



**Olin College**  
of Engineering

2021 Annual Security & Fire Report

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## CAMPUS SAFETY SECURITY PROGRAM

### CAMPUS SAFETY SECURITY PROGRAM

In compliance with the **Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act**, Franklin W. Olin College of Engineering publishes and makes available to any prospective student or employee upon request a copy of the College's annual security report.

The Student Right to Know and Campus Security Act was signed into law in November 1990. Title II of this act was known as the Crime Awareness and Security Act. It requires institutions participating in the student financial aid program under Title IV of the Higher Education Act of 1965 to disclose information about campus safety policies and procedures and to provide statistics concerning certain crimes that occur on campus. It was amended and renamed the Jeanne Clery Act in October 1998. In March 2013, the Violence Against Women Reauthorization Act of 2013 (VAWA) was signed into law. These changes require institutions to disclose statistics, policies and programs related to dating violence, domestic violence, sexual assault and stalking among other changes. In compliance with the act, Olin College of Engineering publishes and distributes this information by October 1<sup>st</sup> of each year.

Olin College's annual security report includes statistics for the previous three years concerning reported crimes and violations of College policy that occurred on campus, in certain off-campus buildings owned or controlled by Olin College, and on public property within or immediately adjacent to and accessible from campus. The report also includes institutional policies concerning campus security, reporting of crimes, safety notification procedures, crime prevention and educational programs and policies concerning alcohol and drug use, sexual assault, Title IX violations or complaints and other matters. The procedures for preparing the annual disclosure of crime statistics to the college community are obtained from the following sources: the Public Safety Department, Needham Police Department, Massachusetts State Police and all other mandated Olin College Campus Security Authorities. A written request for statistical information is made on an annual basis to all designated Campus Security Authorities. For statistical purposes, crime statistics reported to any of these sources are recorded in the calendar year the crime was reported.

You can obtain a copy this report by contacting the Public Safety Department at 781.239.5555, accessing the website <https://www.olin.edu/offices-services/facilities/public-safety/> or send your request in writing to:

**Franklin W. Olin College of Engineering  
Public Safety Office  
1000 Olin Way  
Needham, MA 02492-1200  
Tel: 781.239.5555**

# CAMPUS SAFETY SECURITY PROGRAM

## CAMPUS SECURITY AUTHORITIES (CSAs)

CSAs include any member of the Olin College Public Safety Department, any individual who has responsibility for security, but who is not a member of the Public Safety Department, any individual identified by the College as someone to whom a crime should be reported; and any College official who has significant responsibility for student and campus activities. Individuals who fall under this definition may vary among department and area, including but not limited to the following:

- Interim Title IX Coordinator
- Dean of the College
- Associate Dean of Student Affairs
- Director of Wellness
- Vice President for Administrative Services & Innovation
- Director of Human Resources

All CSAs should encourage any party that reports a safety or security concern to report directly to the Public Safety Department as soon as possible. All CSAs must immediately notify the Public Safety Department of a crime or incident surrounding security.

## PUBLIC SAFETY DEPARTMENT

The Public Safety Department provides law enforcement, security, emergency services, medical services, safety escorts, fire safety detection, parking enforcement and crime prevention initiatives for all property owned by the College, 24 hours a day, seven days a week. The Public Safety Department continues to follow best practices and is a fully accredited police department through the Massachusetts Police Accreditation Commission.

The department is dedicated to creating an inclusive environment in which students, staff, faculty, and visitors feel they are treated fairly and with respect. The department focuses efforts on a team building approach with community members and groups to focus on resiliency, overall wellness, and safety of the community. Annually, the department recognizes numerous strategic goals for the department and the College including:

- Further development and implementation of the Olin College Emergency Preparedness Plan with a focus on training and exercise.
- Assessing the utilization and integration of technology and safety throughout campus.
- Focusing on the integration of Diversity, Equity and Inclusion through community engagement and in all aspects and functions of the department.

Upon completion of the Police Academy or other recognized equivalencies, police officers have full law enforcement powers on College property as special state police officers under Massachusetts General Law Chapter 22c, section 63. As stated in M.G.L. c. 22C, s. 63, police officers have jurisdiction “in or upon lands or structures owned, used, or occupied by...Babson and Olin College.” The main campus of Olin College is in Needham, Massachusetts. Officers are expected to learn the specific boundaries of all College sites to which they may be sent, and they are to be completely familiar with the boundaries of

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the main campus. Each employee must also complete at least 40 hours of additional classroom and practical training a year, and must demonstrate safety and proficiency with issued equipment, such as firearms, in compliance with the state requirement. In addition, all employees are frequently assigned to specialized training programs to enhance their professional development. If you have a complaint about the service provided by the Public Safety Department, please contact the Shift Supervisor or the Office of the Chief of Police at 781.239.5555.

The Public Safety Department maintains a close working relationship with the surrounding jurisdictions including Needham and Wellesley Police Departments, including regular meetings and training initiatives. Through coordination with local law enforcement agencies, any reported criminal activity engaged in by students at off campus locations is monitored and reported to the Office of Student Affairs and Resources. The department has radio communications interoperability through the Boston Area Police Emergency Radio Network (BAPERN) Areawide 3 and has access to law enforcement databases as a member of the Massachusetts Department of Criminal Justice Information Services.

A Memorandum of Understanding agreement exists between the Towns of Needham and Wellesley Police Departments and the Public Safety Department outlining the reporting and investigative responsibilities for each department. The allocation of responsibilities is reviewed periodically, and administrators of the Public Safety Department meet regularly with both the Needham and Wellesley Police Departments. The Public Safety Department also maintains a working relationship with other law enforcement agencies, including, but not limited to, the Massachusetts State Police, the Norfolk County District Attorney's Office, the Needham and Wellesley Fire Departments, and the Massachusetts State Fire Marshal's Office.

## RESPONSIBILITY TO REPORT CRIMINAL OR SUSPICIOUS ACTIVITY

### **Community Responsibility for Reporting All Criminal or Suspicious Activity**

Olin College strives to provide a safe workplace for its students, employees and visitors. It is the responsibility of all Olin College community members to notify Public Safety of any criminal or suspicious activity that they have witnessed, received, or have been told that another person has witnessed or received. All complaints will be fully investigated. Olin College will respond promptly and appropriately to all reported incidents.

### **Threats and Violence to Community Members**

Threats or violent behavior of any kind expressed to a community member or visitor whether on campus or off campus will not be tolerated. Any individual who makes substantial threats, exhibits threatening behavior, or engages in violent acts will be removed from the premises as quickly as safety permits and will remain off the property pending the outcome of an investigation.

### **Reporting Workplace Threats and Violence**

It is the responsibility of all Olin College personnel to notify the Public Safety Department of any threats that they have witnessed, received, or have been told that another person has witnessed or received. All complaints will be fully investigated. Olin will promptly respond to any incident or suggestion of violence. Violations of the policy can lead to disciplinary actions up to and including dismissal and criminal prosecution.

## CAMPUS SAFETY SECURITY PROGRAM

### REPORTING CRIMINAL OR SUSPICIOUS ACTIVITY

The Public Safety Department is charged with providing law enforcement and other emergency services to the Olin and Babson College communities. All complaints will be investigated, and any violations of law or College policy can result in the filing of criminal charges and/or referral to the appropriate campus area (i.e., Student Affairs and Resources or Human Resources). When a victim of a crime elects to or is unable (physically/mentally) to make such a report, the department will make all attempts to document the investigation. In certain cases, such investigations are carried out in conjunction with local, state, or federal law enforcement agencies.

#### **Reporting Incidents to the Police**

The College community can contact Public Safety using the on-campus extension 5555, or, if calling from a cell phone or off campus location at 781.239.5555. Community members may discuss concerns and issues of safety and security directly with the Public Safety staff at the Olin College satellite Public Safety office located in East Hall or at the Public Safety main office on Sullivan Way on the Babson College campus.

#### **Reporting Incidents to other College Officials**

Students may report incidents to Student Affairs and Resources, their Resident Resource (R2) within the residence halls, faculty or staff members or fellow students. Employees may report incidents to their respective department heads or Human Resources.

#### **Emergency Telephone System**

Emergency telephones are in designated parking lots, at the front entrances of buildings and in elevators. These telephones allow the community members to contact Public Safety via emergency call buttons and telephone communication (see attached map).

#### **Confidential Caller Telephone Line**

The Public Safety Department recognizes the importance of having the Olin community's assistance to effectively perform its duties. In an effort to encourage calls from those members of our community who would not normally contact Public Safety whenever they have complaints, concerns or information, Public Safety has installed a confidential call telephone line. Although the members of the Department prefer to converse with individuals, we acknowledge that some people wish to leave information anonymously. To protect the identity of callers, all calls received on the confidential caller telephone line will be directed to an answering machine that does not have caller ID. The telephone number for this line is 781.237.8164.

#### **Incident Reporting System**

Consistent with Olin's Core Institutional Value of Institutional Integrity and Community, the College instituted a service called **EthicsPoint**. This system is an enhancement of, not a replacement for, existing resources and policies/procedures. EthicsPoint enables community members to submit a report via the Web ([olinedu.ethicspoint.com](http://olinedu.ethicspoint.com)) or by calling the toll free number (844.548.0642) that is available 24/7. Emergencies should always be reported directly to Public Safety, and not the EthicsPoint system.

The campus issues you may report via EthicsPoint include, but are not limited to, the following: acceptable use violations, campus safety/security concerns, code of ethics violations,

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compliance/regulation violations, discrimination, embezzlement, fraud, harassment, hazardous campus housing concerns, information security, misuse of authority, safety concerns, sexual misconduct, violation of the 1974 Educational Rights & Privacy Act (FERPA), waste, and others.

### **Emergency Notification System**

In the event of an emergency, the College has a comprehensive Emergency Preparedness Plan which includes an on-demand Emergency Notification System (RAVE Mobile Safety) and response system from members of the Crisis Response Team. In appropriate circumstances, the department issues Public Safety advisories and emergency notifications by utilizing texts, phone calls and emails throughout the campus to advise members of the campus community of actual or suspected criminal activity and other emergencies.

## CAMPUS AND BUILDING SECURITY

Under normal circumstances, most campus buildings and facilities, with the exception of residence halls, are accessible to the members of the community as well as guests and visitors during normal business hours, Monday through Friday, and for designated hours on Saturdays and Sundays during the school year (excluding holiday periods). Exterior doors on residence halls are locked 24 hours a day. Academic and administrative buildings are secured at the conclusion of normal scheduled business hours.

Electronic card readers control access to residence halls and access is available to all authorized resident students via their Olin identification card. Guests and visitors who wish to enter residence halls should call their hosts. The residence halls are equipped with alarms, which will detect unauthorized access as well as doors that have been propped open. These alarms are monitored at the Public Safety Department Communications Center, and Police Officers are dispatched to investigate alarm violations reported. The Public Safety Department, Student Affairs and Resources, and Administrative Services and Innovation are involved in making decisions about the maintenance and security of campus facilities and should be contacted with questions regarding these areas.

### **Campus Identification Cards, Card Access Program and Key Control**

All community members are issued picture identification cards. These cards allow community members access to authorized doors located throughout the campus as well as for use at the dining and laundry facilities on campus. Community members may also be issued keys to college buildings and rooms they have been authorized to use.

### **Security Camera System**

A security camera system records video of selected interior and exterior areas of the College for security and operational reasons. The cameras record 24/7 but are not monitored 24/7. They assist the College in monitoring and investigating any public safety issues occurring on campus. Public Safety has the responsibility and authority to coordinate with other offices as necessary, as well as other College officials identified herein, to effectively select, coordinate, operate, manage, and monitor the College's security camera system.

### **Repairs to the Olin Campus**

Community members are encouraged to report all security related repairs (e.g., broken locks, doors, lights out, etc.) to Facilities at 781.292.4444 or accessing the website <http://workorders.olin.edu>.

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Repairs are made by Facilities personnel and/or certified service vendors in a timely manner. Public Safety should be notified of an immediate safety/security concern at 781.239.5555.

### MEDICAL EMERGENCIES AND FIRST AID

#### **Emergency Medical Care**

The Public Safety Department members are all trained basic first aid responders and participate in annual training. Before treating anyone for an injury, please contact Public Safety at 781.239.5555. They have direct contact to the Needham Ambulance and area hospital and will coordinate the appropriate transport for the injury.

#### **First Aid Kits**

First aid kits are located at the front entrance of each laboratory, project workspace, classroom and kitchen area. Each first aid kit is supplied with basic first aid supplies to handle minor injuries.

#### **Automated External Defibrillators (AEDs)**

Automated External Defibrillators (AEDs) are in marked cabinets at the 1<sup>st</sup> floor elevator banks of each building. An alarm notifies Public Safety any time these cabinets are opened to make assistance available to users and prevent vandalism. The Public Safety vehicle is also equipped with a portable unit.

### FIRE SAFETY

Olin College is covered by a fire alarm system that provides the residence halls with automated fire prevention systems that are monitored 24/7. All Olin College buildings are equipped with fire pull boxes, alarms, emergency strobe lights, and emergency lighting. Currently there are no plans to upgrade the fire alarm systems throughout campus. Fire and Public Safety personnel can review the status of all alarms at any building panel or in the Public Safety Communication Center. An Emergency Annunciation System will notify all occupants of an alarm in the building by voice, sound, and visual signal. The emergency notification system can be used by Fire and Public Safety personnel to coordinate emergency evacuations of the building(s) during any emergency. All main campus building fire alarm systems are connected to the College's emergency generator and will operate life safety systems including all fire safety equipment, sprinkler systems, hallway lighting, exit doors, and lighting in all emergency exit stairwells. All fire and life safety systems are inspected and tested by third party service providers to meet the life safety systems code compliance requirements.

#### **Main Campus Buildings**

The main campus buildings are all connected to both the College's Public Safety Communication Center and the Town of Needham Fire Department. All alarms are immediately transmitted to both communication centers. All buildings are fully sprinklered and have smoke and heat detectors located throughout the buildings.

#### **Residence Halls**

All residence halls have approved carbon monoxide detection systems which immediately transmit an alarm to the Public Safety Communication Center. Emergency evacuation maps posted in each

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residence hall room outlining the primary and secondary means of exiting the building during an emergency.

