is a test drill. Individuals are encouraged to carry personal cell phones and belongings if they are able and contact our emergency security phone at **617-436-4600**.

In the event of a fire alarm, in any campus building, local alarms/horns are activated, which signal that all occupants of the building must evacuate.

All alarms/horns will be reported to the Emergency Control Center at **617-436-4600**.

ALARMS/HORNS MAY NOT BE SILENCED until so instructed by the BOSTON FIRE DEPARTMENT.

1. FIRE ALARM PANEL / ANNUNCIATOR LOCATION

Buildings and Panel Locations:

- 320 Newbury Street: Annunciator in Lobby
- 951 Boylston Street: Annunciator in Lobby

2. FIRE DEPARTMENT NOTIFICATION

All Fire alarms are directly connected to the Aetna Fire Alarm Services Company. Aetna dispatches the Boston Fire Department and notifies Campus Security at the Emergency Control Center. This means that when an alarm sounds, apparatus will be on its way. Generally, this is Engine 33 Ladder 15 from the corner of Boylston Street and Hereford Street.

3. RESPONSE PROCEDURES

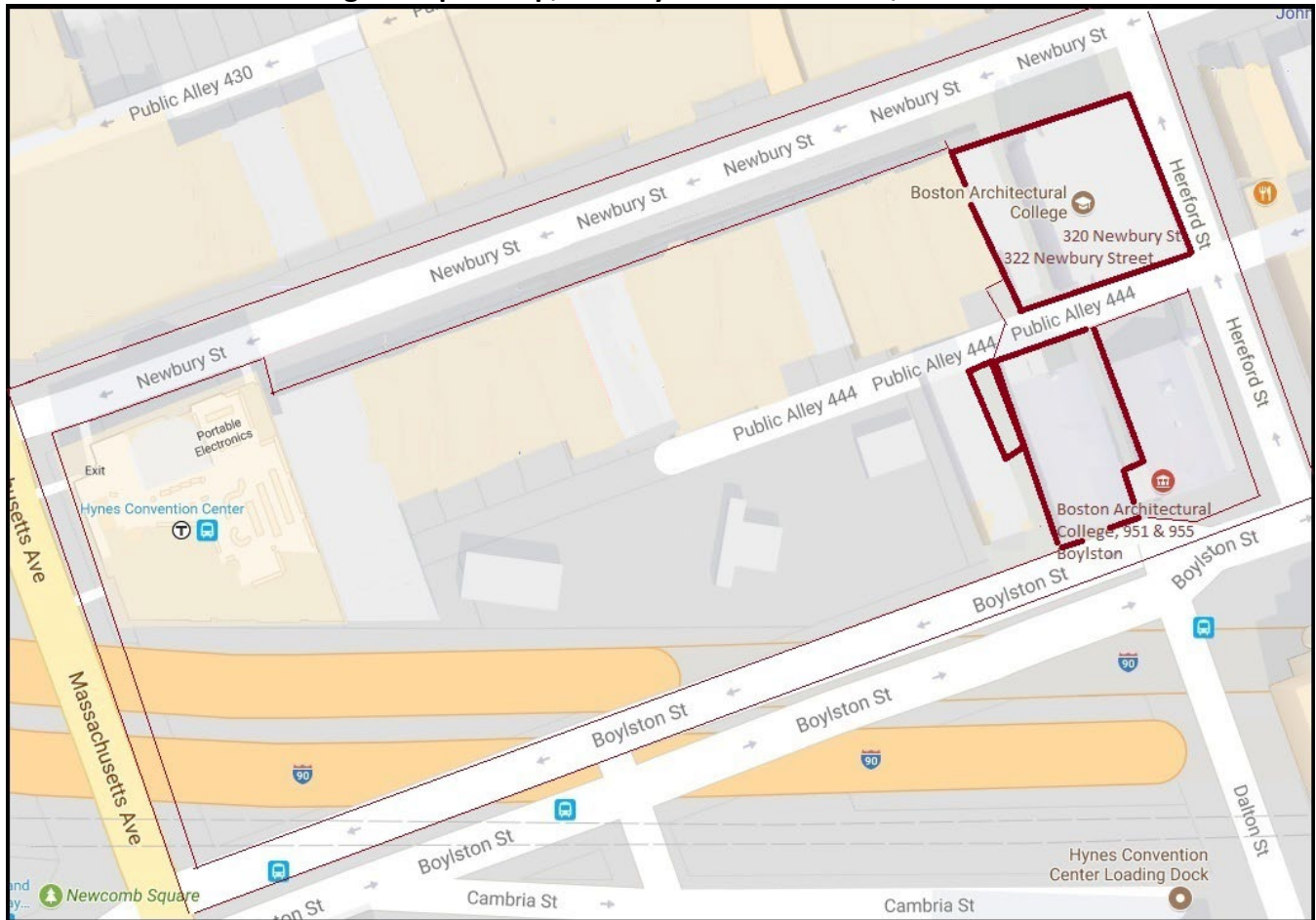
a.) Security's Emergency Control

- Security's Emergency Control Center receives a call from Aetna stating a fire alarm is sounding in a specific building and at the Boston Fire Department will be dispatched to respond.
- Security's Emergency Center will notify the BAC Campus Security and will respond to the specific location.
- BAC's Campus Security will assist in the evacuation of students, faculty and staff of the building, dispersing them away from the exits of the building.
- DO NOT attempt to fight a fire of any size unless trained and equipped:
BAC's fire extinguishers can extinguish fires which are: electrical, fluid and paper
SEE "R.A.C.E":
Rescue
Alarm
Contain
Extinguish

b.) Campus Security

- Responds to the specific building dispatched by Security's Emergency Control Center.
- If safe to enter the building, locate the fire alarm panel/annunciator to determine the location of the sounding alarm.
- Retreat to the entrance of the building and await the arrival of the Boston Fire Department.
- If safe to do so, escort the Boston Fire Department to the location of the sounding alarm.

Boston Architectural College Campus Map, January 1 – December 31, 2021



