



Olin College
of Engineering

2025 Annual Security & Fire Report

Contains crime statistics for 2024, 2023 and 2022

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CAMPUS SAFETY AND 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 1st 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 of this report by contacting the Public Safety Department at 781-239-5555, accessing the website <https://www.olin.edu/about-offices-and-services-facilities-services/public-safety> or send your request in writing to:

Olin College of Engineering
Public Safety Office
1000 Olin Way
Needham, MA 02492-1200

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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:

- Director of Non-discrimination Initiatives and Title IX/Section 504 Coordinator
- Dean of Students
- Director of Residence Life
- Assistant Director of Residence Life
- Graduate Hall Director(s)
- Director of Campus Operations
- Chief Human Resources Officer
- Director of Benefits and Compensation
- Associate Director of Talent and Engagement and Deputy Title IX Coordinator
- Sr. Human Resources Generalist

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, problem solving and solution building 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 and expanding both internal and external partnerships.
- Assessing the utilization and integration of security technology and safety throughout campus.

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- Focusing on the integration of Diversity, Equity, Inclusion and belonging 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 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 and Fire 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 (BAPER) 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 and Fire 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 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 learning, living and working environment 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, experienced, or have been told that another person has witnessed or experienced. 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

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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.

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 that does not require immediate response. To protect the identity of callers, all calls received on the confidential

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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 and is not monitored 24/7.

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) or by calling the toll free number (844-548-0642) that is available 24 hours a day, 7 days a week.

The campus issues you may report via EthicsPoint are broad in scope and include, but are not limited to, the following: campus safety or security concerns, code of ethics violations, business conduct violations, discrimination, harassment, and sexual or interpersonal misconduct. Emergencies and life-threatening situations should not be reported through EthicsPoint; they must be reported directly to Public Safety (781-239-5555) to ensure a timely response. Olin does not tolerate retaliation against individuals who report concerns in good faith. Based on the nature of the concern, the report will be assigned to the appropriate Olin administrator.

Emergency Notification System

In the event of an emergency, the College has a comprehensive Emergency Action 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.

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Campus Identification Cards, Card Access Program and Key Control

All community members are issued picture identification cards, which they should carry at all times while on campus. In addition to providing identification, these cards allow community members access to authorized doors located throughout the campus as well as for use at Dining Hall. Community members may also be issued keys to college buildings and rooms they have been authorized to use if appropriate to their role. Lost or damaged cards or keys should be reported immediately to buildingaccess@olin.edu.

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. Recorded footage is retained for a limited period of time. The cameras assist the College in monitoring and investigating any public safety or other operational issues occurring on campus. Public Safety has the responsibility and authority to coordinate with other offices as necessary, as well as other College officials, 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.) through the Facilities Services workorder system at <https://www.olin.edu/about-offices-and-services/facilities-services>. 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 evaluations and transportation if needed.

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 1st 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 and other buildings with automated fire detection and/or prevention systems that are monitored 24 hours a day, 7 days a week. All Olin College buildings are equipped with fire pull boxes, alarms, emergency strobe lights, and emergency lighting. When an alarm sounds, automated signals are sent to both Public Safety and the Needham Fire

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Department to ensure a fast response; this connection was recently upgraded. Campus Operations, 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 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
- Torch-style halogen lamps that use tubular halogen bulbs
- Extension cords (use 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

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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 laws and regulations as well as College insurance requirements.

Fire Prevention

All students in residence on campus receive basic fire evacuation training at the beginning of each semester. Fire drills in all residence hall buildings are held at least annually in coordination with Public Safety and the Needham Fire Department. The town fire inspectors make unannounced inspections of the campus throughout the year. The College's insurance company inspects the campus on an annual basis as well.

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 for students or referral to Human Resources for disciplinary action for employees. Violators will be reported to the 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 Executive 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

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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 utilizes a mass emergency notification system (RAVE Mobile Safety) to provide on-demand notification and response. The contact information that each community member enters into their self-registration page is used to notify community members in the event of a crisis. This system will send out messages through several 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/>

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.