Rules on portable electrical appliances, smoking and open flames in a student housing facility:

For reasons of safety, other than the microwave provided by the college, cooking equipment of any kind is not allowed in individual student rooms. This includes hot plates, toaster ovens, hot pots, immersion heaters, fry pans, air fryers, etc.

The following are prohibited in college residence halls:

- Overloading of electrical outlets
- Torchiere-style halogen lamps that use tubular halogen bulbs
- Extension cords (use multiple UL power strips instead)
- Tampering with electrical or lighting fixtures
- Open and enclosed flames
- Storage or use of flammable fluids that present a fire hazard
- Ceiling hangings or furniture that obstruct fire or smoke detectors or sprinklers
- Items attached to or hanging from windows
- Decorations that present a fire hazard
- Refrigerators not provided by the college and other major kitchen appliances
- Water beds, hot tubs and Jacuzzis
- Installation of outside antennae or other exterior devices
- Smoking
- The use or storage of power tools (e.g., 3D printers, soldering irons, electric saws, sanders, drills, routers, etc.) or motorized vehicles

### **Great Plain Avenue Buildings**

The Great Plain Avenue buildings (Tesla House, Edison House, Curie House, DaVinci House and 36 Curtis Road) are not connected to the College's Public Safety Communication Center or the Town of Needham Fire Department. The Great Plain Avenue buildings are not equipped with sprinklers. The buildings are equipped with smoke and carbon monoxide detectors. All alarms sound locally within the building, and the Public Safety Department must be notified, and a Public Safety Officer will be dispatched to inspect the property, and if necessary, will notify the Needham Fire Department of a fire emergency.

### **Testing**

All fire and carbon monoxide detection systems, building sprinkler systems, fire extinguishers and fire hydrants are tested as outlined by the designated state and local law as well as college insurance requirements.

### **Fire Prevention**

All students at Olin receive basic fire evacuation training at the beginning of each semester. Fire drills in all residence hall buildings are held at the beginning of each semester in coordination with the Needham Fire Department. All students, staff and faculty receive an email notification regarding the fire egress drills as well as detailed overview of fire safety education. The town fire inspectors make unannounced

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inspections of the campus throughout the year. The College's insurance company inspects the campus on at minimum, an annual basis.

If a pulled alarm box or activation of the alarm system is determined to be malicious, disciplinary action may be taken, including revocation of campus housing privileges, suspension, or expulsion from Olin. Violators will be reported to the Wellesley or Needham Fire Departments for possible criminal prosecution.

Olin College upgrades life safety systems during scheduled construction and renovation projects and allocates additional funding as necessary for the installation or upgrade of the existing life safety systems. The college maintains its buildings at or above regulatory requirements.

## CAMPUS EMERGENCIES (Timely Warning, Emergency Notification, and Emergency Preparedness)

### **Timely Warning Policy**

The Director/Chief of Police or their designee is responsible for issuing timely warnings in compliance with the Jeanne Clery Act, 20 U.S.C. A timely warning is defined as what is considered by the institution to represent a serious or continuing threat to students and employees. Timely warning notices are usually distributed for the following Uniformed Crime Reporting Program (UCR)/National Incident Based Reporting System (NIBRS) classifications: arson, criminal homicide, and robbery. Cases of aggravated assault and sex offenses are considered on a case-by-case basis, depending on the facts of the case and the information known by campus officials. Accordingly, the Public Safety Department will continuously and diligently work and coordinate with the Needham Police Department and other law enforcement agencies to address exigent public safety concerns. Anyone with information warranting a timely warning should report the circumstances to the Public Safety Department. The decision to issue a timely warning shall be decided on a case-by-case basis in compliance with the Clery Act and will consider all available facts. The timing of the notification shall be based upon whether the crime is considered a serious or continuing threat to students or employees and the possible risk of compromising law enforcement efforts.

### **Timely Warning Procedure**

When determining if a timely warning should be issued, appropriate college officials will communicate promptly to the Public Safety Department to assess the information and establish the most appropriate means of communication while at the same time considering ongoing law enforcement efforts. This may include taking one or more appropriate steps to ensure timely notification: Emergency Notification System (RAVE mobile), issue a broadcast email to the community of the timely warning notice, utilize the college website and social media sources, distribute flyers around campus, post the warning on the computerized electronic screens throughout campus, place a recorded message on the INFO line 781. 239.4636 (HELP). Such warnings may include but are not limited to: description of what occurred, type of crime, date, time, location of the incident and suspect description.

### **Emergency Notification**

The College has a mass emergency notification system (RAVE Mobile Safety) to provide on-demand notification and response. The information that each community member enters into their self-

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registration page is used to notify community members in the event of a crisis. This information will send out message through numerous methods and the system is tested twice a year (fall and spring semesters). Olin College will, without delay and considering the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgement of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

Olin College uses several different methods of notification to alert students, faculty, staff, and others in an emergency. These include:

- Text, phone, and email alerts through the emergency alert system (RAVE Mobile Safety)
- Email alerts sent to the Olin.edu email addresses of all students and employees
- Posting information on Olin's main webpage <http://www.olin.edu/>
- Information will be updated on the Babson INFO line at 781.239.4636.

In case of an emergency, these systems will provide information about the nature of the emergency, what to do and where to get additional details. Emergency updates and further information will be provided by posting to the listed websites, emails to the College community and other methods as needed. It is recommended that persons do not call 911 or Public Safety unless truly an emergency (Police, Fire, Ambulance).

### **Emergency Response and Evacuation Procedures**

Within its educational framework, Olin College has in place plans to provide for appropriate response to all types of emergencies and procedures for evacuation. For further information visit:

<http://www.olin.edu/campus/emergency-preparedness/>

The College has instituted an All-Hazards Emergency Operations Plan to provide for the safety of students, faculty, staff, and visitors in the event of an emergency on campus including evacuation procedures. The All-Hazards Emergency Operations Plan establishes policies, procedures, and organizational structure for response to emergencies that are of significant magnitude to cause a disruption of all or portions of the College. This plan outlines the response to these critical incidents such as natural and man-made disasters, pandemics, acts of terrorism, civil disturbances, bomb threats, mass arrests, hostage/barricaded person situations and other unusual incidents. It is the objective of Olin College to be consistent with the same incident management system (ICS Incident Command System) that is utilized by our town, county, and state emergency response partners. The development of this plan has been consistent and closely linked to regional plans of the Town of Wellesley and Needham and the Massachusetts Emergency Management Agency.

The College has determined threat level classifications as a guide to emergency responses and communication.

### **Threat level Classifications**

#### **LEVEL 1: Administrative Notification/Localized Issue**

**ACTION:** Update community as needed through personal contact, email, website, and postings/handouts.

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### **LEVEL 2: Monitor/Standby**

**ACTION:** Update community as needed through personal contact, email, website, and postings/handouts.

### **LEVEL 3: Alert**

**ACTION:** Alert and update community as needed through emergency notification system (RAVE Mobile Safety), email, Olin/Babson home page and emergency preparedness website, update INFO line directing inquiries.

### **LEVEL 4: Emergency**

A catastrophic emergency event involving the entire campus and surrounding community. Immediate resolution of the disaster, which is usually multi-hazard, is beyond the emergency response capabilities of campus and local resources (e.g., earthquake, major hurricane, or act of terrorism that would require State and Federal assistance).

**ACTION:** Alert and update community as needed through emergency notification system (RAVE Mobile Safety), email, Olin/Babson home page and emergency preparedness website, update INFO line directing inquiries.

The plan's goal is to preserve life, property, and the continuity of campus operations. The overall objective is to ensure the effective management and coordination of College resources in preparing for and responding to situations requiring minor (e.g., residence hall), moderate (e.g., building or buildings and/or area or areas), or full-scale (entire campus) evacuation.

The Evacuation Plan establishes an organizational structure for evacuation, decision making, general evacuation priorities and guidelines, and specific building evacuation procedures for response to an emergency at the college. The plan describes the roles and operational responsibilities of designated college personnel during an evacuation emergency and the responsibilities of both internal and external departments, including Wellesley and Needham Police and Fire Departments. The college conducts regular drills on campus to include full evacuation of all residence halls through fire alarm testing annually and all administrative buildings bi-annually. All buildings on campus have detailed evacuation procedures posted throughout the building and the community is regularly advised of this information during exercises and drills.

The Evacuation Plan revolves around the concept of All-Hazards planning, is intended as a core college response plan that is generic for any type of evacuation incident or situation and is used as a foundation for more specific evacuation plans layered on this plan for each building on campus. It is organized around the core operational considerations associated with the management of emergencies as outlined by the Federal Emergency Management Agency (FEMA).

Members of the Crisis Response Team including members at the Executive Level meet regularly throughout the year to discuss procedures and debrief incidents as well as participate in an annual Emergency Preparedness tabletop exercise and other training within the Public Safety Department. The Public Safety Department prepares for and responds to all emergency situations in a safe, effective, and

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timely manner. Appropriate College personnel and supporting resources are to be used to accomplish the following priorities:

- Protection of students, faculty, staff, and visitors
- Assessment of the situation and damages, dispatch of Public Safety personnel and equipment, and maintenance of life safety support
- Preservation of campus resources and restoration of general campus operations

## PUBLIC SAFETY AND CRIME PREVENTION INFORMATION

The Public Safety Department presents various crime prevention programs throughout the year. These education and awareness efforts encourage the reporting of ALL incidents and any suspicious activity to the proper authority. The Public Safety Department is responsible for the enforcement of College rules and regulations and investigating violations of local, state, and federal laws. Staff and students can help prevent crime on campus by keeping doors and windows locked and reporting any suspicious activity to the Public Safety Department immediately. Crime awareness and prevention is a primary objective of the Public Safety Department. To achieve this goal, the department stresses eliminating or minimizing criminal opportunities and encourages members of the campus community to be cognizant of their own safety and the safety of others. Community cooperation and involvement in campus safety is absolutely necessary. Students must assume responsibility for their own personal belongings by taking simple, commonsense precautions.

The Public Safety Department is continually involved in discussion groups and presentations regarding residence hall security during all first-year orientation programs as well as community policing initiatives throughout the year. Annual presentations are available that focus on issues such as keeping doors locked, CPR and first aid, Workplace Safety, Managing Crisis in the Community and reporting suspicious persons or activities to the Public Safety Department so crimes can be prevented.

The Public Safety Department makes information and recommendations in the area of crime awareness and crime prevention available to various campus publications through the website, email messages and social media. The Public Safety Department may post information, leaflets, and posters around the College regarding crime prevention issues as well as provides in the lobby and community policing programs. The following is a list of programs and services provided by Public Safety to promote crime prevention and awareness:

### **Police and Fire Log**

The Public Safety Department provides a daily crime log that is accessible to the public 24 hours a day which gives students and all community members information on incidents that have occurred on campus. This log is provided to promote community awareness of incidents occurring on campus and to assist in their prevention.

### **Website and Social Media**

The Public Safety Department utilizes the website and social media (Facebook) to promote crime prevention initiatives as well as information sharing.

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### **Crime Prevention Message**

If it is appropriate, a crime prevention message may be included in community newsletters suggesting future preventative measures to avoid the occurrence of further incidences.

### **Community Advisory Program**

The Public Safety Department Community Advisory Program sends messages to the campus community through the college computer electronic mail service. The Community Advisory Program may provide information pertaining to a crime prevention initiative and education or a timely notice to the college community regarding current information on incidents occurring on campus whenever such incidents are considered by the college to represent a threat to the community and offers crime prevention suggestions.

### **New Student and Family Orientation**

During orientation for new students, the Public Safety Department, in conjunction with Student Affairs and Resources, presents programs for students regarding residence hall and community security. As part of these programs, officers visit resident halls to discuss various issues regarding campus safety with students.

### **Group Meetings**

Community policing members regularly meet with student groups and organizations to discuss different topics of concerns or safety issues.

### **Personal Safety Escort Service**

The Public Safety Department provides a personal safety escort 24/7 upon request. The Public Safety Department will dispatch a police officer or other designated staff member to any location on campus to accompany community members to their destinations on campus. Public Safety staff will make every effort to accommodate your request in a timely manner. There may be times when this service is delayed. Contact the Public Safety Department anytime at 781.239.5555 if you need an escort.

### **Basic Self Defense Training Classes**

The Public Safety Department has access to specifically trained instructors certified to teach basic self-defense programs.

### **Transportation**

The college also allows students who obtain certified driver training, the use of the Olin College passenger van for college related activities. Limitations are placed on the use, time, and destination in order to make the service available to the majority of community members. Please contact Facilities for further information.

The college in conjunction with Wellesley and Babson Colleges runs van service among the three colleges and local transportation hubs in the Greater Boston area. Schedules are determined each academic year pursuant to ridership surveys among the colleges.

## SEX OFFENDER REGISTRATION

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,

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and the Family Educational Rights and Privacy Act of 1974, Public Safety is providing a link to the Commonwealth of Massachusetts Executive Office of Public Safety Sex Offender Registry. This 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. In the Commonwealth of Massachusetts, convicted sex offenders must register with the Sex Offender and Crimes Against Minors Registry maintained by the Executive Office of Public Safety.

The Sex Offender Registry outlined in Massachusetts General Law 178 establishes guidelines on the type of offender information available to the public. The registration requirements of the Sex Offenders Registration Act are intended to provide the people of this state with an appropriate, comprehensive, and effective means to monitor those persons who may pose such a potential danger to the public. Information is available at the following link:

<http://www.mass.gov/eopss/crime-prev-personal-sfty/sex-offenders/obtaining-information-about-sex-offenders.html>

### **Sex Offender Registration Inquiries**

Sex offender information may be obtained upon request at local police departments or through the Sex Offender Registry Board which can be accessed on the Public Safety website:

<http://www.babson.edu/offices-services/public-safety/safety-crime-prevention/Pages/campus-safety.aspx>

## MISSING STUDENTS

The purpose of this protocol is to establish procedures for the college's response to reports of missing students. This protocol applies to a student who resides in campus housing and is determined through a third-party report to be a "missing person." **For purposes of this protocol, a student may be considered to be a missing person if the person's absence is contrary to his/her usual pattern of behavior and unusual circumstances may have caused the absence.** Such circumstances could include, but not be limited to, a report or suspicion that the missing person may be the victim of foul play, has expressed suicidal thoughts, is drug dependent, is in a life-threatening situation, or has been with persons who may endanger the student's welfare. This protocol does not impose any obligation upon the College to continuously "check" on the whereabouts of any student.