BAC Campus Crime Statistics Reporting for January 1, 2021, thru December 31, 2021.

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 indicates the number of incidents reported to Longwood Security in each listed crime category at property owned by the BAC.

2021 Campus Safety and Security Survey

CRIMINAL OFFENSES

Criminal Offenses – On campus			
	<i>Total occurrences on campus</i>		
Criminal Offense	<u>2019</u>	<u>2020</u>	<u>2021</u>
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Rape	0	0	0
d. Fondling	0	0	0
e. Incest	0	0	0
f. Statutory rape	0	0	0
g. Robbery	0	0	0
h. Aggravated assault	0	0	0
i. Burglary	0	0	0
j. Motor vehicle theft (Do not include theft from a motor vehicle)	0	0	0
k. Arson	0	0	0

Criminal Offenses – Non-campus			
	<i>Total occurrences in or on Noncampus buildings or property</i>		
Criminal Offense	<u>2019</u>	<u>2020</u>	<u>2021</u>
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Rape	0	0	0
d. Fondling	0	0	0
e. Incest	0	0	0
f. Statutory rape	0	0	0
g. Robbery	0	0	0
h. Aggravated assault	0	0	0
i. Burglary	0	0	0
j. Motor vehicle theft (Do not include theft from a motor vehicle)	0	0	0
k. Arson	0	0	0

CRIMINAL OFFENSES

Criminal Offenses – Public Property			
	Total occurrences on Public Property		
Criminal Offense	<u>2019</u>	<u>2020</u>	<u>2021</u>
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Rape	0	1	0
d. Fondling	0	0	0
e. Incest	0	0	0
f. Statutory rape	0	0	0
g. Robbery	1	3	0
h. Aggravated assault	2	8	3
i. Burglary	0	0	0
j. Motor vehicle theft (Do not include theft from a motor vehicle)	0	4	0
k. Arson	0	0	0

Caveat:

HATE CRIMES – ON CAMPUS 2021

Hate Crimes - On campus	Occurrences of Hate crimes								
	Criminal Offense	<u>2021</u>	Category of Bias for crimes reported in 2021						
	Total	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
a. Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
c. Rape	0	0	0	0	0	0	0	0	0
d. Fondling	0	0	0	0	0	0	0	0	0
e. Incest	0	0	0	0	0	0	0	0	0
f. Statutory rape	0	0	0	0	0	0	0	0	0
g. Robbery	0	0	0	0	0	0	0	0	0
h. Aggravated assault	0	0	0	0	0	0	0	0	0
i. Burglary	0	0	0	0	0	0	0	0	0
j. Motor vehicle theft (Do not include theft from a motor vehicle)	0	0	0	0	0	0	0	0	0
k. Arson	0	0	0	0	0	0	0	0	0
l. Simple Assault	0	0	0	0	0	0	0	0	0
m. Larceny-Theft	0	0	0	0	0	0	0	0	0
n. Intimidation	0	0	0	0	0	0	0	0	0
o. Destruction/ Damage/Vandalism of property	0	0	0	0	0	0	0	0	0