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

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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 with and linked to regional plans of the Town of 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.

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.

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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 Incident Response Team meet periodically to discuss procedures and debrief incidents as well as participate in an annual Emergency Preparedness tabletop exercise and other training with the Public Safety Department. The Public Safety Department prepares for and responds to all emergency situations in a safe, effective, and 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 and community engagement 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:

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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.

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 incidents.

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.

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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, 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//public-records-for-sex-offender-registry-board>

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:

<https://www.babson.edu/public-safety-department/safety-and-crime-prevention/>

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.

SUMMARY OF PROTOCOL

In the case of a student determined to be a missing person, the Dean of Student Affairs, the Executive Director of Campus 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.

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 Student Affairs or the Executive Director of Campus Safety/Chief of Police. Name and phone numbers should be left with the parents.

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NOTIFICATION PROCEDURES FOR A MISSING STUDENT

- A.** A missing person report may be initiated by any member of the campus community or by a thirdparty. For example, it may begin with a roommate notifying a Residence Resource (R2) or with a parentnotifying 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 contactsmade, in response to any such report:
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 mentalhealth 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.

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

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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 MobileSafety*) may be used to assist in seeking information about a missing student.

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.

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.

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.

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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 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.

CAMPUS SAFETY AND SECURITY PROGRAM

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 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 their 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).

OLIN COLLEGE SEXUAL AND INTERPERSONAL 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. Olin has adopted policies and procedures to prevent and respond to incidents of sexual and interpersonal misconduct. This policy has been developed to reaffirm the values of our community and to provide transparency about Olin's sexual and interpersonal misconduct adjudication processes.

I. STATEMENT OF VALUES & COMMITMENT TO NON-DISCRIMINATION

Sexual and interpersonal misconduct as defined and prohibited 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 or interpersonal 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 and interpersonal misconduct and addressing its effects.

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

- Definitions of Prohibited Sexual and Interpersonal Conduct Covered by Title IX
- Definitions of Prohibited Sexual and Interpersonal Conduct Not Covered by Title IX
- The College's Response to Reports of Sexual and Interpersonal Misconduct
- Process for Resolving Formal Complaints Covered by Title IX
- Process for Resolving Complaints of Sexual and Interpersonal Misconduct Not Covered by Title IX

The Sexual and Interpersonal 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 and Interpersonal Misconduct Policy at all times.

Olin will also provide resources for the community on the Sexual and Interpersonal 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. Under the 2021 Massachusetts Campus Sexual Assault Law, each college must appoint at least one (1) Confidential Resource Provider. A Confidential Resource provider is an employee of the college

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who is not required by Title IX to report to the Title IX Coordinator. The role of the Confidential Resource Provider is to provide supportive measures, information about Olin-specific resources and external resources, and information about Olin's Sexual and Interpersonal Misconduct Policy.

II. ROLE OF THE TITLE IX COORDINATORS

The Title IX Coordinator is responsible for coordinating Olin programs to comply with Title IX and address issues related to sexual and interpersonal misconduct. This includes leading Olin's efforts to respond to reports of conduct that could trigger Olin's Sexual and Interpersonal Misconduct Policy. The Title IX Coordinator is also available to meet with any individual to provide information about the Sexual and Interpersonal Misconduct Policy (including the availability of supportive measures and the right to file a complaint and participate in a formal or informal 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 and Interpersonal 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 and Interpersonal Misconduct Policy has been violated. They may also be available to assist others, including respondents and witnesses, in understanding the College's Sexual and Interpersonal Misconduct Policy and procedures.

The College's Title IX Coordinator and Deputy Title IX Coordinator are:

Erin Clark, JD

Interim Title IX Coordinator and Director of Non-discrimination Initiatives
Office: MH 323 email: eclark@olin.edu

Guilene Prepetit

Deputy Title IX Coordinator; Associate Director of Talent and Engagement
Office: CC 332 Phone: 781-292-2411 email: gprepetit@olin.edu

III. PROHIBITED CONDUCT UNDER OLIN'S SEXUAL AND INTERPERSONAL MISCONDUCT POLICY

The College's Sexual and Interpersonal Misconduct Policy governs incidents of sexual and interpersonal misconduct as prohibited and defined below. This Policy will be used by the College to address incidents alleged to have taken place on or after August 14, 2020, or that are reported to the College on or after August 14, 2020, regardless of when they allegedly occurred. Incidents that allegedly occurred and reported prior to 8/14/2020 are covered under the policy that was in place prior to 8/14/2020.