### I. SUMMARY OF PROTOCOL

In the case of a student determined to be a missing person, the Dean of the College, the Director of Public Safety/Chief of Police and their respective staffs will work to ensure that appropriate members of the campus community (staff, faculty and students) and parents are notified and services and resources are effectively used. Outside law enforcement assistance will be sought appropriately and College services and resources will be made available to assist in finding the missing person as soon as possible.

## CAMPUS SAFETY SECURITY PROGRAM

### II. PROCEDURES FOR DESIGNATION OF EMERGENCY CONTACT INFORMATION

#### A. Students age 18 and above, emancipated minors and those who have not identified a contact person

Students will be given the opportunity during each year to designate an individual or individuals to be contacted by the College no more than 24 hours after the time that the student is determined to be missing in accordance with the procedures set forth below. A designation will remain in effect until changed or revoked by the student. All contact information provided by the student will be registered confidentially. This information will be accessible only to authorized campus officials and it may not be disclosed, except to law enforcement personnel in furtherance of a missing person investigation.

#### B. Students under the age of 18

In the event a student who is not emancipated is determined to be missing pursuant to the procedures set forth below, the College shall notify a custodial parent or guardian no more than 24 hours after the student is determined to be missing in accordance with the procedures set forth below.

#### C. Time frames for reporting to emergency contacts, parents, or spouse

The above stated time frames shall be accelerated under appropriate circumstances. If foul play is suspected, contact should be made as soon as sufficient information has been confirmed. Such contact shall be made by the Dean of the College or the Director of Public Safety/Chief of Police. Name and phone numbers should be left with the parents.

### III. NOTIFICATION PROCEDURES FOR A MISSING STUDENT

A. A missing person report may be initiated by any member of the campus community or by a third party. For example, it may begin with a roommate notifying a Residence Resource (R2) or with a parent notifying the Office of Student Affairs and Resources.

B. The Public Safety Department and Dean of the College shall be promptly advised of any such report.

C. The Public Safety Department will gather all essential information about the missing student from the reporting person and from the student's acquaintances: description, clothes last worn, where the student might be, who the student might be with, vehicle description/license and information about the student's physical and mental well-being. The Public Safety Department has a detailed Well-Being Checklist that Officers shall follow and fill out appropriately throughout the investigation.

D. The following specific information and materials shall be promptly assembled, and contacts made, in response to any such report:

## CAMPUS SAFETY SECURITY PROGRAM

1. Personal information: Student's full name, ID, mailbox, hall assignment/local address, room, phone number, cell phone number, class, date of birth, country of citizenship and any email addresses (College and secondary)
  2. Home address, parents' names, address, phone numbers and cell phone numbers
  3. Recent photograph
  4. Class schedule: Last known class attended, faculty name
  5. Meal card: Location and time of last known meal eaten
  6. ID card: Last known swipe in a residence hall or other building
  7. Roommate(s): names, phone numbers, cell phone numbers
  8. Resident Resource (R2): Name, phone number, cell phone number
  9. Identity of last known person in contact
  10. Health Services: Any medical conditions or medication that student needs, any mental health services the student may have sought
  11. Area hospital contacted
- E. Appropriate campus staff will be notified to aid in the search for the student.
- F. Arrangements for the parents to come to campus should be made, if necessary.

## IV. COMMUNICATIONS ABOUT MISSING STUDENTS

- A. In cases involving a missing student, law enforcement personnel are best situated to provide information to the media that is designed to elicit public assistance in the search for a missing person. Therefore, all communications regarding a missing student will be handled by the Public Safety Department in consultation with the Dean of the College and by outside law enforcement authorities. The College's Office of Marketing and Communication will render all required assistance.
- B. All inquiries to the College regarding missing students, or information provided to any individual at the College about a missing student, shall be referred to the Public Safety Department, who shall refer such inquiries and information to other law enforcement authorities or Office of Marketing and Communication.
- C. Prior to providing the College community with any information about a missing student, the Public Safety Department and, as appropriate, external law enforcement authorities shall be consulted to ensure that communications do not hinder the investigation.
- D. Where appropriate, paper flyers, email and the Emergency Notification System (*RAVE Mobile Safety*) may be used to assist in seeking information about a missing student.

## V. FOLLOW-UP

- A. If the student is found quickly with minimum response, all offices that were contacted should be notified that the student has been located. After contacting the parents, if they have been contacted, the Dean of the College, as the case may be, should meet with the student and arrange for any follow-up actions.

## CAMPUS SAFETY SECURITY PROGRAM

B. If the student is found, but after law enforcement has been notified, the Public Safety Department should report that the student has been located. After contacting the parents or spouse and various offices on campus, if they have been contacted, the Dean of the College, as the case may be, should meet with the student and arrange for any follow-up actions.

C. If the student is found dead/seriously injured, the appropriate crisis protocols should be followed.

## VI. OFF-CAMPUS OR COMMUTER STUDENTS

When an off-campus and/or commuter student is believed to be missing, the Public Safety Department should immediately notify the appropriate external law enforcement authorities. The Public Safety Department will assist external authorities with these investigations as requested.

## ALCOHOL AND DRUGS

### **Drug-Free Schools and Communities Act (Public Law 101-226)**

Students at Olin College must be aware their behavior with respect to alcohol and other drugs is constrained by two sets of rules: Massachusetts state law and the College's policies, which reflect the concern for the health and well-being of its students.

#### **Massachusetts State Law**

##### **Alcohol**

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 to purchase alcohol

No person shall possess or consume an alcoholic beverage as defined by M.G.L. Chapter 138, Section 1, as amended, within the limits of any park, playground, public land, or public building owned or under the control of the Town of Needham or Wellesley.

##### **Drugs**

The possession, use, or distribution of illegal drugs is prohibited by federal law. There are strict penalties for drug convictions, including mandatory prison terms for many offenses. The following information, although not complete, is an overview of federal penalties for first convictions. All penalties are doubled for any subsequent drug conviction.

Massachusetts has criminal penalties for use of controlled substances, or drugs, with penalties varying with the type of drug. In general, use of narcotic and addictive drugs, and drugs with 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

## CAMPUS SAFETY SECURITY PROGRAM

for possession, manufacture, and distribution are much greater for second and subsequent convictions. Many laws dictate mandatory prison terms, and the full minimum term must be served.

### **Marijuana**

On November 8, 2016, the Commonwealth of Massachusetts enacted a change in law regarding the possession of marijuana. The new law regarding possession outside one's primary residence is as follows:

Persons 21+ years of age without a Cannabis Control Commission License or DPH Registration:

- Possession of up to 1 oz of marijuana – Legal.
- Possession of 1-2 oz – Civil fine of not more than \$100.
- Possession of 2 oz – Criminal penalties available.

Persons 18-20 years of age:

- Possession of under 2 oz – Civil fine of not more than \$100.
- Possession of over 2 oz – Criminal penalties available.

Persons under 18 years of age (Juvenile) without a Medical Patient ID:

- Possession of under 2 oz – Civil fine of not more than \$100.
- Possession of over 2 oz – Delinquency penalties available.

### **College Policy on Alcohol and Drug Use**

In addition to maintaining strict compliance with all state and federal laws, the College has established its own drug and alcohol policies. Persons who violate the College's policy regarding alcohol and drugs, are subject to appropriate disciplinary action, counseling, education, probation, expulsion, and referral to proper law enforcement authorities for prosecution. Under appropriate circumstances, the College may refer violations to the Wellesley or Needham Police Department and the offices of the Norfolk District Attorney, the Middlesex District Attorney, or the United States Attorney, as appropriate, for investigation and/or prosecution. A new law suspends federal student aid eligibility for students convicted under federal or state law of possession or sale of drugs (not including alcohol or tobacco).

### **Community Resources – Students**

Resources are available to assist Olin students in understanding and dealing with drug and alcohol abuse. The National Institute on Drug Abuse provides a confidential information and referral line that directs callers to cocaine abuse treatment centers in the local community. Contract Health Services at Babson in Hollister Hall for free materials on drug use.

### **Community Resources – Employees**

Employees may contact Human Resources for available resources supported by the College, Union Associations, and local resource groups.

### POLICY ON WEAPONS AND FIREWORKS

Olin College strictly prohibits the possession of illegal or dangerous weapons on campus. Such weapons include, but are not limited to, revolvers, pistols, rifles, shotguns, BB or pellet guns, stun guns/taser, paint ball guns, replica guns, chemical weapons such as mace or pepper spray, swords, knives (other than those used for cooking or small pocketknives), slingshots, martial arts weapons, bows and arrows, and others as deemed such by the Dean of the College or his/her designee. Practicing or performing with martial arts or fencing equipment is permitted by members of recognized student organizations; when not in use, such equipment should be stored securely. Similarly, use of farming equipment is permitted by members of recognized student organizations, but such implements should be stored securely. [Also see Massachusetts General Laws: Chapter 26, Sections 10 and 14]

Possession of fireworks is also prohibited by the College. [Also see Massachusetts General Laws: Chapter 148, Section 39]

Possession or use of firearms, fireworks, ammunition, dangerous chemicals, bombs, and infernal devices on a college campus is also prohibited by Massachusetts state law. Any violation will result in immediate and permanent confiscation of the weapon and can result in immediate referral to the College student conduct process, or the appropriate law enforcement agency (which may result in criminal court action).

## SEXUAL MISCONDUCT AND TITLE IX POLICY

### OLIN COLLEGE SEXUAL MISCONDUCT AND TITLE IX POLICY AND PROCEDURE

Olin College is committed to providing a safe learning and working environment for all community members, guests, and visitors. In compliance with federal law, Olin has adopted policies and procedures to prevent and respond to incidents of sexual misconduct. This policy has been developed to reaffirm the values of our community and to provide transparency about Olin's sexual misconduct adjudication processes.

#### I. STATEMENT OF VALUES AND COMMITMENT TO NON-DISCRIMINATION

Sexual misconduct as defined by this policy violates the values of Olin and will not be tolerated within the College community. Olin rejects and condemns all forms of harassment, discrimination, retaliation, and disrespect. Olin is committed to sustaining a welcoming environment for everyone and especially for those vulnerable to discrimination on the basis of race, religion, color, national origin, age, marital or parental status, veteran status, sex, disability, genetic information, sexual orientation, and/or gender identity. It is the policy of Olin to adhere to all applicable state and federal laws prohibiting discrimination. All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others. In addition, all community members are expected to take reasonable and prudent actions to prevent or stop an act of sexual misconduct through safe bystander intervention. Olin is committed to providing an environment of well-being, learning, and accountability for its members by preventing the occurrence of sexual misconduct and addressing its effects.

The College follows through on that commitment, in part, through the implementation of a Sexual Misconduct Policy that defines prohibited conduct and the process by which the College will address such conduct in different circumstances. Olin College's Sexual Misconduct Policy is composed of several components:

- Definitions of Prohibited Conduct under Title IX
- The College's Response to Reports of Violations of Title IX
- Process for Resolving Formal Complaints of Title IX Violations

The Sexual Misconduct Policy applies to all Olin community members, and all members of the College community are responsible for being familiar with and abiding by the Sexual Misconduct Policy at all times.

Olin will also provide resources for the community on the Sexual Misconduct and Title IX webpage available on the Olin College website. While separate from the Policy, these additional resources are part of the College's ongoing efforts to ensure an environment free of discrimination on the basis of sex.

#### II. ROLE OF THE TITLE IX COORDINATOR

The Title IX Coordinator is responsible for coordinating Olin programs to comply with Title IX. This includes leading Olin's efforts to respond to reports of conduct that could trigger Olin's Sexual Misconduct Policy. The Title IX Coordinator is also available to meet with any individual to provide

## SEXUAL MISCONDUCT AND TITLE IX POLICY

information about the Sexual Misconduct Policy (including the availability of supportive measures and the right to file a formal complaint, which will trigger the investigation and resolution/sanction process), as well as discussing other resources within the Olin community and beyond.

Where the Title IX Coordinator is listed as the designated point of contact for any role in the Sexual Misconduct Policy, the College may designate a Deputy Title IX Coordinator(s) or other qualified member of the College community to assume the role, as necessary and appropriate. These individuals would be available to receive a report from any member of the Olin community who believes the Sexual Misconduct Policy has been violated. They may also be available to assist others, including respondents and witnesses in understanding the College's Sexual Misconduct Policy and procedures.

The College's Interim Title IX Coordinator is:

**Guilene Prepetit**  
Interim Title IX Coordinator  
[gprepetit@olin.edu](mailto:gprepetit@olin.edu)  
781.292.2411; Campus Center 332

### III. PROHIBITED CONDUCT UNDER OLIN'S SEXUAL MISCONDUCT POLICY

The College's Sexual Misconduct Policy governs incidents of sexual harassment (and any retaliation associated with it) occurring within a College education program or activity against a person in the United States. For the purposes of this policy, "education program or activity" includes locations, events, or circumstances over which the College exercises substantial control over both the respondent and the context in which the sexual misconduct occurs, and also includes any building owned or controlled by a student organization that is officially recognized by the College. The College's policy applies regardless of a person's sex, gender, gender identity, gender expression, sexual orientation, age, race, nationality, class status, ability, religion, or other protected status.

If the College determines that a formal complaint of sexual misconduct or any other form of sexual misconduct does not meet the definitions under this policy or did not occur in a college education program or activity against a person in the United States, the Title IX Coordinator will dismiss the formal complaint, in accordance with federal law. The college, however, reserves the right to address the behavior under other applicable student, staff, or faculty disciplinary policies.

The following are the definitions of conduct that is prohibited under Olin's Sexual Misconduct Policy, including attempts to commit, and aiding or inciting others to commit these acts. If an individual has any questions about the definition or application of any of these terms, the Sexual Misconduct Policy in general, or the resources available to all members of the Olin community, please contact the Title IX Coordinator.