HATE CRIMES – ON CAMPUS 2020

Hate Crimes - On campus		Occurrences of Hate crimes							
Criminal Offense	<u>2020</u>	Category of Bias for crimes reported in 2020							
	Total	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
a. Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
c. Rape	0	0	0	0	0	0	0	0	0
d. Fondling	0	0	0	0	0	0	0	0	0
e. Incest	0	0	0	0	0	0	0	0	0
f. Statutory rape	0	0	0	0	0	0	0	0	0
g. Robbery	0	0	0	0	0	0	0	0	0
h. Aggravated assault	0	0	0	0	0	0	0	0	0
i. Burglary	0	0	0	0	0	0	0	0	0
j. Motor vehicle theft (Do not include theft from a motor vehicle)	0	0	0	0	0	0	0	0	0
k. Arson	0	0	0	0	0	0	0	0	0
l. Simple Assault	0	0	0	0	0	0	0	0	0
m. Larceny-Theft	0	0	0	0	0	0	0	0	0
n. Intimidation	0	0	0	0	0	0	0	0	0
o. Destruction/Damage/Vandalism of property	0	0	0	0	0	0	0	0	0

HATE CRIMES – ON CAMPUS 2019

Hate Crimes - On campus	Occurrences of Hate crimes								
	Criminal Offense	2019	Category of Bias for crimes reported in 2019						
	Total	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
a. Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
c. Rape	0	0	0	0	0	0	0	0	0
d. Fondling	0	0	0	0	0	0	0	0	0
e. Incest	0	0	0	0	0	0	0	0	0
f. Statutory rape	0	0	0	0	0	0	0	0	0
g. Robbery	0	0	0	0	0	0	0	0	0
h. Aggravated assault	0	0	0	0	0	0	0	0	0
i. Burglary	0	0	0	0	0	0	0	0	0
j. Motor vehicle theft (Do not include theft from a motor vehicle)	0	0	0	0	0	0	0	0	0
k. Arson	0	0	0	0	0	0	0	0	0
l. Simple Assault	0	0	0	0	0	0	0	0	0
m. Larceny-Theft	0	0	0	0	0	0	0	0	0
n. Intimidation	0	0	0	0	0	0	0	0	0
o. Destruction/ Damage/Vandalism of property	0	0	0	0	0	0	0	0	0

HATE CRIMES – NON-CAMPUS 2021

Hate Crimes – Non-campus	Occurrences of Hate crimes								
	Criminal Offense	<u>2021</u>	Category of Bias for crimes reported in 2021						
	Total	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
a. Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
c. Rape	0	0	0	0	0	0	0	0	0
d. Fondling	0	0	0	0	0	0	0	0	0
e. Incest	0	0	0	0	0	0	0	0	0
f. Statutory rape	0	0	0	0	0	0	0	0	0
g. Robbery	0	0	0	0	0	0	0	0	0
h. Aggravated assault	0	0	0	0	0	0	0	0	0
i. Burglary	0	0	0	0	0	0	0	0	0
j. Motor vehicle theft (Do not include theft from a motor vehicle)	0	0	0	0	0	0	0	0	0
k. Arson	0	0	0	0	0	0	0	0	0
l. Simple Assault	0	0	0	0	0	0	0	0	0
m. Larceny-Theft	0	0	0	0	0	0	0	0	0
n. Intimidation	0	0	0	0	0	0	0	0	0
o. Destruction/ Damage/Vandalism of property	0	0	0	0	0	0	0	0	0

HATE CRIMES – NON-CAMPUS 2020

Hate Crimes – Non-campus	Occurrences of Hate crimes								
	Criminal Offense	<u>2020</u>	Category of Bias for crimes reported in 2020						
	Total	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
a. Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
c. Rape	0	0	0	0	0	0	0	0	0
d. Fondling	0	0	0	0	0	0	0	0	0
e. Incest	0	0	0	0	0	0	0	0	0
f. Statutory rape	0	0	0	0	0	0	0	0	0
g. Robbery	0	0	0	0	0	0	0	0	0
h. Aggravated assault	0	0	0	0	0	0	0	0	0
i. Burglary	0	0	0	0	0	0	0	0	0
j. Motor vehicle theft (Do not include theft from a motor vehicle)	0	0	0	0	0	0	0	0	0
k. Arson	0	0	0	0	0	0	0	0	0
l. Simple Assault	0	0	0	0	0	0	0	0	0
m. Larceny-Theft	0	0	0	0	0	0	0	0	0
n. Intimidation	0	0	0	0	0	0	0	0	0
o. Destruction/Damage/Vandalism of property	0	0	0	0	0	0	0	0	0