Allegations that an Olin College student or employee engaged in conduct that would, if proven, constitute Title IX Sexual Harassment as defined below will, as required by the May 2020 Title IX regulations, be handled through the informal resolution process outlined in section VII.A. below (where permitted) or the formal resolution procedures outlined in section VII.C. below.

Allegations that an Olin College student engaged in conduct that would, if proven, constitute Non-Title IX Misconduct but not Title IX Sexual Harassment as defined below will be handled through the informal

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resolution process outlined in section VII.A. below or the formal resolution process outlined in section VII.D. below.

Allegations that an Olin College employee engaged in sexual assault, dating violence, domestic violence and/or stalking, and that do not fall within the definition of Title IX Sexual Harassment, will be handled through the informal resolution process outlined in section VII.A. below or the formal resolution process outlined in section VII.D. below.

Allegations that an Olin College employee engaged in discrimination or harassment that do not fall within the definition of Title IX Sexual Harassment, and that do not involve alleged sexual assault, dating violence, domestic violence and/or stalking as defined in the Non-Title IX Misconduct definitions below, will be addressed through other Olin College employment-related policies, practices, handbooks and/or collective bargaining agreements, but will not be addressed through the policy language or procedures outlined in this Policy.

A complaint about conduct that, if proven, would not meet the strict definition for Title IX Sexual Harassment stated below is still prohibited by this Policy if it otherwise constitutes Prohibited Conduct within the definition of Non-Title IX Misconduct as defined below, and will, again, be addressed by the College under the informal process outlined in section VII.A. below and/or the formal resolution procedures outlined in section VII.D. below.

Matters that involve some allegations that would, if proven, constitute Title IX Sexual Harassment as defined below and some allegations that would, if proven, constitute Non-Title IX Misconduct as defined below, will ordinarily be handled through the informal process outlined in section VII.A. below and/or the formal resolution process outlined in section VII.C. below, unless the Title IX Coordinator determines in their discretion that handling the matters in another manner would be more appropriate in light of the particular allegations at issue. Matters that involve allegations of Prohibited Conduct as defined in this Policy and alleged violations of other College policies may also be handled entirely through the procedures outlined below, or through the procedures outlined below and through other, separate College policies and procedures, as deemed appropriate at the discretion of the Title IX Coordinator.

This 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.

A. Definitions of Prohibited Conduct

The following are the definitions of conduct that is prohibited under Olin's Sexual and Interpersonal 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 and Interpersonal Misconduct Policy in general, or the resources available to all members of the Olin community, they should please contact the Title IX Coordinator.

Prohibited Conduct:

This Policy prohibits the following forms of sexual and interpersonal misconduct, collectively referred to throughout the Policy as "Prohibited Conduct":

- Title IX Sexual Harassment (i.e., Quid Pro Quo Sexual Harassment, Severe, Pervasive and Objectively Offensive Sexual Harassment, Sexual Assault, and Domestic Violence, Dating Violence and sex-based Stalking within the scope of Title IX); and

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- Non-Title IX Misconduct (i.e., Sexual Harassment, Sexual Assault, Domestic Violence, Dating Violence, and Stalking outside the scope of Title IX, Sexual Exploitation as defined below, and Retaliation).