#### **Sexual Harassment:**

*Sexual Harassment* means conduct on the basis of sex that satisfies one or more of the following:

## SEXUAL MISCONDUCT AND TITLE IX POLICY

1. An employee of the College conditioning the provision of an aid, benefit, or service of the College on an individual's participation in unwelcome sexual conduct;
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the College's education program or activity; or

**Forms of Sexual Harassment:** In some cases, sexual harassment is obvious and may involve an overt action, a threat, or reprisal. In other instances, sexual harassment is subtle and indirect, with a coercive aspect that is unstated. Some examples include the following:

- Sexual harassment can occur between persons of equal power status (e.g., student to student, employee to employee) or between persons of unequal power status (e.g., employee to student, supervisor to employee). Although sexual harassment often occurs in the context of the misuse of power by the individual with the greater power, a person who appears to have less or equal power in a relationship can also commit sexual harassment.
- Sexual harassment can be committed by (or against) an individual or by (or against) an organization or group.
- Sexual harassment can be committed by an acquaintance, a stranger, or people who shared a personal, intimate, or sexual relationship.
- Sexual harassment can occur by (or against) an individual of any sex, gender identity, gender expression, or sexual orientation.
- It does NOT have to include intent to harm.

**Sexual Assault:** Any sexual act directed against another person, without that person's consent, including when the person is incapable of giving consent. This includes the penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without consent. This also includes touching the private body parts of another person for the purpose of sexual gratification without consent. This category also includes incest and statutory rape.

**Dating Violence:** Violence committed by a person who is or has been in a romantic or intimate relationship with the victim. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

**Domestic Violence:** Violence committed by a current or former spouse or intimate partner of the victim, or someone similarly situated; a person with whom the victim shares a child in common; or any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the location in which the crime of violence occurred.

**Stalking:** Engaging in two or more direct or indirect acts, such as following, monitoring, observing, surveilling, threatening, or communicating to or about a person, directed at that specific person, that would cause a reasonable person to fear for their safety or the safety of others; or suffer substantial emotional distress.

## SEXUAL MISCONDUCT AND TITLE IX POLICY

**Retaliation:** An intentional adverse action taken against another person on the basis of their participation in a protected activity under this Policy. Retaliation can include intentional action taken by a party or allied third party as reprisal for participating in a protected activity or for supporting someone who engages in protected activity under this Policy. Retaliation may take the form of words or actions that constitute intimidation, threats, coercion, or other adverse action. However, to constitute retaliation, the words or actions must be sufficiently adverse to deter a reasonable person from reporting or assisting in reporting Prohibited Conduct, seeking protections under this Policy, or participating in a proceeding under this Policy. For example, words or actions that are only a minor annoyance or lack of good manners do not constitute retaliation. Retaliation allegations may be consolidated with other forms of Title IX Prohibited Conduct if the facts and circumstances significantly overlap. If the facts and circumstances do not significantly overlap, then the College retains discretion to adjudicate the allegations under a different but appropriate policy. For example, if a respondent retaliates against a complainant with regard to the filing of a complaint, that behavior could be consolidated with the other prohibited conduct alleged, provided appropriate notice is afforded. On the other hand, if the retaliatory conduct is committed by a respondent's friend who is not otherwise subject to a grievance under this Policy, that behavior could be adjudicated under another student or employee conduct policy which prohibits such behavior. The College prohibits retaliation, as defined above, in any form against any person who seeks to report potential violations of Title IX, assist another person in reporting potential violations of Title IX, or participate in a grievance process under the College's Sexual Misconduct Policy. Retaliation is a violation of this Policy, even if the facts in a formal complaint alleging Title IX Prohibited Conduct are ultimately not proven by a preponderance of the evidence.

### **Other Important Definitions Related to Prohibited Conduct:**

**Consent and Sexual Coercion:** Consent is the affirmative and willing agreement to engage in a specific form of sexual contact with another person who is capable of giving consent. Consent cannot be obtained through: (a) the use of coercion, or (b) by taking advantage of the incapacitation or impairment of another individual, including someone who is under age, unconscious, asleep, incapacitated, or impaired by intoxication or drugs. Consent requires an outward demonstration, through mutually understandable words or actions, indicating that an individual has chosen freely to engage in a sexual contact.

Sexual Coercion is defined for purposes of this section as the application of unreasonable pressure to take part in sexual activity or in any of the prohibited conduct listed in Olin's Sexual Misconduct Policy. Unreasonable pressure can be exerted through physical or emotional force, intimidation, misuse of authority, or outright threats. When someone makes it clear that they do not want to engage in sexual activity or do not want to go beyond a certain point of sexual interaction, continued pressure beyond that point may be considered coercive. Ignoring or dismissing the objections of another person may also be a form of coercion.

Silence, passivity, or the absence of resistance does not imply consent. Relying solely on non-verbal communication may result in confusion about whether there is effective consent. It is important not to make assumptions. If confusion or ambiguity arises during a sexual interaction, it is essential that each participant stops and verbally clarifies the other's willingness to continue.

## SEXUAL MISCONDUCT AND TITLE IX POLICY

Consent can be withdrawn at any time. When consent is withdrawn, sexual activity must cease. Prior consent does not imply current or future consent; even in the context of an ongoing relationship, consent must be sought and freely given for each instance of sexual contact. An essential element of consent is that it be freely given.

In evaluating whether consent was given, consideration will be given to the totality of the facts and circumstances including, but not limited to, the extent to which an individual affirmatively uses words or actions indicating a willingness to engage in sexual contact, free from intimidation, fear, or coercion; whether a reasonable person in the position of the individual alleged to have committed the conduct would have understood such person's words and acts as an expression of consent; and whether there are any circumstances, known or reasonably apparent to the individual alleged to have committed the conduct, demonstrating incapacitation or fear.

**Incapacitation** is the inability, temporarily or permanently, to give consent, because the individual is mentally and/or physically helpless due to drug or alcohol consumption, taken either voluntarily or involuntarily, or the individual is unconscious, asleep or otherwise unaware that the sexual activity is occurring. In addition, an individual is incapacitated if they demonstrate that they are unaware of where they are, how they arrived at a location, or why or how they became engaged in a sexual interaction. Where alcohol is involved, incapacitation is a state beyond drunkenness or intoxication.

### **Other Definitions Related to the Policy**

*Actual Knowledge* means notice of sexual misconduct to the College's Title IX Coordinator or any official of the College who has authority to institute corrective measures on behalf of the College.

*Complainant* means an individual who is alleged to be the victim of conduct that could constitute sexual misconduct. At the time of filing a formal complaint, the complainant must be participating in or attempting to participate in the College's education program or activity.

*Education Program or Activity* includes locations, events, or circumstances over which the College exercised substantial control over both the respondent and the context in which the sexual misconduct occurs, and also includes any building owned or controlled by a student organization that is officially recognized by a post secondary institution.

*Formal Complaint* is a document filed by a complainant or signed by the Title IX Coordinator alleging sexual misconduct against a respondent and requesting that the College investigate the allegation of sexual misconduct. At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in the education program or activity of the College with which the formal complaint is filed. A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information listed for the Title IX Coordinator in this policy and by any additional method designated by the College. As used in this paragraph, the phrase "document filed by a complainant" means a document or electronic submission (such as by electronic mail or through an online portal provided for this purpose by the College) that contains the complainant's physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint. Where the Title IX Coordinator signs a formal complaint, the Title IX Coordinator is not a complainant or otherwise a party.

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*Respondent* means an individual who has been reported to be the perpetrator of conduct that could constitute sexual misconduct.

*Supportive Measures* are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the College's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the College's educational environment, or deter sexual misconduct. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. The College will maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the College to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

## IV. ADDITIONAL CONSIDERATIONS

### A. Privacy and Confidentiality: Treatment of Reported Information.

**Requests for Confidentiality or No Investigation.** Olin will act with discretion with regards to the privacy of individuals and the sensitivity of the situation when receiving a report of conduct that could trigger the Sexual Misconduct Policy. The Title IX Coordinator will only share information with College personnel who assist in the implementation of Olin's Sexual Misconduct Policy and procedures.

There are certain circumstances in which Olin has a broader obligation to the community and may need to override a) an individual's request for privacy or b) an individual's request that Olin will not investigate a matter. Because either such a request could impact Olin's ability to appropriately address and resolve the behavior in question, Olin will weigh these requests carefully. In the case of Title IX allegations, the Title IX Coordinator will evaluate the aforementioned requests by considering a range of factors including, but not limited to, whether:

- There is a pattern of alleged sexual misconduct against the respondent;
- The involvement of violence or weapons;
- The seriousness of the alleged sexual misconduct;
- The age of the student harassed;
- Whether there have been other complaints or reports of sexual misconduct against the alleged harasser; and
- Similar factors in a complainant's allegations

The presence of one or more of these factors may lead the Title IX Coordinator to sign a formal complaint under Section X of this Policy. In signing a formal Title IX complaint, the Title IX Coordinator is not a complainant or otherwise a party under this policy. In deciding whether to sign a formal

## SEXUAL MISCONDUCT AND TITLE IX POLICY

complaint, the Title IX Coordinator will consider the facts of the specific case and will consider the factors set forth above.

Note: If the Title IX Coordinator does commence a formal complaint and a complainant is known, the Coordinator will provide the complainant all notices and opportunities to respond to evidence, even if the complainant is not actively involved.

If Olin does not proceed, the Title IX Coordinator will consider broader remedial action, such as increased or targeted education or prevention measures, increased monitoring, security, or supervision, conducting surveys and/or revisiting its policies and practices.

**Disclosure of Sexual Misconduct at Public Awareness Events.** Public awareness events such as “Take Back the Night”, candlelight vigils, community programs and other public forms in which individuals disclose incidents of sexual violence, dating or domestic violence, and/or stalking are not considered notice to the College to trigger an obligation to investigate. However, such events may inform Olin’s prevention and education efforts.

### B. Duty to Report Sexual Misconduct, and Retaliation

All college employees designated as college officials who have the authority to institute corrective measures on behalf of Olin are obligated by law to disclose reports and information that is shared with them to the Title IX Coordinator concerning: unlawful discrimination on the basis of sex, gender identity, sexual orientation, and marital or parental status, as well as incidents and allegations of sexual misconduct (including, but not limited to sexual harassment, sexual assault, domestic violence, dating violence, and stalking), and/or retaliation.

In addition, Olin employees who are designated as campus security authorities (CSAs) for the purposes of the Clery Act must provide Public Safety with non-identifying statistical information regarding all reporting incidents of Clery crimes (including, but not limited to, sexual assault, dating violence, domestic violence, stalking and hate crimes). Any questions about the reporting or confidentiality status of an individual should be directed to the Title IX Coordinator.

Individuals who serve in professional roles in which communications are sought in a privileged manner and provided confidential status under the law (e.g., licensed mental health care providers, licensed medical providers, pastoral counselors and clergy) are not obligated to report identifying information about behavior that may implicate the Sexual Misconduct Policy without the consent of the individual who supplied the information in question or is otherwise in compliance with law. However, these confidential resources are instructed to inform individuals of their rights to file a formal complaint under the Sexual Misconduct Policy and may assist in that process. Confidential resources may, consistent with their legal obligation and ethical requirements, provide limited statistical information about incidents without revealing personally identifiable information regarding the identity of the individuals involved to the Title IX Coordinator.

## SEXUAL MISCONDUCT AND TITLE IX POLICY

### V. OLIN'S RESPONSE TO A REPORT OF SEXUAL MISCONDUCT

When a report of sexual misconduct is made to the College, the College will treat both complainants and respondents equitably by offering supportive measures to the complainant (if known) and respondent, and by following the formal investigation and grievance process before the imposition of any disciplinary sanctions or other actions that are not supportive measures against a respondent.

Upon receiving a report of conduct that could fall under Olin's Sexual Misconduct Policy, the Title IX Coordinator will assess the need to take any immediate action to address the safety and health needs of the Complainant<sup>1</sup> and the Olin community. The initial assessment is a preliminary action to determine the need for any supportive measures; it is not part of an investigation conducted after receipt of a formal complaint.

This initial process includes, but is not limited to, the following:

#### **Meeting with the Parties**

The Title IX Coordinator will promptly meet with the complainant. If appropriate in the circumstances, i.e., if the complainant wishes to file a formal complaint pursuant to Section VI, below, the Title IX Coordinator will also meet with the respondent to share information regarding the following, as relevant and appropriate:

1. Encourage the complainant to discuss the nature and circumstances of the reported conduct, and review relevant documentation that is available;
2. Inform the complainant of the right to report or the right to decline to report the matter to Public Safety and/or local law enforcement. A report to Public Safety or local law enforcement will not change Olin's obligation to potentially investigate the matter if a formal complaint is eventually filed with the College, but it may briefly delay the timing of an investigation if a law enforcement agency requests that the College delay its process for a reasonable amount of time to allow it to gather evidence of criminal conduct;
3. Explain the process for filing a formal complaint with the Title IX Coordinator;
4. Discuss the availability of supportive measures to either parties, regardless of whether a formal complaint is filed; if supportive measures are requested but not provided to a complainant, the Title IX Coordinator will document why they were not provided;
5. Discuss protection from, and reporting of, incidents of retaliation against either party;
6. Provide written notification of the counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid and other services available both within the College and in the community; and
7. Discuss the importance of preserving relevant evidence or documentation (e.g., texts, emails, notes, photographs, etc.) as appropriate to either party.

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<sup>1</sup> When the Complainant and Respondent are discussed collectively, they will be referred to as the "Parties" and "Party." There may be an instance where another individual, who has not experienced but is aware of the occurrence of prohibited conduct, may bring a complaint under Olin's Sexual Misconduct Policy. This individual is referred to as the "Reporting Party." In specific circumstances, Olin will determine which of the protections provided to the Complainant under Olin's Sexual Misconduct Policy are also applicable to the Reporting Party.

## SEXUAL MISCONDUCT AND TITLE IX POLICY

### VI. INITIATING A FORMAL COMPLAINT WITH THE COLLEGE

#### A. Period of Limitations

There is no window of time after an incident of sexual misconduct has occurred in which to file a formal complaint with the College. The College, however, strongly encourages early filing of a formal complaint in order to preserve evidence for a potential legal or College grievance proceeding. Delays in filing, while permitted, may limit the College's ability to investigate and respond effectively may be reduced with the passage of time.