HATE CRIMES – NON-CAMPUS 2019

Hate Crimes – Non-campus		Occurrences of Hate crimes							
Criminal Offense	<u>2019</u>	Category of Bias for crimes reported in 2019							
	Total	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
a. Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
c. Rape	0	0	0	0	0	0	0	0	0
d. Fondling	0	0	0	0	0	0	0	0	0
e. Incest	0	0	0	0	0	0	0	0	0
f. Statutory rape	0	0	0	0	0	0	0	0	0
g. Robbery	0	0	0	0	0	0	0	0	0
h. Aggravated assault	0	0	0	0	0	0	0	0	0
i. Burglary	0	0	0	0	0	0	0	0	0
j. Motor vehicle theft (Do not include theft from a motor vehicle)	0	0	0	0	0	0	0	0	0
k. Arson	0	0	0	0	0	0	0	0	0
l. Simple Assault	0	0	0	0	0	0	0	0	0
m. Larceny-Theft	0	0	0	0	0	0	0	0	0
n. Intimidation	0	0	0	0	0	0	0	0	0
o. Destruction/Damage/Vandalism of property	0	0	0	0	0	0	0	0	0

HATE CRIMES - PUBLIC PROPERTY 2021

Hate Crimes - Public Property		Occurrences of Hate crimes							
Criminal Offense	<u>2021</u>	Category of Bias for crimes reported in 2021							
	Total	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
a. Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
c. Rape	0	0	0	0	0	0	0	0	0
d. Fondling	0	0	0	0	0	0	0	0	0
e. Incest	0	0	0	0	0	0	0	0	0
f. Statutory rape	0	0	0	0	0	0	0	0	0
g. Robbery	0	0	0	0	0	0	0	0	0
h. Aggravated assault	0	0	0	0	0	0	0	0	0
i. Burglary	0	0	0	0	0	0	0	0	0
j. Motor vehicle theft (Do not include theft from a motor vehicle)	0	0	0	0	0	0	0	0	0
k. Arson	0	0	0	0	0	0	0	0	0
l. Simple Assault	0	0	0	0	0	0	0	0	0
m. Larceny-Theft	0	0	0	0	0	0	0	0	0
n. Intimidation	0	0	0	0	0	0	0	0	0
o. Destruction/Damage/Vandalism of property	0	0	0	0	0	0	0	0	0

HATE CRIMES - PUBLIC PROPERTY 2020

Hate Crimes - Public Property		Occurrences of Hate crimes							
Criminal Offense	2020	Category of Bias for crimes reported in 2020							
	Total	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
a. Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
c. Rape	0	0	0	0	0	0	0	0	0
d. Fondling	0	0	0	0	0	0	0	0	0
e. Incest	0	0	0	0	0	0	0	0	0
f. Statutory rape	0	0	0	0	0	0	0	0	0
g. Robbery	0	0	0	0	0	0	0	0	0
h. Aggravated assault	0	0	0	0	0	0	0	0	0
i. Burglary	0	0	0	0	0	0	0	0	0
j. Motor vehicle theft (Do not include theft from a motor vehicle)	0	0	0	0	0	0	0	0	0
k. Arson	0	0	0	0	0	0	0	0	0
l. Simple Assault	0	0	0	0	0	0	0	0	0
m. Larceny-Theft	0	0	0	0	0	0	0	0	0
n. Intimidation	1	1	0	0	0	0	0	0	0
o. Destruction/Damage/Vandalism of property	0	0	0	0	0	0	0	0	0

HATE CRIMES PUBLIC PROPERTY 2019

Hate Crimes - Public Property	Occurrences of Hate crimes								
	Criminal Offense	<u>2019</u>	Category of Bias for crimes reported in 2019						
	Total	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
a. Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
c. Rape	0	0	0	0	0	0	0	0	0
d. Fondling	0	0	0	0	0	0	0	0	0
e. Incest	0	0	0	0	0	0	0	0	0
f. Statutory rape	0	0	0	0	0	0	0	0	0
g. Robbery	0	0	0	0	0	0	0	0	0
h. Aggravated assault	0	0	0	0	0	0	0	0	0
i. Burglary	0	0	0	0	0	0	0	0	0
j. Motor vehicle theft (Do not include theft from a motor vehicle)	0	0	0	0	0	0	0	0	0
k. Arson	0	0	0	0	0	0	0	0	0
l. Simple Assault	0	0	0	0	0	0	0	0	0
m. Larceny-Theft	0	0	0	0	0	0	0	0	0
n. Intimidation	0	0	0	0	0	0	0	0	0
o. Destruction/ Damage/Vandalis m of property	0	0	0	0	0	0	0	0	0

Caveat:

VIOLENCE AGAINST WOMEN ACT (VAWA)

VAWA Offenses - On Campus			
	Total occurrences on campus		
Criminal Offense	<u>2019</u>	<u>2020</u>	<u>2021</u>
a. Domestic violence	0	0	0
b. Dating violence	0	0	0
c. Stalking	0	0	0