Specifically, Title IX Sexual Harassment and Non-Title IX Misconduct are defined as follows for purposes of this Policy:

TITLE IX SEXUAL HARASSMENT

“Title IX Sexual Harassment” is a subset of Prohibited Conduct. Under Department of Education regulations (see 34 C.F.R., Part 106) issued in May 2020 (“May 2020 Title IX regulations”) to implement Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681 et seq., the College is required to prohibit certain forms of sexual harassment as defined in those regulations. Title IX Sexual Harassment is Prohibited Conduct of the following types committed by or against students and/or employees in an education program or activity of the College, in the United States. Further, in order for the College to consider a Formal Complaint of such misconduct as falling within its Title IX Sexual Harassment policy and procedures, the complainant must be participating in or attempting to participate in a College program or activity at the time the Formal Complaint is filed.

Conduct takes place within the College’s “programs and activities” when that conduct occurs: (1) in a location, at an event, or in a circumstance where the College exercises substantial control over both the respondent and the context in which the conduct occurs; or (2) in any building owned or controlled by a student organization recognized by the College. Conduct that occurs off campus in locations or at events with no connection to the College is unlikely to have occurred in a program or activity of the College.

The following Prohibited Conduct definitions apply for purposes of the definition of Title IX Sexual Harassment:

Title IX Sexual Harassment:

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

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.

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- 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.

Title IX Sexual Assault:

As required by the May 2020 Title IX regulations, Olin's Title IX Sexual Assault definition incorporates the definitions of the FBI's Uniform Crime Reporting (NIBRS) program, and is as follows:

- **Rape:** 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, or by a sex-related object. This definition also includes instances in which the victim is incapable of giving consent because of temporary or permanent mental or physical incapacity (including due to the influence of drugs or alcohol) or because of age. Physical resistance is not required on the part of the victim to demonstrate lack of consent.
- **Criminal Sexual Contact:** The intentional touching of the clothed or unclothed body parts without consent of the victim for the purpose of sexual degradation, sexual gratification, or sexual humiliation. The forced touching by the victim of the actor's clothed or unclothed body parts, without consent of the victim for the purpose of sexual degradation, sexual gratification, or sexual humiliation. This offense includes instances where the victim is incapable of giving consent because of age or incapacity due to temporary or permanent mental or physical impairment or intoxication for the purpose of sexual degradation, sexual gratification, or sexual humiliation.
- **Incest:** Nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Statutory Rape:** Nonforcible sexual intercourse with a person who is under the statutory age of consent.

Any incident falling within this definition is a violation of College policy and is prohibited.

Title IX Dating Violence

Title IX Dating Violence for purposes of the Title IX Sexual Harassment definition is conduct on the basis of sex committed in an education program or activity of the College in the United States that constitutes violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the complainant. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

For the purposes of this definition—

- (A) Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.

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- (B) Dating violence does not include acts covered under the definition of domestic violence.

Any incident falling within this definition is a violation of College policy and is prohibited.

Title IX Domestic Violence

Title IX Domestic Violence for purposes of the Title IX Sexual Harassment definition is conduct on the basis of sex committed in an education program or activity of the College in the United States that constitutes a felony or misdemeanor crime of violence committed—

- (A) By a current or former spouse or intimate partner of the victim;
- (B) By a person with whom the victim shares a child in common;
- (C) By a person who is cohabiting with, or has cohabited with, the victim as a spouse or intimate partner;
- (D) By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or
- (E) 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 in which the crime of violence occurred.

Any incident falling within this definition is a violation of College policy and is prohibited.

Title IX Stalking

Title IX Stalking for purposes of the Title IX Sexual Harassment definition is conduct on the basis of sex committed in an education program or activity of the College in the United States that constitutes 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.
 - (ii) For purposes of this definition—
 - (A) Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.
 - (B) Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.
 - (C) Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

Examples of stalking behaviors or activities include, but are not limited to the following, if they occur in the context of stalking as defined above (i.e., the behaviors or activities would cause a reasonable person to fear for their safety or the safety of others, or to suffer substantial emotional distress): (1) non-consensual communication, including face-to-face communication, telephone calls, voice messages, e-mails, text messages, written letters, gifts, or any other communications that are unwelcome; (2) use of online,