#### B. Notice of Allegation(s) to the Parties

Upon receipt of a formal complaint, the Title IX Coordinator will provide the following written notice to the parties who are known:

1. Notice of the applicable College grievance process, including information regarding the College's informal resolution process.
2. Notice of the allegations potentially constituting sexual misconduct, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include:
  - a. The identities of the parties involved in the incident, if known;
  - b. The conduct allegedly constituting sexual misconduct; and
  - c. The date and location of the alleged incident, if known.
3. A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the applicable grievance process.
4. A statement informing the parties that they may have an adviser of their choice, who may be, but is not required to be, an attorney, during the grievance hearing, and may inspect and review evidence during the College's investigation process.
5. A statement informing the parties that knowingly making false statements or knowingly submitting false information during the grievance process is prohibited and subject to appropriate disciplinary action.

If, in the course of an investigation, the College decides to investigate allegations about the complainant or respondent that are not included in the notice provided above, the Title IX Coordinator will provide notice of the additional allegations to the parties whose identities are known.

#### C. Dismissal of a Formal Complaint

The Title IX Coordinator will review the allegations in the formal complaint. If the Title IX Coordinator determines that the formal complaint would not, in any way even if proved, trigger the Sexual Misconduct Policy (i.e., did not occur in the College's education program or activity or did not occur against a person in the United States), they will advise the complainant of such, dismiss the formal complaint with regard to that conduct for purposes of sexual misconduct under Title IX and refer the reported conduct to the appropriate office for addressing, consistent with their policy. *Such a dismissal does not preclude action under the College's applicable disciplinary policies.* If, however, new

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information is subsequently provided, the reported conduct may be reevaluated to determine whether an investigation is warranted.

The Title IX Coordinator will also dismiss the formal complaint or any allegations therein, if at any time during the investigation or grievance hearing:

1. A complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein;
2. The respondent is no longer enrolled or employed by the College; or
3. Specific circumstances prevent the College from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

Upon a dismissal, the Title IX Coordinator will promptly send written notice of the dismissal and reason(s) therefor simultaneously to the parties, as well as notice of the right to appeal the dismissal.

### **D. Consolidation of Formal Complaints**

The Title IX Coordinator may consolidate formal complaints as to allegations of sexual misconduct against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual misconduct arise out of the same facts or circumstances.

### **E. Emergency Removal Procedures**

The Title IX Coordinator or Deputy Coordinator may remove a student from the College's education program or activity on an emergency basis, provided that the Coordinator (or designee):

1. Undertakes an individualized safety and risk analysis;
2. Determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual misconduct justifies removal; and
3. Provides the respondent with notice and an opportunity to challenge the decision immediately following the removal.

This provision may not be construed to modify any rights under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act.

An emergency removal does not replace the regular grievance hearing process, which shall proceed on the normal schedule, up to and through a hearing, if required.

#### *How to Challenge an Emergency Removal Decision*

Challenges are resolved by the Dean of the College. The challenge must be submitted in writing by the respondent within five (5) business days after the receipt of the Title IX Coordinator's emergency removal decision.

The challenge statement must specify the grounds for the challenge and include any evidence in support of the grounds. The grounds for an appeal are limited to:

1. Information that a procedural error affected the decision;
2. Information that a factual error affected the decision; or
3. Additional information relevant to the assessment that was not available at the time of the initial safety and risk analysis.

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During the challenge, the emergency removal decision will remain in place. A written response to the appeal will be provided by the Dean of the College to the respondent by mail and email (if both addresses are known). The outcome of the challenge is final.

### F. Administrative Leave

The College may place a non-student employee respondent on administrative leave during the pendency of a formal grievance process. This provision may not be construed to modify any rights under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act.

## VII. PROCESS FOR INFORMAL RESOLUTION AND/OR INVESTIGATING AND RESOLVING FORMAL COMPLAINTS

This section describes how Olin will: 1) consider informal resolution options; 2) investigate a formal complaint, and 3) determine what, if any, remedial measures and/or disciplinary sanctions exist for individuals found responsible for violating Olin's Sexual Misconduct Policy.

### A. Optional Informal Resolution Procedures

**The following Informal Resolution Procedure may not be used in an effort to resolve allegations that an Olin College employee sexually harassed a student. Also, it may only be used if a formal complaint is filed with Olin.**

All Parties and the Title IX Coordinator must agree to informal resolution for this option to be used. The Title IX Coordinator will assess the request for an informal resolution against the severity of the alleged violation and the potential risks to Olin community members. If the Title IX Coordinator determines that an informal resolution is appropriate, the Title IX Coordinator will notify the Parties in writing that participation is strictly voluntary and is not offered as a condition of enrollment/continuing enrollment, employment/continuing employment, or a waiver of the right to a formal investigation. Moreover, the written notification will state that the parties have the right to withdraw from the informal resolution process at any time and resume the grievance process with respect to the formal complaint. The notice will also state that the parties have the right to be accompanied by an adviser.

If, after receiving written notification of the above rights, the parties both voluntarily consent in writing to pursue informal resolution, the Title IX Coordinator will assign a trained administrator or third-party external to the College to facilitate the informal resolution process.

The allegation will be deemed resolved when the Parties expressly agree to an outcome that is acceptable to them, which is approved by the Title IX Coordinator in consultation with other appropriate College administrators. If, however, informal resolution efforts are unsuccessful, the investigation and/or grievance hearing process will continue.

A Party may withdraw from the informal resolution process at any time. The Title IX Coordinator may also reinitiate an investigation at any time they deem appropriate.

### B. The Investigation Phase

**Notice of an Investigation.** If it is determined that the formal complaint could trigger Olin's Title IX Policy and an investigation is required, the Title IX Coordinator will prepare a written notice to the complainant and respondent that will include a brief description of the allegations, the portions of Olin's Title IX

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Policy that are alleged to have been violated, and any supportive measures in place for which either Party must be made aware. This written notice does not constitute a finding or a determination of responsibility. Additionally, the respondent may also request supportive measures during the investigation.

**Investigation Phase Guidelines.** During the investigation and throughout the formal grievance process, the Title IX Coordinator will:

1. Provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence;
2. Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence (e.g., no “gag orders”);
3. Provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the adviser of their choice, who may be, but is not required to be, an attorney, and not limit the choice or presence of adviser for either the complainant or respondent in any meeting or grievance proceeding (see the **Information about Advisers in Connection with Allegations of Sexual Misconduct** section below for more information); however, the College may establish restrictions regarding the extent to which the adviser may participate in the proceedings, as long as the restrictions apply equally to both parties;
4. Provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate;
5. Provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint, including the evidence upon which the College does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation.

**Information about Advisers in Connection with Allegations of Sexual Misconduct.** Each Party may have a single adviser of their choice to guide and accompany them throughout the investigation, grievance hearing, and appeal processes. The adviser may be a friend, mentor, family member, attorney or any other supporter a party chooses to advise them, as long as the adviser does not play any other role in the process, such as serving as a witness.

During the investigation phase, advisers may not participate actively and may not speak or otherwise communicate on the part of the Party that they represent. However, the adviser may ask to suspend any meeting or interview briefly to provide private consultation related to the investigation proceeding in progress.

During the grievance hearing phase, the parties’ respective adviser will be required to conduct cross-examination directly, orally, and in real time. If a party does not have an adviser, the College will provide a trained adviser to the party free of charge.

An adviser is subject to the same confidentiality expectations applicable to others in attendance. Accommodations, including scheduling of interviews or reviews, generally will not be made for any

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advisers if they unduly delay the process. Without prior approval of the Title IX Coordinator, as determined in their sole discretion, the adviser is not permitted to attend a meeting or proceeding without the Party. Olin reserves the right to take appropriate action regarding any adviser who disrupts the process, or who does not abide by the restrictions on their participation as determined in the sole discretion of the Title IX Coordinator. A union-represented employee who is the respondent may choose an adviser who is not a union representative, if the respondent does not desire to have the union representative participate in the proceeding.

**Designation of Investigator.** The Title IX Coordinator will designate at least one investigator to conduct a prompt, fair, and impartial investigation of the reported conduct and prepare a report of investigative finding (the “Investigative Report”). At Olin’s discretion, the investigator may be an external investigator and more than one investigator may be assigned. All investigators will be selected from a group of qualified and trained individuals engaged by Olin for the purpose of conducting investigations under Olin’s Sexual Misconduct Policy. The Title IX Coordinator will provide the Parties with the name of the investigator(s) assigned to investigate the reported conduct. As soon as possible, but no later than three (3) calendar days after notification of the identity of the Investigator(s), the Parties should inform the Title IX Coordinator (in writing) of any conflicts of interest with regard to the selected Investigator(s). The Title IX Coordinator will consider the nature of the conflict and determine if different investigator(s) should be assigned. The Title IX Coordinator’s decision regarding any conflicts is final. The Title IX Coordinator may consult with other Olin employees (e.g., the Dean of the College and/or Director of Human Resources) to discuss any conflicts of interest.

**Nature of the Investigation.** The investigation will include separate interviews with the Complainant, the Respondent, and any witnesses whom the Investigator(s) believe will provide necessary and relevant information. The investigation may include review of documentation or other items relevant to the reported conduct. The Investigator(s) will provide the Parties with written notices of meetings in which their presence is required.

**The Parties’ Identification of Potential Witness and Documentation.** The Parties have the opportunity to identify potential witnesses who have specific information about the reported conduct and with whom they would like the Investigator(s) to speak. The Parties also have the opportunity to provide the Investigator(s) with any documentation or other items or questions they would like to be considered. All information described in this section must be presented to the Investigator(s) in writing and include a brief description as to how the persons, documents, and/or items are relevant to the reported conduct. This information must be provided to the Investigator(s) during the Investigation Phase and without delay upon becoming aware of it. The Investigator(s) will exercise discretion in their determination of what information to consider and which potential witnesses identified by the Parties can provide relevant information to the investigation.

**Investigation Prohibitions.** Neither Party will be permitted to question or cross-examine the other Party directly during the investigation proceedings. Moreover, the Investigator(s) generally will not gather or consider information related to either Party’s sexual history outside of the conduct in question unless offered to prove someone other than the respondent committed the alleged conduct, or if the questions and evidence concern specific incidents of the complainant’s prior sexual behavior with respect to the respondent and are offered to prove consent.

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**Respondent Voluntary Agreement to Policy Violation.** At any point prior to the conclusion of the investigation or grievance hearing, a respondent may agree, in writing, to 1) the alleged violation(s) of Olin's Sexual Misconduct Policy and 2) proposed sanction. In such a situation, the Title IX Coordinator or assigned Hearing Officer (if applicable) may propose sanction(s) for the respondent and, if the complainant and the respondent agree to such proposed sanction(s), then the complaint may be resolved without a hearing and without any further rights of appeal by any party. If either the complainant or the respondent objects to such proposed sanction(s), then the matter will be assigned to a Hearing Officer in accordance with the *Grievance Hearing Phase*, who will convene a hearing for the exclusive purpose of determining a sanction.

**Inspection and Review of Evidence.** Prior to completion of the investigative report, the Investigator(s) will send to each Party and the Party's adviser, if any, in an electronic format or a hard copy any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint (including the evidence upon which the College does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a Party or other source) so that each party can meaningfully respond to the evidence prior to conclusion of the investigation.

The Parties will have at least 10 days to submit a written response, which the Investigator(s) will consider prior to completion of the investigative report. The Investigator(s) will make all such evidence subject to the parties' inspection and review available at any hearing to give each Party equal opportunity to refer to such evidence during the hearing, including for purposes of cross-examination.

**Investigative Report.** At the conclusion of the Investigation Phase, the Investigator(s) will prepare an Investigative Report, which will include a summary of the factual information presented during the Investigation Phase, a separate section where the Investigator(s) point out relevant consistencies or inconsistencies (if any) between different sources of information. The Investigative Report will not include a determination by the Investigator(s) as to whether the respondent has violated Olin's Sexual Misconduct Policy or what sanctions may be appropriate. The report will be issued in an electronic format or a hard copy to each Party and the Party's adviser at least 10 days prior to the formal grievance hearing (if a hearing is required) for their review and written response.

### C. Hearing Phase

Following the opportunity for review and comment of the investigator's report, the Title IX Coordinator will forward the case to a specially trained impartial Title IX Hearing Officer either internal or external to the College for formal resolution via a grievance hearing.

The Hearing Officer may not have a conflict of interest and cannot be the same person(s) as the Title IX Coordinator or the investigator(s).

#### Notice of Grievance Hearing

The Title IX Coordinator will send a written notice of the hearing to the parties within ten business days prior to the hearing date. The written notice will include the following information:

1. The date, time, location and factual allegations concerning the alleged policy violation;
2. The specific policy allegedly violated;

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3. The time, date, and location of the hearing and the contact information of the Hearing Officer assigned to hear the matter;
4. Information about requesting reasonable accommodations for the hearing;
5. A copy of the College's hearing rules and procedures;
6. Notice of the requirement that an adviser must conduct cross examinations directly, orally, and in real time at the hearing and that if a party does not have an adviser, the College will provide one free of charge;
7. Notice of the right to request that the parties be separated with the utility of technology to enable the parties to see and hear one another as needed from different rooms;
8. Notice of the right to raise a conflict of interest with the Hearing Officer in writing to the Title IX Coordinator.

### Hearing Rules

The grievance hearing is conducted in a fair and equitable manner for the purpose of determining whether it is more likely than not that the respondent violated Olin policy (i.e. "the preponderance of the evidence" standard).