VAWA Offenses – Non-Campus			
	Total occurrences in or on Non-campus buildings or property		
Criminal Offense	<u>2019</u>	<u>2020</u>	<u>2021</u>
a. Domestic violence	0	0	0
b. Dating violence	0	0	0
c. Stalking	0	0	0

VAWA Offenses - Public Property			
	Total occurrences on Public Property		
Criminal Offense	<u>2019</u>	<u>2020</u>	<u>2021</u>
a. Domestic violence	0	0	0
b. Dating violence	0	0	0
c. Stalking	0	0	0

ARRESTS

Arrests - On campus	Number of Arrests		
Crime	<u>2019</u>	<u>2020</u>	<u>2021</u>
a. Weapons: carrying, possession, etc.	0	0	0
b. Drug abuse violation	0	0	0
c. Liquor law violations	0	0	0

Arrests – Non-campus	Number of Arrests		
Crime	<u>2019</u>	<u>2020</u>	<u>2021</u>
a. Weapons: carrying, possession, etc.	0	0	0
b. Drug abuse violation	0	0	0
c. Liquor law violations	0	0	0

Arrests - Public Property	Number of Arrests		
Crime	<u>2019</u>	<u>2020</u>	<u>2021</u>
a. Weapons: carrying, possession, etc.	0	0	0
b. Drug abuse violation	2	1	0
c. Liquor law violations	0	0	0

DISCIPLINARY ACTIONS

Disciplinary Actions - On Campus	Number of persons referred for Disciplinary Action		
Crime	<u>2019</u>	<u>2020</u>	<u>2021</u>
a. Weapons: carrying, possession, etc.	0	0	0
b. Drug abuse violation	0	0	0
c. Liquor law violations	0	0	0

Disciplinary Actions - NonCampus	Number of persons referred for Disciplinary Action		
Crime	<u>2019</u>	<u>2020</u>	<u>2021</u>
a. Weapons: carrying, possession, etc.	0	0	0
b. Drug abuse violation	0	0	0
c. Liquor law violations	0	0	0

Disciplinary Actions - Public Property	Number of persons referred for Disciplinary Action		
Crime	<u>2019</u>	<u>2020</u>	<u>2021</u>
a. Weapons: carrying, possession, etc.	0	0	0
b. Drug abuse violation	0	0	0
c. Liquor law violations	0	0	0

UNFOUNDED CRIMES

Unfounded Crimes	Number		
Crime	<u>2019</u>	<u>2020</u>	<u>2021</u>
a. Total unfounded crimes	0	0	0

Caveat: Boston Police report crimes by zones, which is much larger than our designated campus.

The BAC did not provide on-campus housing for the January 1 – December 31, 2021, year.

PROHIBITION ON SEXUAL HARASSMENT AND DISCRIMINATION POLICY OF THE BOSTON ARCHITECTURAL COLLEGE

I. Introduction

The BAC is committed to fostering a work environment in which all individuals are treated with respect and dignity. The BAC believes that each individual has the right to work in a professional atmosphere that prohibits sexual harassment and other unlawful discrimination. To further these goals, the BAC has adopted this policy for the Prohibition on Sexual Harassment and Discrimination in the Workplace (the "policy"). Compliance with this policy is a condition of each employee's employment. Employees are encouraged to raise any questions or concerns about this policy or about possible discriminatory harassment with the **Director of Human Resources**.

This policy covers employees and other individuals who have a working relationship with the BAC (e.g., directors, officers, contractors, vendors, volunteers, etc.). This policy applies to all work-related settings and activities, whether inside or outside the workplace, and includes business trips and business-related social events.

The BAC's property (e.g., telephones, copy machines, fax machines, computers, laptops and computer applications such as e-mail and Internet access, etc.) may not be used to engage in conduct that violates this policy.

Employees who believe that they have been subjected to or witnessed conduct in violation of this policy should follow the reporting procedure described in Part V below. Any employee who violates this policy will be subject to disciplinary action as described in Part VI below.

II. Prohibition on Discrimination

The BAC strictly prohibits verbal or physical conduct (intentional or non-intentional) that denigrates or shows hostility or aversion toward an individual because of his or her race, color, sex, gender, gender identity or expression, religion, sexual orientation, age, national origin, disability, or any other factor protected by law that: (1) has the purpose or effect of creating an intimidating, hostile, humiliating, or offensive working environment; (2) has the purpose or effect of unreasonably interfering with an individual's work performance; or (3) otherwise adversely affects an individual's employment opportunities.