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electronic or digital technologies, such as posting pictures or text in chat rooms or on websites, sending unwanted or unsolicited e-mail or talk requests, posting private or public messages on Internet sites, social networks, and/or school bulletin boards, installing spyware on a person's computer, or using Global Positioning Systems (GPS) or similar technology to monitor a person; (3) pursuing, following, waiting for, or showing up uninvited at or near a residence, workplace, classroom, or other places frequented by the person; (4) surveillance or other types of observation, including staring and voyeurism; (5) trespassing; (6) vandalism; (7) non-consensual touching; (8) direct verbal or physical threats against a person or a person's family member, pet or personal property; (9) gathering information about a person from friends, family, or co-workers; (10) accessing private information through unauthorized means; (11) threats to harm self or others; (12) defamation and/or lying to others about the person; and (13) using a third party or parties to accomplish any of the above.

Behaviors or activities that fall within this definition are violations of College policy and are prohibited.

NON-TITLE IX MISCONDUCT

Non-Title IX Misconduct is Prohibited Conduct that falls within the scope of this policy and the definitions below but that does not fall within the definition of Title IX Sexual Harassment, either due to the nature of the conduct or because it did not reportedly occur within a program or activity of the College in the United States. Behavior that falls within the definition of Non-Title IX Misconduct violates College policy and is prohibited. Such conduct is defined for purposes of this policy as:

Non-Title IX Sexual Harassment

Non-Title IX Sexual Harassment is a form of sex discrimination that includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature that has the purpose or effect of substantially interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working, shared living, or educational environment, on the basis of sex. The College will determine whether conduct falls within this definition by using both an objective standard (that is, would a reasonable person experience the conduct as intimidating, hostile or offensive as defined here) and a subjective standard (that is, did the person actually perceive the conduct as intimidating, hostile or offensive as defined here).

Examples of sexual harassment include, but are not limited to the following, when such acts or behavior come within the above definition:

- when a person touches or grabs any part of another person's body in a manner that is sexual or offensive on the basis of sex (but that does not constitute "Criminal Sexual Contact:", which is a form of Title IX Sexual Assault or Non-Title IX Sexual Assault as defined above and below) and the person knew or should reasonably have known that the other person did not or would not welcome such physical contact;
- continuing to ask a person to socialize on or off-campus when that person has indicated that they are not interested;
- displaying or transmitting sexually suggestive pictures, videos, objects, cartoons, messages, web links, posters or any other sexually suggestive content/media if it is known or should be known that the behavior is unwelcome;

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- continuing to write sexually suggestive notes or letters if it is known or should be known that the person does not welcome such behavior;
- referring to or calling a person a sexualized name if it is known or should be known that the person does not welcome such behavior;
- regularly telling sexual jokes or using sexually vulgar or explicit language in the presence of a person if it is known or should be known that the person does not welcome such behavior;
- communicating derogatory or provoking remarks about or relating to a person's sex, gender identity or sexual orientation;
- directing harassing acts or behavior against a person on the basis of their sex, gender identity or sexual orientation; or
- off-campus conduct which falls within the above definition and affects a person's on-campus educational, shared living, or work environment.

Sexual Harassment that meets the definition of Title IX Sexual Harassment outlined above will be addressed under the procedures for Title IX Sexual Harassment provided in this Policy.

Olin College recognizes that the protection of free and open speech and the open exchange of ideas is important to any academic community. This recognition is therefore an important element in the objective "reasonable person" standard used in judging whether sexual harassment has occurred. This policy is meant neither to proscribe nor to inhibit discussion, in or out of the classroom, of complex, controversial or sensitive matters, when in the judgment of a reasonable person they arise appropriately and with respect for the dignity of others.

The College also recognizes, however, that verbal conduct can be used specifically to intimidate or coerce and to inhibit genuine discourse, free inquiry and learning. Such abuses are unacceptable. If someone believes that another's speech or writing is offensive, wrong or hurtful, they are encouraged to express that judgment in the exercise of their own free speech or to seek redress under this policy or other College policies as appropriate.

Non-Title IX Sexual Assault

Sexual Assault (i.e., rape, Criminal Sexual Contact, incest or statutory rape) as defined in the Title IX Sexual Assault definition above that did not reportedly occur in a program or activity of the College in the United States, and attempts to commit such misconduct.