The following rules and regulations apply to all grievance hearings:

1. Both Parties will be treated fairly and equitably throughout the live hearing process;
2. Hearings will be private and closed to everyone except the involved persons;
3. The live hearing may be conducted in person or virtually at the discretion of the Hearing Officer;
4. At the request of either party, the parties will be separated with the utility of technology to enable the parties to see and hear one another as needed from different rooms.
  - a. The use of such technology must enable the Hearing Officer and parties to see and hear the witnesses testify in real time;
  - b. Training in the usage of such technology will occur before the hearing to ensure proper execution;
5. Both parties will be provided an equal opportunity to present witnesses and other inculpatory and exculpatory evidence;
6. The respondent is presumed not responsible until determined responsible for the alleged violation(s) at the end of the grievance process based upon a preponderance of the evidence, or more likely than not, standard;
7. During the hearing, only the Parties' respective advisers will be allowed to conduct cross-examination directly, orally, and in real time:
  - a. Cross-examination may not be conducted directly by a Party;
  - b. If a Party does not have an adviser, the College will provide a trained adviser of its choice to the Party free of charge;
8. During the hearing, the Hearing Officer will have the right to determine the relevancy of any questions asked on cross-examination and may exclude any irrelevant questioning.
  - a. The Hearing Officer must provide an explanation to the parties for excluding a question on the basis of irrelevancy.
  - b. Questions about the predisposition or prior sexual behavior of the complainant are deemed not relevant, unless such questions and evidence about the complainant's prior sexual behavior are

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- offered to prove someone other than the respondent committed the alleged conduct, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent;
- c. If a party or witness elects not to participate in cross-examination, the final decision will not rely on any statement of that party or witness in reaching a determination regarding responsibility unless controlling federal case law or U.S. Department of Education guidance allows at the time in question; provided, however, that the Hearing Officer may not draw any inference about the determination regarding responsibility based solely on a party's or witness's absence from the live hearing or refusal to answer cross-examination or other questions;
  - d. The Hearing Officer will not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege in writing;
  - 9. An audio recording of the hearing will be created by the College, which shall remain the property of Olin but made available to the Parties for review only;
  - 10. Cell phones and recording devices may not be used in the hearing room(s) (unless approved by the Hearing Officer in advance) and must be turned off before the hearing convenes;
  - 11. Formal rules of evidence (e.g., federal or state rules for court) shall not be applicable;
  - 12. The Hearing Officer may call any relevant witness to participate in a proceeding. Admission of any person to the hearing will be at the discretion of the Hearing Officer;
  - 13. Pertinent records, video-surveillance images, relevant exhibits, and written statements may be accepted as information for consideration by the Hearing Officer.
  - 14. The Hearing Officer will objectively review all relevant evidence—including both inculpatory and exculpatory evidence;
  - 15. The Hearing Officer may temporarily delay the grievance hearing or extend time frames for good cause with written notice to the complainant and the respondent of the delay or extension and the reasons for the action. Good cause may include considerations such as:
    - a. The absence of a party, a party's adviser, or a witness;
    - b. Concurrent law enforcement activity; or
    - c. The need for language assistance or accommodation of disabilities. The College asks all parties and witnesses to inform the Title IX office as soon as possible if they believe they may need disability-related accommodations, as such accommodations may require additional documentation if an individual does not already have a file with the College's disability services office.

### *Written Determination and Notification*

Following the hearing, the Hearing Officer will review all information presented through the investigation and live hearing processes and then issue a written determination regarding responsibility, which includes:

1. The allegations of sexual misconduct;
2. A description of the procedural steps taken;
3. Findings of fact;
4. Conclusions regarding applying the policy to the facts;

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5. A statement with rationale detailing the result of each allegation;
6. A listing of any imposed sanctions and any remedies provided; and
7. An explanation of the College's appeal process.

The written determination will be delivered simultaneously to both parties within ten business days after the hearing, unless the Hearing Officer determines additional time is needed to make a decision, in which case the parties will be notified.

**Standard of Proof.** All findings and determinations of responsibility under Olin's Sexual Misconduct Policy will be made using a preponderance of the evidence standard. This standard requires the determination of whether it is more likely than not (>50%) that a fact exists or that a violation of Olin's Sexual Misconduct Policy occurred.

Please note that the preponderance of the evidence standard is not the standard used for criminal culpability in most jurisdictions, and a determination of responsibility under Olin's Sexual Misconduct Policy does not equate with a finding of a violation of criminal laws. Conversely, lack of a prosecution or conviction in a criminal proceeding does not necessarily imply that Olin's Sexual Misconduct Policy was not violated. The two procedures are significantly different and utilize different standards for determining violations.

### Determination of Sanctions

The Hearing Officer will determine the appropriate sanction in the event that the respondent is found responsible for violating Olin's Sexual Misconduct Policy. The determination will be in writing and shared simultaneously with the Parties as detailed in the *Written Determination and Notification* clause above.

### Types of Sanctions

1. **Employees.** Sanctions imposed with respect to respondents who are employees may include, but are not limited to, one or more of the following: dismissal from employment, non-renewal of an employment contract, suspension, probation, reprimand, warning, issuance of a no-contact order, training and/or counseling.
2. **Students.** Sanctions may include, but are not limited to, one or more of the following: expulsion, suspension, probation, reprimand, warning, restitution, education/counseling, issuance of a no-contact order, restriction from extracurricular programs or activities, loss of leadership opportunity or positions in activities, housing restriction/relocation, and/or loss or restriction from College employment.
3. **Considerations.** In determining an appropriate sanction, the Hearing Officer may take into account the following:
  - a. The nature and circumstances of the harassment.
  - b. The impact of the harassment on the complainant.
  - c. The impact of the harassment on the College community.
  - d. The disciplinary history of the Party deemed responsible.
  - e. Any other mitigating or aggravating circumstances in order to reach a fair and appropriate resolution in each case. Range of sanctions are typically imposed for similar violations.

*The Hearing Officer reserves the right to broaden or lessen any range of recommended sanctions in the case of serious mitigating or aggravating circumstances. The appellate officer will not deviate from the*

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*range of recommended sanctions unless compelling justification exists to do so. See the Appeals clause below.*

**Additional Remedies.** The Title IX Coordinator may also identify additional remedies to address the effects of the conduct on the impacted Party. Remedies may include extending or making permanent any supportive measures. If a complainant declined or did not take advantage of a specific service or resource previously offered, Olin may re-offer the service, as applicable or necessary. The Title IX Coordinator may also consider broader remedial action for the campus community, such as increased supervision or monitoring, targeted or increased education and prevention efforts, and review of policies and procedures. In addition, if any matter raised, but not addressed hereunder, potentially violates any other Olin policy, rule, or procedure, the Title IX Coordinator may refer the matter raised to the appropriate officials, irrespective of the finding under this Policy.

**Appeals:** Within three (3) business days of the delivery of the notice of the decision of responsibility and/or sanction, either Party may appeal the decision by submitting to the Title IX Coordinator a letter stating why the Party requesting the appeal believes the determination of responsibility and/or sanctions were inappropriate. A Party appealing under this section may only appeal on the following grounds:

1. **Procedural error** by the Investigator(s) or Hearing Officer that materially prejudiced the Party requesting review; and/or
2. **Newly discovered material information** that was not known to the Party requesting review and not available to the Investigator(s) and Hearing Officer which likely would have changed the finding of responsibility, or the sanction imposed, had it been available; and/or
3. The Title IX Coordinator, Investigator(s), or Hearing Officer had a conflict of interest or bias that affected the outcome.

The Party submitting the appeal must set forth, in detail, the grounds for review and must attach all materials that they wish to have considered in the appeal process. If both the complainant and respondent appeal, the appeals will be considered concurrently. The Title IX Coordinator may dismiss the appeal for failing to state one of the grounds for appeal listed above. Failure to submit a written appeal within three (3) business days forfeits the right to appeal under this policy, regardless of the outcome of the other party's appeal (if submitted). If either the complainant or respondent submits an appeal, the Title IX Coordinator will notify the other that an appeal has been filed and the grounds of the appeal. The non-appealing student may submit a written response within five (5) days after notice of an appeal.

***The Appellate Officer(s):*** The Appellate Officer(s) will decide the merits of any appeal and, in doing so, may consult with the Investigator(s), the Title IX Coordinator, the Hearing Officer and any other individual the Appellate Officer(s) deem appropriate. Appeals are decided based on the objective evaluation of the record of the original proceeding and any relevant evidence submitted by the parties.

The Appeals Officer shall not substitute the officer's judgment for the decision of the original Hearing Officer or attempt to rehear the case. Credibility determinations will not be based on a person's status as a complainant, respondent, or witness.

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Sanctions of all types (including, but not limited to, any form of suspension, dismissal, or separation from the College) can be imposed, in full or in part, while an appeal is pending at the sole discretion of the Title IX Coordinator.

The Appellate Officer(s) may:

1. Deny the appeal and affirm all or part of the determination of responsibility or the determination of sanction; or
2. Refer the matter back to the Investigator(s) and Title IX Coordinator for further consideration, with specific instruction. In the event of a referral for further consideration, the Title IX Coordinator will be consulted, and further proceedings may commence, as appropriate under the circumstances, consistent with Olin's Sexual Misconduct Policy.

Note: Cases should only be recommended for remand for a new hearing if the specified procedural errors or conflict of interest was so substantial, they effectively denied the respondent or complainant a fair hearing, or new evidence merits a new hearing.

The decision of the Appellate Officer(s) regarding the appeal will be in writing, describing the result of the appeal and the rationale for the result, and is final. The Title IX Coordinator will inform the Parties simultaneously and in writing of the outcome of the appeal.

Once the appeals process is completed, it shall be the responsibility of the Title IX Coordinator to oversee the implementation of any imposed sanctions, as applicable.

## VIII. ADDITIONAL MATTERS

1. **Duty of Truthfulness.** All Parties and witnesses are obligated to be completely truthful during the course of the entire process set forth in Olin's Sexual Misconduct Policy. Any person who knowingly makes a false statement, either explicitly or by omission, in connection with any part of the process, may be subject to separate disciplinary action. A report made in good faith, however, is not considered false merely because the evidence does not ultimately support or refute the allegation of violation of the policy.
2. **Duty of Cooperation.** All Parties and witnesses are obligated to cooperate with the Title IX Coordinator and any persons charged with implementing Olin's Sexual Misconduct Policy and these procedures. Any person who knowingly interferes with the actions taken to implement the reporting, investigation, or resolution of matters under Olin's Sexual Misconduct Policy may be subject to separate and/or additional disciplinary action.

If a party or witness elects not to participate in cross-examination, the final decision will not rely on any statement of that party or witness in reaching a determination regarding responsibility; provided, however, that the Hearing Officer may not draw any inference about the determination regarding responsibility based solely on a party's or witness's absence from the live hearing or refusal to answer cross-examination or other questions. As discussed earlier, this position may change if the guidance of the U.S. Department of Education changes in the interim.

3. **Recording the Proceeding.** The Parties are not permitted to make video, audio, or other electronic, photographic, or digital recordings of any meetings or proceedings held under Olin's Sexual Misconduct Policy or these procedures. The Title IX Coordinator may make exceptions to this

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prohibition in limited circumstances if they conclude, in their sole discretion, that a recording is warranted to accommodate a specific need, e.g., disability related need, and upon written request of the Party seeking the recording that explains the need for the recording.

4. **Follow-up with Parties.** Where the Title IX Coordinator deems appropriate, they may contact the complainant or the respondent to provide an update on the process, the timing and extent of which will be determined by the Title IX Coordinator and depend upon the nature of the allegations and the situation. In circumstances where one party is provided an update as to timing or other logistical matters that impact both parties, both parties will be informed.
5. **Accommodations for Students with Disabilities.** Reasonable accommodations will be provided to an individual with disabilities in accordance with applicable law. An individual with a disability who requires an accommodation for any meeting or process under Olin's Sexual Misconduct Policy must request an accommodation through the Title IX Coordinator. The Title IX Coordinator, in possible consultation with the Associate Dean of Student Affairs (student accommodations) or Human Resources (employee accommodations), will make a determination regarding the request and notify the appropriate parities.
6. **Amnesty for Student Reporting Sexual Misconduct.** Olin encourages reporting under Olin's Sexual Misconduct Policy and seeks to remove barriers to reporting. Students may be hesitant to report sexual misconduct out of a concern that they, or witnesses, might be charged with violations of Olin's policy prohibiting the use of drugs or alcohol. While Olin does not condone such behavior, Olin places a priority on the need to address sexual misconduct. Olin, generally, will not hold a student who in good faith reports or is a witness during an investigation responsible under Olin's Sexual Misconduct Policy. Under limited circumstances, a person who reports conduct under the Sexual Misconduct Policy may be held accountable for their own misconduct if it is determined that 1) the behavior placed the health and safety of any person at risk or 2) if the behavior created a danger to the Olin community. Olin retains the right to require students to attend counseling or drug/alcohol related courses even in circumstances in which disciplinary conduct will not be pursued under Olin's Sexual Misconduct Policy.

## IX. OLIN RESOURCES AND OTHER COMMUNITY RESOURCES

There are several offices and resources within the Olin community that can be called upon to report incidents of behavior that could be subject to the Title IX Policy and can serve as supports to individuals in many different ways. These resources are available to both complainants and respondents (see definitions).

### A. Confidential Medical and Counseling Resources

Some Olin resources designated as "confidential resources" have the ability to maintain legally protected confidentiality with the individual who shared the information. These individuals serve in professional roles in which communications are provided confidential status under the law (e.g., licensed mental health care providers, licensed medical providers, pastoral counselors and clergy) and may not report identifying information about behavior that may implicate the Title IX Policy without the expressed permission of the individual who supplied the information in question or otherwise in compliance with law. However, these confidential resources are instructed to inform individuals of their

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right to report a violation or file a formal complaint under the Title IX Policy and/or with the police and may assist in that process.

Below is a list of some available confidential resources for community members at Olin:

### **Confidential Resource Provider**

#### **Beth Grampetro, Director of Wellness**

Phone: 781.292.2329

Olin College, Campus Center- CC318

Email: [bgrampetro@olin.edu](mailto:bgrampetro@olin.edu)

### **Babson/Olin Health Services (students only)**

Phone: 781.239.6363 - Fax: 781.239.5069

Babson College - Babson Park, MA 02457

See current hours of operation at <https://www.babson.edu/student-life/health-and-wellness/health-services/>

Services: Health services, physical exams, and testing for sexual transmitted infections (STI's) and pregnancy.

### **Colony Care Behavioral Health (students only)**

Phone: 781.431.1177 Ext. 213 - Fax: 781.431.1181

River Street, First floor - Wellesley, MA 02481

Services: Comprehensive mental health and substance abuse treatment, individual psychotherapy, and walk-in crisis appointments.