Depending on the circumstances, the following conduct may constitute unlawful discrimination: (1) epithets, slurs, negative stereotyping, jokes, or threatening, intimidating, or hostile acts that relate to race, color, gender, gender identity or expression, religion, sexual orientation, age, national origin, or disability; and (2) written or graphic material that

denigrates or shows hostility toward an individual or group because of race, color, sex, gender, gender identity or expression, religion, sexual orientation, age, national origin, or disability and that is circulated in the workplace, or placed anywhere on BAC premises, including, but not limited to, an employee's desk or workspace or on the BAC's equipment or property. The BAC may determine, in its sole discretion, that other conduct not specifically outlined above constitutes discrimination in violation of this policy.

III. Prohibition on Sexual Harassment

The BAC's policy against sexual harassment prohibits sexual advances or requests for sexual favors or other physical or verbal conduct of a sexual nature, when: (1) submission to such conduct is made an express or implicit condition of employment; (2) submission to or rejection of such conduct is used as a basis for employment decisions affecting the individual who submits to or rejects such conduct; or (3) such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile, humiliating, or offensive working environment.

The BAC's policy against sexual harassment covers employees and other individuals who have a working relationship with the BAC (e.g. directors, officers, contractors, vendors, volunteers, etc.). This policy applies to all work-related settings and activities, whether inside or outside the workplace, and includes business trips and business-related social events.

While it is not possible to list all of the conduct which would constitute sexual harassment, the following are examples of conduct that may constitute sexual harassment depending on the circumstances: (1) physical contact, such as touching, hugging, kissing, or punching, which is uninvited and unwanted; (2) unwelcome sexual advances whether they involve physical touching or not; (3) requests for sexual favors in exchange for actual or promised job benefits such as favorable reviews, salary increases, promotions, increased benefits, or continued employment; (4) use of sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life; (5) sexually oriented comments on an individual's body, (6) comments or discussion about an individual's sexual activities, deficiencies, or prowess; (7) displaying sexually suggestive objects, pictures, cartoons; (8) unwelcome leering, whistling, or deliberate brushing against the body in a suggestive manner; (9) sexual gestures or sexually suggestive comments; or (10) inquiries into one's sexual experiences.

The list above is not exhaustive but is intended to provide examples of conduct which could constitute sexual harassment, depending upon the circumstances.

Even if the BAC determines that reported behavior is not severe or pervasive enough to create a sexually hostile work environment, it can nonetheless make co-workers uncomfortable and be inappropriate in the workplace. Accordingly, an employee who engages in behavior in violation of this policy may be subject to disciplinary action as described in Part VI of this policy.

IV. Prohibition on Retaliation

The BAC strictly prohibits retaliation against any individual for making a complaint of discrimination or sexual harassment or for cooperating in an investigation of a complaint of discriminatory harassment.

Any violations of the prohibition on retaliation should be immediately reported to your supervisor or to the **Director of Human Resources**. In the case where the report is against the **Director of Human Resources**, please notify the **Vice President for Finance and Administration**. Any individual found to have engaged in retaliation in violation of this policy will be subject to disciplinary action as described in Part VI of this policy.

V. Reporting and Investigation of Harassment and Discrimination

If an employee has experienced or witnessed discrimination or harassment, including sexual harassment, by any employee of the BAC, the incident should be reported immediately to the relevant supervisor or to the **Director of Human Resources**. In a case where the allegation of harassment is against the **Director of Human Resources**, notify the **Vice President for Finance and Administration**. Harassment or discrimination by others with whom the BAC has a working relationship, including directors, officers, contractors, vendors, or volunteers should also be reported as soon as possible so that appropriate action can be taken.

The BAC will promptly and thoroughly investigate all reports of discrimination or harassment as discretely and confidentially as practicable. The investigation will generally include a private interview with the person making a report. It would also generally be necessary to discuss the report with person(s) reported to have engaged in prohibited conduct and with others who may have information relevant to the investigation. The BAC may also review relevant information related to a report, including, but not limited to documents, e-mails, text messages, videos, photographs, or other relevant information. The BAC's goal is to conduct a thorough investigation to determine whether prohibited conduct occurred, and to determine what action to take in response to a report. The BAC reserves the right to modify this policy as it as it deems necessary and appropriate in response to a report of conduct prohibited by this policy, and to take immediate action in response to a report including, but not limited to, paid or unpaid suspension and dismissal from employment.

Upon completion of the investigation, the BAC will generally inform the employee who made the report of the results of the investigation.

VI. Disciplinary Action in Response to a Report of Harassment or Workplace Violence

If the BAC determines that a violation of its prohibitions on harassment, workplace violence, or retaliation has occurred, it will take appropriate disciplinary action against the offending party, which may include, but is not limited to, counseling, written or verbal warnings, suspension, and termination of employment.