Non-Title IX Domestic Violence

Domestic violence as defined in the Title IX Domestic Violence definition above that did not reportedly occur in a program or activity of the College in the United States.

Non-Title IX Dating Violence

Dating violence as defined in the Title IX Dating Violence definition above that did not reportedly occur in a program or activity of the College in the United States.

Non-Title IX Stalking

Stalking as defined in the Title IX Stalking definition above that did not reportedly occur in a program or activity of the College in the United States, or that otherwise fits within the definition of stalking but does

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not fall within the Title IX Stalking definition because the reported conduct is not directed at the complainant on the basis of sex.

Non-Title IX Sexual Exploitation

Non-Title IX Sexual Exploitation occurs when a person takes sexual advantage of another person for the benefit of anyone other than that other person without that other person's consent, and attempted sexual exploitation. Examples of sexually exploitative behavior include, but are not limited to: (1) video recording or photographing of sexual acts or nudity of another member of the College community without the consent of a person involved; (2) transmitting such video recordings or photographs without the consent of the person involved; (3) viewing or allowing or aiding others to view another person's sexual activity, intimate body parts, or nudity without the person's consent; and (4) sexual exhibitionism or exposure of one's genitalia in the presence of others without their consent.

Retaliation

The College prohibits retaliation against anyone who reports sexual misconduct, assists another in making a report or participates in an investigation of a report. Retaliation is 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 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, or under the Non-Title IX Misconduct procedures outlined below; determinations as to which policy or policies will be used to address reported retaliation will be made at the discretion of the Title IX Coordinator or designee. 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, against any person who seeks to report potential violations of this Policy, who assists another person in reporting potential violations of this Policy, or who participates in a grievance process under this Policy. Retaliation is a violation of this Policy, even if the facts in a complaint alleging Prohibited Conduct are ultimately not proven by a preponderance of the evidence.

B. Other Important Definitions Related to Prohibited Conduct

Days: Unless otherwise specified, references to "days" throughout this policy means calendar days. If the end of a period falls on a weekend or another day when the College is not open for business, the period will end on the next day when the College is open for business.

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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 underage, 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 and Interpersonal 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.

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.

C. Other Definitions Related to the Policy

Actual Knowledge means notice of Title IX Sexual Harassment as defined above, 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 of Title IX Sexual Harassment, the complainant must be participating in or attempting to participate in the College's education program or activity.

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Education Program or Activity for purposes of the definition of Title IX Sexual Harassment 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 postsecondary institution.

Formal Complaint as used in the context of Title IX Sexual Harassment matters 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. 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.

Complaint is a written statement filed by a complainant against a respondent.

Report is a notice of an incident filed by a complainant or a reporter.

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. The Confidential Resource Provider (CRP) or the Dean of Student Affairs may also coordinate the implementation of supportive measures.

The parties may request supportive measures when a complaint, investigation or informal or formal process is first initiated, and/or may request supportive measures for the first time, or additional or different supportive measures, during the course of an informal or formal resolution process.

IV. ADDITIONAL CONSIDERATIONS

A. Privacy and Confidentiality: Treatment of Reported Information.

The College will not disclose the identity of a complainant or a respondent, except as necessary to carry out a disciplinary process or as permitted under state or federal law.

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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 fall within the prohibitions of the Sexual and Interpersonal Misconduct Policy.

There are certain circumstances in which Olin has a broader obligation to the community and may not be able to abide by: a) an individual's request for complete confidentiality or b) an individual's request that Olin 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. Where Prohibited Conduct is alleged, the Title IX Coordinator will evaluate the aforementioned requests by considering a range of factors including, but not limited to:

- Whether there appears to be a pattern of alleged Prohibited Conduct by the respondent;
- The involvement of violence or weapons;
- The seriousness of the alleged misconduct;
- The age of the complainant;
- Whether there have been other complaints or reports of Prohibited Conduct by the respondent; and
- Other similar factors