Laura Kinney is Olin's main contact at Colony Care. To schedule an appointment, provide your name and contact phone number in the voicemail and Laura or another counselor will contact you to set up a time to meet.

Colony Care is available on-site at Olin during the academic year. Appointments may also be scheduled to meet off-campus with free transportation to the office.

### **Beth Israel Deaconess Medical Center**

Phone: 617.677.7000

Emergency: 781.453.5400

148 Chestnut Street - Needham, MA 02492

Services: Mental health, counseling, and adult medicine.

### **Employee Assistance Program (employees only)**

Phone: 800.828.6025

Court Street, Seventh floor – Boston, MA 02108

Services: Collaborate with employees to resolve personal and/or job-related concerns that may adversely impact health, well-being, social functioning, and productivity issues in the workplace. Topics of support include: Balancing work and family, mental health, alcohol and drugs, recovery management, diversity, domestic violence, job related, and financial.

## SEXUAL MISCONDUCT AND TITLE IX POLICY

Additional Services: Confidential counseling, legal consultation, health and wellness resources, family and caregiving referrals, and convenience services.

### B. Non-Confidential Olin Reporting Options and Resources

To report a violation, file a formal complaint, or seek information about the process under the Title IX Policy, please contact the Title IX Coordinator:

#### **Guilene Prepetit, Interim Title IX Coordinator**

Tel: 781.292.2411

Olin College, Campus Center- CC332

[gprepetit@olin.edu](mailto:gprepetit@olin.edu)

Olin recognizes that an individual may feel most comfortable discussing incidents, situations, and/or allegations with Olin employees whom the individual knows well. It is important to note that there are Olin employees that have been designated as Mandatory Reporters (see list on Pages 57-60) to receive reports of sexual misconduct and are obligated by law to disclose all reports and relevant information committed by or impacting any community member, that is shared with them, to the Title IX Coordinator concerning unlawful discrimination on the basis of sex, gender identity, sexual orientation, and marital or parental status, as well as incidents and allegations of sexual misconduct (including, but not limited to sexual harassment, sexual assault, domestic violence, dating violence and stalking), and/or retaliation. The Title IX Coordinator will then take the steps to provide the complainant (if known) with rights and resource information and implement any supportive measures.

The College officials listed must disclose all information they know related to a report of potential sexual harassment, including the names of the alleged victim and perpetrator (if known), any witnesses and any other relevant facts including, the date, time, and specific location of the alleged incident.

To the extent possible, information reported to the listed College officials will be shared only with the Title IX Coordinator and those who assist in the implementation of Olin's Title IX Policy and procedures. If the incident is an emergency or poses a serious or continuing threat, the official should first call Babson/Olin Public Safety immediately. If the incident is not an emergency does not pose a serious or continuing threat the official should not share information with law enforcement without the alleged victim's consent or unless the employee is otherwise required by law to do so.

Once the College official learns about an incident, allegation or receives a report, Olin is on actual notice of the alleged incident and the Title IX Coordinator will then take the steps to provide the complainant (if known) with rights and resource information and implement any supportive measures.

Whenever possible, the above listed College officials will disclose their duty to report incidents before someone reveals information about an incident. Olin encourages individuals to speak with the Title IX Coordinator or one of the officials listed above so that supportive measures may be provided and, if the complainant elects to file a formal complaint, that the incident can be looked into and properly resolved.

### C. Criminal Reporting Options

Individuals who believe that they may have been victims of a crime may file a criminal complaint with the Babson/Olin Public Safety (781.239.5555) and/or the local police department (911) where the incident occurred. An individual may make both a criminal complaint and a complaint to Olin under its Title IX Policy.

## SEXUAL MISCONDUCT AND TITLE IX POLICY

Olin encourages individuals to report incidents to the police so the police can take appropriate measures to help individuals and prevent future crimes. However, individuals are never required to report an incident to Babson/Olin Public Safety or the local police.

### **Babson/Olin Public Safety**

Phone: 781.239.5555 – Non-emergency Anonymous Tip Line: 781.237.8164

Emergency Call Boxes are located across Babson and Olin to contact Public Safety  
Babson College - Babson Park, MA 02457

If an individual wishes to file a report on campus, a trained investigator at Babson/Olin Public Safety will be available to meet and receive a report. It is the policy of the Babson/Olin Public Safety Department to ensure consistent standardized procedures for the investigation and prosecution of all sexual misconduct claims. Officers and investigators are trained to respond, support, and collaborate with local health and law enforcement to help preserve evidence should an individual wish to pursue a criminal prosecution in addition to other protective orders available through the court system.

### **Needham Police Department**

Phone: 781.455.7570

99 School Street - Needham, MA 02392

### **Massachusetts State Police**

Phone: 781.431.5050

470 Worcester Rd - Framingham, MA 01702

### **District Attorney Office – Victim Witness Coordinator**

Phone: 781.830.4800

45 Shawmut Rd - Framingham, MA 01702

If an individual would like assistance in filing a report with local law enforcement, Babson/Olin Public Safety will be available to provide assistance. Additionally, if an individual wishes to file a report with off-campus authorities, they may choose to go directly to the local police department. Transportation to the police department is available through Olin. One may also choose to have the police come to Olin's campus. If this option is chosen Olin can arrange for a discreet and private place to meet for this purpose. By filing a report, you are not committed to seek criminal prosecution. However, Olin will evaluate its obligation to conduct an internal investigation as described in Section VII.

### **D. Government Reporting Options**

If one wishes to file a complaint of sex discrimination, sexual harassment, including, but not limited to, sexual misconduct, sexual assault, domestic violence, dating violence, stalking, and/or retaliation, outside of the College or in addition to a complaint filed under Olin's Sexual Misconduct Policy, contact one of the government agencies listed below.

### **U.S. Department of Education (DOE), Office of Civil Rights (OCR)**

Phone: 617.289.0111

5 Post Office Square, 8th Floor – Boston, MA 02109

## SEXUAL MISCONDUCT AND TITLE IX POLICY

### **U.S. Equal Employment Opportunity Commission**

Phone: 617.565.3200 / 800.669.4000  
475 Government Center – Boston, MA 02203

### **Massachusetts Commission Against Discrimination**

Phone: 617.994.6000  
One Ashburton Place, Suite 601– Boston, MA 02108

### **E. Additional Resources and Guidance for Complainants and/or Reporting Parties**

Individuals who have experienced sexual assault, domestic violence, dating violence, stalking, and/or retaliation may experience a wide range of feelings and have questions and concerns. Many resources to assist individuals at Olin in including local and national services.

**In an emergency, contact public safety at 781.239.5555 or dial 911.** Immediately get to a safe place and call someone you trust.

1. Steps to Preserve Evidence. Any person who has experienced sexual violence is encouraged to take steps to preserve evidence of the incident, as doing so may be necessary to the proof of the crime or to obtain a protective order. Clothing and surroundings may contain valuable evidence. It is generally recommended by Sexual Assault Nurse Examiners that individuals should not go to the bathroom unless they are able to save a urine sample in a clear container. Too, refrain from drinking, showering, brushing teeth, combing hair, changing clothing, and straighten up anything. It is natural to want to do these things, yet it is important that a Sexual Assault Nurse Examiner (SANE) or physician be able to examine an individual as they are from the incident. If an individual needs to change their clothes, each garment worn during the incident should be separated in a paper (not plastic) bag. If the incident involves any written or electronic communications (such as texts, pictures, videos, social media posts, phone calls), one should try and preserve copies and not delete original material.
2. Confidential Medical Attention after Sexual Assault or Other Violence. Medical attention is highly recommended to treat any possible injuries, including internal injuries or infections, even if there is no visible injury present. It is important to be aware that there are some medical actions that are more effective if taken within the first few days after an offense, such as pregnancy tests, tests for sexually transmitted infections (STI's), evidence collection, and toxicology testing (if there are signs that drugs or alcohol facilitated the offense). Immediate medical attention may be especially helpful to prevent the transmission of STI's, such as HIV, as long as medications are administered within the first 24-72 hours following an assault. Generally, an individual may discuss the incident with a licensed medical professional on a confidential basis.

Olin recommends that any person who has experienced sexual violence obtain medical assistance at a hospital or medical facility immediately after or within 72 hours of a sexual assault. These providers offer physical exams and provide sexual and reproductive health services (e.g., sexually transmitted infections and pregnancy testing). Sexual Assault Nurse Examiners (SANE) are also available at some hospitals to collect evidence in the event that the individual seeks to pursue criminal charges or a protective order.

### **Babson/Olin Health Services (students only)**

Phone: 781.239.6363  
Health services, physical exams and testing for sexually transmitted infections (STI's) and pregnancy.

## SEXUAL MISCONDUCT AND TITLE IX POLICY

### **Beth Israel Deaconess Medical Center**

Phone: 617.677.7000

Needham Hospital Phone: 781.453.3000

Violence Prevention & Recovery Phone: 617.667.8141

Mental health, counseling, and adult medicine.

### **Newton-Wellesley Hospital**

Phone: 617.243.6000

Sexual Assault Nurse Examiners (SANE) are available to collect evidence if looking to pursue criminal charges.

### **Brigham & Women's Hospital**

Phone: 617.732.5000

### **Massachusetts Department of Health**

Phone: 617.624.6000

If seeking transportation to the hospital through Olin, please contact the Title IX Coordinator. An individual may also request transportation with the help of Babson/Olin Health Services or be transported by a friend or family member.

A Sexual Assault Medical examination is used to (a) collect evidence important in criminal prosecution or a civil case and (b) treat possible injuries or illness sustained from the offense. Having the examination provides an opportunity to obtain any possible evidence necessary to support the case should one choose to handle the incident through the criminal justice or other legal process. The examination is an optional procedure and does not commit an individual to any legal action. An individual is also not required to make a police report. Any evidence collected during the examination is held up to six months in a confidential storage which is identified only by a number, not a name. It is the individual's right to request a Sexual Assault Nurse Examiner (SANE) to perform the examination.

There is no charge for a sexual assault medical examination completed in a Massachusetts hospital within five days after a sexual assault occurring in the state. The hospital where the examination occurred will work with the Massachusetts Victim Compensation & Assistance Division for the payment of any lab work, emergency room fees, physician's fees, and medications during the hospital visit.

Individuals are also eligible for additional expenses associated with the aftercare if deemed medically necessary as result of the incident. This can include further medical treatment, medications, counseling, replacement bedding and clothing (taken during the administration of the Sexual Assault Forensic Examination (SAFE) kit), security measures, etc. To determine eligibility for these post-examination expenses, one will need to complete the Massachusetts SAFE Post Examination Application provided at the time of release from the hospital.

If an individual did not obtain an examination at the time of the incident, the Massachusetts Victim Compensation Fund may also cover the cost of the examination care at a later date as well as some possible post examination care (e.g., for follow up care for STI prevention, medication, testing, counseling, security measures, lost wages) if an individual submits a Crime Victim's Compensation application with law enforcement. More information can be found at [www.mass.gov/ago/vcomp](http://www.mass.gov/ago/vcomp).

## SEXUAL MISCONDUCT AND TITLE IX POLICY

### F. Confidential Support for Complainants and Respondents

The following resources can generally talk to individuals without revealing any personally identifying information about an incident to Olin. While maintaining an individual's confidentiality, these individuals or their offices may report the nature, date, time, and general location of an incident to the Title IX Coordinator. This limited report, which does not include information that would directly or indirectly identify the individual, helps keep the Title IX Coordinator informed of the general extent and nature of sexual misconduct on and off campus so the Coordinator can track patterns, evaluate the scope of the problem, and formulate appropriate campus-wide responses. Before reporting any information to the Title IX Coordinator, these individuals will consult with the individual to ensure that personally identifying details are not shared.

1. Babson/Olin Health Services (students only). Babson/Olin Health Services is available to assist students with immediate needs and to review available medical options. Babson/Olin Health Services can offer support, testing and treatment for STI's and follow-up appointments for further testing, if necessary. If medical care is needed well after the incident had occurred, Babson/Olin Health Services can still provide any needed support and perform testing and treatment for students. Olin recommends that any person who has experienced sexual violence obtain medical assistance at a hospital immediately after or within 72 hours of a sexual assault. Babson/Olin Heath Services staff are trained to assist individuals and determine what options and resources are available. A confidential meeting can be scheduled by calling Babson/Olin Health Services at 781.239.6363. Transportation to a local hospital with a support person of your choice can also be arranged.
2. Colony Care Behavioral Health (students only). Individual counseling appointments with members of the Colony Care staff are confidential and no information will be released with your permission except as required by law. A therapist will review confidentiality, so individuals are able to make an informed decision about what information they feel comfortable sharing. All independently licensed psychologists at Colony Care are experienced in counseling both Complaining and Responding Parties in sexual misconduct, dating violence and domestic violence concerns. Psychological counseling is intended to help individuals process their emotions and thoughts related to the incident. The course of treatment is determined by each individual's needs, which may change over time<sup>4</sup>. Some goals of treatment include establishing safety, regaining a sense of control, addressing depression, and attending to any psychological symptoms that may result from the incident. Counselors at Colony Care will also provide individuals with options and resources as well as providing support when making important decisions.
3. Employee Assistance Program (EAP) (employees only). E4 Health is available to provide up to (7) sessions of confidential counseling for employees, their family and household members to resolve personal and/or job-related concerns that may adversely impact health, well-being, social functioning, and productivity issues in the workplace. Some support issues include relationship difficulties, mental health, life cycle events, grief and loss, addiction, stress, and family. Additionally, E4 provides legal consultation, health and wellness resources, family and caregiving referrals, and convenience services.

## SEXUAL MISCONDUCT AND TITLE IX POLICY

### G. Consider Reporting and Complaint Options

1. **Complaint under Olin's Title IX Policy.** To file a formal complaint under this policy, contact the Title IX Coordinator as described in Section IX.B.
2. **Criminal Report.** To file a criminal complaint, contact public safety at 781.239.5555 or dial 911 as described in Section IX.C.
3. **Reporting to Governmental Agency.** To file a complaint with a governmental agency, please see Section IX.D.

### H. Additional Support and Resources – Hotlines, Advocacy, Shelters, and Support

There are many resources available for individuals seeking support, assistance, and guidance from someone outside of the Olin College Community. These service providers are not required to report any information to Olin and generally hold confidentiality with individuals seeking assistance.