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/>

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, 15 New Sudbury Street, Room 475
Boston, MA 02203-0506

Phone: 1-800-669-4000 / 617-565-3196 / 1-800-669-6820 / 1-844-234-5122

<https://www.eeoc.gov/field-office/boston/location>

You are encouraged to visit the EEOC Public Portal (<https://publicportal.eeoc.gov/>) to schedule an intake appointment by telephone. The system can also be accessed by going directly to their website at <https://www.eeoc.gov/>.

If you are near a filing deadline (at least 180 days but generally 300 days) please call 1-800-669-4000

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

Boston Office

One Ashburton Place

Suite 601

Boston, MA 02108

Phone: 617-994-6000, TTY (617) 994-6196

Español, 中文, Kreyòl Ayisyen, русский, Português, etc. call (617) 994-6071

Email: mcad@mass.gov

<https://www.mass.gov/orgs/massachusetts-commission-against-discrimination>

Boston District 4 Police for the Back Bay Area

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

To obtain information provided by our state local law enforcement agency concerning registered sex offenders:

Mass.gov Public Safety: <https://www.mass.gov/orgs/sex-offender-registry-board>
P.O. Box 392, North Billerica, MA 01862, Main office (978) 740-6400

OTHER SUPPORT SERVICES:

National Home Security Alliance <https://www.staysafe.org/teens/>

NIH – National Institute of Mental Health

<https://www.nimh.nih.gov/health/topics/suicide-prevention>

988 Suicide and Crisis Lifeline:

Call or text 988

Hours: Available 24 hours. Languages: English, Spanish

You can also contact the Crisis Text Line (text HELLO to 741741)

Both services provide 24-hour, confidential support to anyone in suicidal crisis or emotional distress. Contact social media outlets directly if you are concerned about a friend's social media updates or dial 911 in an emergency.

Veteran's Crisis Line

The [Veterans Crisis Line](#) connects Service members and Veterans in crisis, as well as their family members and friends, with qualified Department of Veteran's Affairs (VA) responders through a confidential **toll-free hotline, online chat, or text messaging service. Dial 1-800-273-8255 and Press 1 to talk to someone or send a text message to 838255 to connect with a VA responder.** You can also start a confidential online chat session at [Veterans Crisis Chat](#).

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:

<https://ope.ed.gov/campussafety/#/>

SMOKING POLICY

There is no smoking or vaping on the BAC campus and within 20 feet of building entrances. The BAC supports and encourages individuals who wish to stop smoking to enter a cessation program. Assistance can be found through the Employee Assistance Program (see section VI Employee Benefits and Insurance — I. Employee Assistance Program).

Students can find counseling support and contact information here: <https://the-bac.edu/info-for/current-students/academic-support/student-assistance-program>

ALCOHOL AND DRUGS

This policy on alcohol and drugs (including marijuana) in the workplace is designed to address the BAC's concerns about the harmful impact of drug and alcohol abuse in the workplace, and to ensure that the BAC staff, temporary employees, students, faculty, and administrators comply with applicable law.

For the purposes of this policy illegal drugs are defined as: (i) 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 alcohol and drug abuse. Personnel are responsible for observing all federal, state, and local laws governing the use and possession of alcohol and drugs and are expected to assume and exercise responsibility for their own behavior. Any person who violates this policy will be subject to discipline, up to, and including, suspension or dismissal from employment, and may also be subject to criminal prosecution. The consumption of illegal drugs or alcohol while on duty in the workplace can adversely affect the health, safety, integrity and security of the BAC community, may have an adverse effect on the judgment, productivity and attendance levels of personnel, and undermine the public confidence and trust in the College. Accordingly, the BAC strictly prohibits the use or illegal drugs and the consumption of alcohol while on duty in the workplace. The unlawful manufacture, distribution, dispensation, possession, or use of illegal drugs or alcohol is prohibited on the BAC's property, or as part of any of the BAC's activities, whether on or away from the College premises.

The distribution or consumption of alcoholic beverages on campus is prohibited, except at events with the approval of a member of the President's Cabinet - **President, Vice President of Academic Affairs, Vice President of Enrollment Management, Vice President for Finance and Administration**, and the **Vice President for Institutional Advancement** as outlined below:

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- Events hosted by the BAC 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, nor at any events hosted by the College.
- It shall be the responsibility of the individual or group sponsoring an 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. TIPS certified bartenders required.
- 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.
- At any event during which alcoholic beverages are served, nonalcoholic beverages and food must also be available.
- In circumstances in which personnel appear to have engaged in behavior in violation of this policy, the matter will be reviewed by a Grievance Committee comprised of the President's Cabinet.
- The **President, Vice President of Academic Affairs, the Vice President for Finance and Administration, or Associate VP and Dean of Students**, may act upon reported violations of this policy that require immediate action, including paid or unpaid suspension or termination of employment. In such circumstances, the Grievance Committee may convene for a final decision and disposition.