The presence of one or more of these factors may lead the Title IX Coordinator to sign a formal complaint of Title IX Sexual Harassment or to initiate an investigation of Non-Title IX Misconduct. 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 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 or initiate an investigation and a complainant is known, the Coordinator will provide the complainant all notices and opportunities to respond to evidence that are provided by the procedures outlined below, 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 forums 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. Reporting and Duty to Report Sexual and Interpersonal Misconduct, Information Provided by College Upon Receipt of Reports, and Retaliation

Anyone who wishes to report that they or another Olin College community member has or may have experienced Prohibited Conduct as defined above should contact through the following means either:

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Erin Clark, JD

Interim Title IX Coordinator and Director of Non-discrimination Initiatives
Office: MH 323 email: eclark@olin.edu

or

Olin College Department of Public Safety

publicsafety@olin.edu

781-239-5555

Reports of Prohibited Conduct should be made to the Title IX Coordinator and/or Public Safety regardless of where the conduct occurred (e.g., off-campus or on-campus). The Title IX Coordinator and/or Public Safety will provide information to the individual who reportedly experienced the Prohibited Conduct on where to receive immediate emergency assistance following an incident of Prohibited Conduct, which shall include, but not be limited to:

- information related to preserving evidence and contact information for seeking medical treatment on campus, if available, and off campus;
- descriptions of the types of counseling and health, safety, academic and other support services available from the College within the local community or region or through a local community-based rape crisis center or domestic violence program, including contact information;
- information on the rights of students and employees to:
 - (A) notify or decline to notify law enforcement, including Olin College, local and/or state police, of an alleged incident of Prohibited Conduct;
 - (B) receive assistance from College authorities in making any such notification;
 - (C) obtain a court-issued protective order or a College-issued no-contact order against an alleged perpetrator of the sexual misconduct; and
 - (D) concurrently utilize the College's process for investigating sexual misconduct complaints and any external civil or criminal processes available to the student or employee;
- College-based supportive measures reasonably available from the College, which shall include, but not be limited to, options for changing academic, living, campus transportation or working arrangements in response to an alleged incident of sexual misconduct, regardless of where the conduct occurred or whether such conduct occurred outside of the College's programs or activities, and regardless of whether a complaint is filed in accordance with the College's policy for resolving complaints, how to request such measures and the process to have any such measures reviewed; and
- procedures for students or employees to notify the institution that a protective order has been issued under state or federal law and the institution's responsibilities upon receipt of such notice.

All college employees designated as college officials who have the authority to institute corrective measures on behalf of Olin, and/or employees designated as Mandatory Reporters 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

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as incidents and allegations of sexual and interpersonal misconduct (including, but not limited to sexual harassment, sexual assault, domestic violence, dating violence, and stalking), and/or related 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 reported 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, clergy and Confidential Resource Provider (CRP) are not obligated to report identifying information about behavior that may implicate the Sexual and Interpersonal Misconduct Policy without the consent of the individual who supplied the information in question, and may otherwise keep information confidential as permitted and/or required by law. However, these confidential resources are instructed to inform individuals of their rights to file a complaint under the Sexual and Interpersonal 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.

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

When a report of sexual or interpersonal 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 as appropriate, and by following the formal or informal processes outlined below 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 and Interpersonal Misconduct Policy, the Title IX Coordinator will assess the need to take any immediate action to address the safety and health needs of the Complainant¹ 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:

A. Meeting with the Parties²

The Title IX Coordinator will promptly meet with the complainant. If appropriate in the circumstances, i.e., if the complainant wishes to file a complaint through procedures outlined below,

² When a complainant and respondent are discussed collectively, they will be referred to as the "parties," and when they are discussed individually, each will be referred to as a "party." There may be an instance where another individual, who has not experienced but is aware of the occurrence of Prohibited Conduct, may provide information about Prohibited Conduct. Such an individual will be referred to as the "reporting party." In specific circumstances, Olin will determine at its discretion which, if any, of the protections and procedural opportunities provided to a complainant under Olin's Sexual and Interpersonal Misconduct Policy are also applicable to a reporting party.