#### **Boston Area Rape Crisis Counseling Center (BARCC)**

Phone: 800.841.8371 - Website: [www.barcc.org](http://www.barcc.org)

24hr hotline, 24hr medical advocacy, individual and group counseling, legal advocacy, case management

#### **REACH Beyond Domestic Violence**

Phone: 800.899.4000 - Website: [www.reachma.org](http://www.reachma.org)

24hr domestic violence hotline, shelter, intervention, and prevention services, community-based support services

#### **Rape, Abuse, and Incest National Network (RAINN)**

Phone: 800.657.4673 - Website: [www.rainn.org](http://www.rainn.org)

24hr national hotline, victim services, resources, advocacy

#### **Jane Doe Inc.**

Phone: 877.785.2020 – Website: [www.janedoe.org](http://www.janedoe.org)

24hr sexual assault and domestic violence multilingual hotline, movement building, networking and support

#### **Fenway Health**

Phone: 888.242.0900 – Website: [www.fenwayhealth.org](http://www.fenwayhealth.org)

24hr LGBTQ hotline, counseling, support groups, advocacy, referral services

#### **The Network / LA Red**

Phone: 617.742.4911 – Website: [www.tnlr.org](http://www.tnlr.org)

24hr LGBTQ, BDSM, and polyamorous partner abuse hotline, emotional support, resources, safety planning

#### **Massachusetts Office of Victim Assistance**

Phone: 617.586.1340 – Website: [www.mass.gov/mova/](http://www.mass.gov/mova/)

Victim advocacy and assistance, outreach, resources

Resources for legal aid, advice and/or representation

## CAMPUS SECURITY

### **Committee for Public Counsel Services**

Website: [www.publiccounsel.net](http://www.publiccounsel.net)

Public defender agency for Massachusetts

### **Mass Legal Services**

Website: [www.masslegalservices.org/FindLegalAid](http://www.masslegalservices.org/FindLegalAid)

Legal Resource Finder: Contact information for legal aid programs, nonprofits, government agencies, and court programs

### **Norfolk Superior Court**

Phone: 781.326.1600

### **Dedham District Court**

Phone: 781.329.4777

## CAMPUS SECURITY

The Student Right-to-Know and Campus Security Act of 1990 (Public Law 101-542) required all colleges to begin to collect certain information commencing September 1, 1991. It also required that the College prepare, publish, and distribute this information to all current students and employees, and to any applicants for enrollment or employment upon request beginning September 1, 1992, and each year thereafter. Title II of Public Law 101-542 mandates the reporting of the following criminal acts occurring at Olin College during the most recent three calendar years as defined in the law. Title II of Public Law 101-542 also mandates the reporting of statistics concerning the number of arrests for the following crimes. This law was also amended to include those not arrested. The College currently has no recognized off-campus student organizations. All student organizations are housed in campus buildings.

Incidents reported to the Public Safety Department as Mandated by Title II of Public Law are defined as:

## CRIME DEFINITIONS FROM THE UNIFORM CRIME REPORTING HANDBOOK

**Arson:** Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

### **Criminal Homicide:**

**Manslaughter by Negligence** – The killing of another person through gross negligence.

**Murder and Non-negligent Manslaughter** – The willful (non-negligent) killing of one human being by another.

**Robbery:** The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

## CAMPUS SECURITY

**Aggravated Assault:** An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.)

**Burglary:** The unlawful entry of a structure to commit a felony or a theft. For reporting purposes, this definition includes: unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

**Motor Vehicle Theft:** The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by person not having lawful access even though the vehicles are later abandoned including joyriding.)

**Domestic Violence:** Felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

**Dating Violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship shall be determined based on a consideration of the following factors: the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

**Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to (a) fear for the person's safety or the safety of others or (b) suffer substantial emotional distress.

**Weapons Law Violations:** The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.

**Drug Abuse Violations:** Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous nonnarcotic drugs (barbiturates, Benzedrine).

**Liquor Law Violations:** The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)

## CAMPUS SECURITY

### Definitions of Sex Offenses from the NIBRS Edition of the Uniform Crime Reporting Program

**Sex Offenses A-D:** Any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent.

**A. Rape:** The penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

**B. Fondling:** The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

**C. Incest:** Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

**D. Statutory Rape:** Sexual intercourse with a person who is under the statutory age of consent.

## CAMPUS SECURITY

### **Definitions of Reportable Geographic Locations for Needham, MA Campus**

**On-Campus Property:** Total campus crime on Needham, MA campus. (Crimes occurring both on campus and within on-campus student housing facilities)

**On-Campus Student Housing Facilities:** Crimes only occurring in student housing facilities on Needham, MA campus.

**Public Property:** Crimes occurring on public property immediately adjacent to and accessible from Needham, MA campus.

**Note:** All liquor, drug and weapon law/policy violations are referred to the Student Affairs Office. Per Clery Act requirements, the liquor, drug and weapon statistics reported in this Security & Fire Report only include law violations that were referred to the Student Affairs Office. They do not include College policy violations alone. For example, possession of two ounces or less of marijuana is no longer Clery reportable due to its legalization in the state of Massachusetts.

## CRIME STATISTICS

### CRIME STATISTICS

#### Class I Crimes

Crimes												
Total Crimes Reported:	Olin College Main Campus						Non-Campus			Public Property		
	2018		2019		2020		2018	2019	2020	2018	2019	2020
Offense Type	Res Hall	Campus	Res Hall	Campus	Res Hall	Campus						
Murder/ Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0	0	0	0
Rape	2	2	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**\*\*One Rape statistic reported in 2018 occurred in 2016 and One Rape statistic reported in 2018 occurred in 2017\*\***

**Campus:** Total campus crime (On campus residential crimes plus on campus crimes)

**Res Hall:** Residential crimes only

**Non-Campus:** Olin College does not have any non-campus property for which to report statistics

**Public Property:** Crimes occurring on public property immediately adjacent to and accessible from the maincampus

## CRIME STATISTICS

VAWA Offenses Reporting Table												
	Olin College Main Campus						Non-Campus			Public Property		
	2018		2019		2020		2018	2019	2020	2018	2019	2020
Offense Type	Res Hall	Campus	Res Hall	Campus	Res Hall	Campus						
<b>Stalking</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>Dating Violence</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>Domestic Violence</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	0	0	0	0	0	0	0	0	0	0	0	0

## ARRESTS OR INCIDENTS FOR DISCIPLINE

Arrests/Referrals for Selected Offenses												
Total Crimes Reported:	Olin College Main Campus						Non-Campus*			Public Property*		
	2018		2019		2020		2018	2019	2020	2018	2019	2020
Offense Type	Res Hall	Campus	Res Hall	Campus	Res Hall	Campus						
<b>Liquor Violations</b>												
Arrest	0	0	0	0	0	0	0	0	0	0	0	0
Referral	4	4	1	1	0	0	0	0	0	0	0	0
<b>Drug Violations</b>	0	0	0	0	0	0	0	0	0	0	0	0
Arrest	0	0	0	0	0	0	0	0	0	0	0	0
Referral	1	1	0	0	0	0	0	0	0	0	0	0
<b>Weapons Violations</b>	0	0	0	0	0	0	0	0	0	0	0	0
Arrest	0	0	0	0	0	0	0	0	0	0	0	0
Referral	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>5</b>	<b>5</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

\*Under the Jeanne Clery Act, colleges and universities are required to report the above listed criminal statistics that occur on all property adjacent to the campus.

**Campus:** Total campus crime (On campus residential crimes plus on campus crimes)

**Res Hall:** Residential crimes only

**Non-Campus:** Olin College does not have any non-campus property for which to report statistics

**Public Property:** Crimes occurring on public property immediately adjacent to and accessible from the main campus

## CRIME STATISTICS

### HATE CRIMES

Hate Crimes (by Prejudice)											
Total Hate Crimes Reported:	Olin College Main Campus						Non-Campus		Public Property		
	2018		2019		2020		2018	2019	2020	2018	2019
Type	Res Hall	Campus	Res Hall	Campus	Res Hall	Campus					
Race	0	0	0	0	0	0	0	0	0	0	0
Gender	0	0	0	0	0	0	0	0	0	0	0
Religion	0	0	0	0	0	0	0	0	0	0	0
Sexual Orientation	0	0	0	0	0	0	0	0	0	0	0
Ethnicity	0	0	0	0	0	0	0	0	0	0	0
National Origin	0	0	0	0	0	0	0	0	0	0	0
Gender Identity	0	0	0	0	0	0	0	0	0	0	0
Disability	0	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0	0

During the 2020, 2019 and 2018 calendar years, no crimes were unfounded and no hate crimes were reported for any of the following categories of prejudice: race, gender identity, national origin, religion, ethnicity, disability, or sexual orientation.

### FIRE IN STUDENT HOUSING

Summary of Fires									
	2018			2019			2020		
Name of Facility	Fires	Injuries	Deaths	Fires	Injuries	Deaths	Fires	Injuries	Deaths
East Hall 1000 Olin Way	0	0	0	0	0	0	0	0	0
West Hall 1000 Olin Way	1	0	0	0	0	0	0	0	0
Total	1	0	0	0	0	0	0	0	0

## EMERGENCY CONTACTS

### EMERGENCY CONTACTS

#### **College Support Services**

**Olin College Public Safety**  
East Hall – Satellite Office  
Public Safety Building – Babson Main Office  
**Emergency Dispatch:**

**781.239.5555**

**Needham Police Department**  
99 School Street  
Needham, MA 02492  
**Emergency Dispatch:**

**781.455.7570**

**Needham Fire Department**  
88 Chestnut Street  
Needham, MA 02492  
**Emergency Dispatch:** **781.444.0142**  
**General Business:** **781.455.7580**

**Office of Student Affairs and Resources** **781.292.2321**  
Campus Center, Suite 319

**Facilities Services**  
Campus Center **781.292.4444**

**Advocacy, Counseling, and Support Resources:**

**Babson College Health Services** **781.239.6363**

**Boston Area Rape Crisis Center (BARCC)** **1.800.841.8371**

**Colony Care Behavioral Health** **781.431.1177**  
**ext. 213**

## CAMPUS MANDATORY REPORTERS

### CAMPUS MANDATORY REPORTERS

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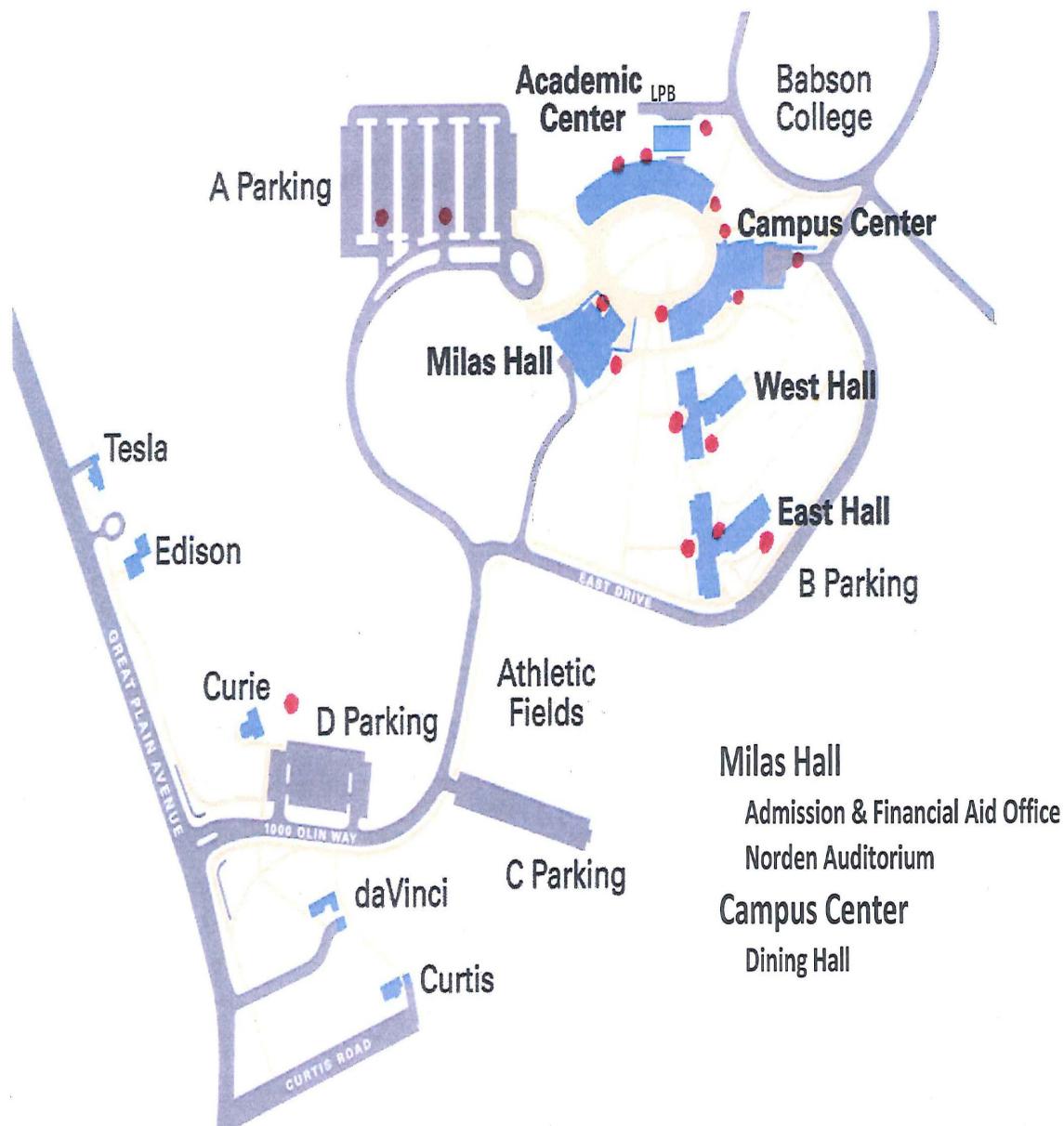
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## CAMPUS MAP

### CAMPUS MAP



**Public Safety Emergency Phone Locations**  
(● Emergency Phone)