Disciplinary actions may include, but are not limited to, written or verbal warnings, suspensions, termination of employment, and referral for prosecution. The BAC may also require the completion of an approved rehabilitation program as a prerequisite for continued or re-employment. The BAC offers an Employee Assistance Program for all employees and their household members. The EAP provides counseling and referrals for a wide variety of personal issues for you or a household member. This is a confidential service. There is no cost to employees, household members or dependents for use of the online services, Employee Assistance Program (EAP) sessions, or one 30-minute consultation for each legal or financial matter.

Students can find counseling support and contact information here: <https://the-bac.edu/info-for/current-students/academic-support/student-assistance-program>

HAZING

The Boston Architectural College policy on hazing will be in accordance with the laws of the Commonwealth of Massachusetts. The College has a zero-tolerance policy for hazing. Boston Architectural College students found in violation of Massachusetts' hazing laws will be subject to disciplinary action, up to and including expulsion from the BAC.

BAC student organizations recognized by the **Office of Student Life** are also prohibited from engaging in hazing activities. Upon club registration, each student organization is provided with a copy of Massachusetts General Laws (Chapter 269, Sections 17, 18 and 19) and is required to sign a formal statement acknowledging receipt of the College's hazing regulations. Any BAC student organization found to be involved in hazing or harassment of members or prospective members will have its recognition as an organization withdrawn immediately, organization funds returned to the Student Government and the organization will be required to disband. Individual organizers and participants in hazing will be subject to strong disciplinary action, including immediate dismissal from the College.

Under Massachusetts General Laws, Chapter 269, Sections 17, 18 and 19, any form of hazing is considered to be a criminal offense punishable by a fine and/or imprisonment. Furthermore, persons who witness or have knowledge of hazing incidents and fail to report them are also subject to similar penalties. Please see the law listed below.

“Section 17. Whoever is a principal organizer or participant in the crime of hazing as defined herein shall be punished by a fine of not more than \$3,000 or by imprisonment in a house of correction for not more than one year, or both by such fine and imprisonment.”

“The term ‘hazing,’ as used in this section and in sections 18 and 19, shall mean any conduct or method of initiation into any student organization whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug, or other substance, or any other brutal treatment or forced physical activity that is likely to adversely affect the physical health or safety of any such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.”

“Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.”

“Section 18. Whoever knows that another person is the victim of hazing as defined in section 17 and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to herself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable.

Whoever fails to report such crime shall be punished by a fine of not more than \$1,000.”

“Section 19. Copy of sections 17, 18, and this section; issuance to members and applicants of school groups or organizations: Each institution of secondary school and each public and private school or college shall issue to every student group, student team, student organization or student which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and section’s requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated students groups, teams or organizations shall not constitute evidence of the institutions recognition or endorsement of said unaffiliated student groups, teams or organizations.”

“Each such group, team or organization shall distribute a copy of this section and sections 17 and 18 to each of its members, plebe, pledges or applicant for membership in such group or organization. It shall be the duty of each such group, team or organization, acting through its designated officer, to deliver annually, to the institution an attested acknowledgement stating that such group, team or organization has received a copy of this section and said sections 17 and 18, that each of its members, plebes, pledges, or applicants has received a copy of sections 17 and 18 and that such group, team or organization understands and agrees to comply with the provisions of this section and sections 17 and 18.”

“Each secondary school and each public or private institute of post-secondary education shall file, at least annually, a report with the Board of Higher Education and in the case of secondary schools, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams or organizations and to notify each full time student enrolled by it of the provisions of this section and sections 17 and 18 and also certifying that said institution has adopted a disciplinary policy with regards to the organizers and participants of hazing and that such policy has been set forth with appropriate emphasis in Student Handbook or similar means of communicating the institution’s policies to its students. The Board of Higher Education and, in the case of secondary institutions, the board of education, shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such report.”

Student Policies and Community Standards Procedures can also be found on our website and in the BAC Catalog: <https://the-bac.edu/compliance/policies-and-protocols>

Faculty Policies and Procedures can also be found on our website and in our Faculty handbook: <https://the-bac.edu/info-for/faculty-and-staff>, see Faculty Resources

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.

If you have any questions regarding these statistics, or if you would like more information about other security-related incidents, services or policies, please contact Patti Vaughn the Director of Administrative Operations who prepares this report at (617) 585-0211 or by email at patti.vaughn@the-bac.edu.

If you would like a copy of our campus crime statistics, you may personally or through security, access them via our website: www.the-bac.edu, This information is located on the **PUBLIC SAFETY** page: <https://the-bac.edu/compliance/public-safety>



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