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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 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 complaint with the Title IX Coordinator;
4. Discuss the availability of supportive measures to either party, regardless of whether a 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;
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.

VI. INITIATING A 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 complaint with the College. The College, however, strongly encourages early filing of a 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, given the passage of time.

B. Notice of Allegation(s) to the Parties

Upon receipt of a formal complaint of Title IX Sexual Harassment or a complaint of Non-Title IX Misconduct that the complainant and/or the Title IX Coordinator decides to pursue, 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 (if available).
2. Notice of the allegations potentially constituting Prohibited Conduct, 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 Prohibited Conduct, which will include a specific statement of which policies were allegedly violated and by what actions; and

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- c. The date, time 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 advisor of their choice, who may be, but is not required to be, an attorney, during the grievance process, and that they 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 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 Complaint for Title IX Purposes

The Title IX Coordinator will review the allegations in a complaint. If the Title IX Coordinator determines that the allegations in a complaint would not, even if proved, fall within the definition of Title IX Sexual Harassment stated above (e.g., it did not occur in the College's education program or activity, it did not occur against a person in the United States, or it could not otherwise fall within the Title IX Sexual Harassment definition), the Title IX Coordinator is required by the May 2020 Title IX Regulations to advise the complainant of that determination, and dismiss the formal complaint with regard to that conduct for purposes of Title IX Sexual Harassment procedures only. If the alleged conduct would, if proved, constitute Non-Title IX Misconduct as defined above, it will be handled in accordance with the Non-Title IX Misconduct procedures outlined below. Other types of misconduct may be referred for handling in accordance with other applicable College disciplinary policies and procedures. If, however, new information is subsequently provided, such a dismissal for Title IX Sexual Harassment purposes may be reevaluated.

The Title IX Coordinator may 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 in 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 such a dismissal for Title IX Sexual Harassment purposes, 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, and notice of whether and/or how the alleged conduct will be investigated and/or addressed through Non-Title IX Misconduct procedures or other applicable College policies and procedures.

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D. Consolidation of Complaints

The Title IX Coordinator may consolidate complaints as to allegations of Prohibited Conduct 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 Prohibited Conduct arise out of the same facts or circumstances.

E. Emergency Removal Procedures

In cases that involve allegations of conduct that would, if proved, constitute Title IX Sexual Harassment as defined above, 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 in Title IX Sexual Harassment cases, which will 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 Student Affairs. A challenge must be submitted in writing by the respondent within five (5) business days after the receipt of the Title IX Coordinator's or Deputy 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.

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

F. Administrative Leave

In cases that involve allegations of either Title IX Sexual Harassment or Non-Title IX Misconduct as defined above, 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.

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G. Interim Suspension of Students in Non-Title IX Misconduct Cases

The College may decide at its discretion to suspend a student respondent on an interim basis, that is, while an investigation is pending, in cases that fall within the definition of Non-Title IX Misconduct outlined above. The determination of whether to impose an interim suspension will be made by the Title IX Coordinator in consultation with other College officials as appropriate. By way of example but not limitation, a respondent may be suspended on an interim basis when the College has received information which indicates that the respondent's continued presence on campus will likely have a serious effect on the physical, mental, or emotional health, safety or well-being of another person, when physical safety is seriously threatened, or when the ability of the College to carry out its operations is threatened or impaired. The College may permit written challenges to such decisions at its discretion, through procedures determined by the College to be appropriate under the circumstances of a particular case.

VII. PROCESS FOR INFORMAL RESOLUTION AND FORMAL PROCESS FOR INVESTIGATING AND RESOLVING COMPLAINTS

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

As indicated below, some procedures apply to cases that involve either Title IX Sexual Harassment or Non-Title IX Misconduct, and some apply only to one category of alleged misconduct or the other.

The College's procedures, as outlined below, are intended to resolve complaints of Prohibited Conduct promptly and equitably.

A. Optional Informal Resolution Procedures

The following Informal Resolution Procedure will not be used in an effort to resolve allegations that an Olin College employee sexually harassed a student. Also, in accordance with the May 2020 Title IX regulations, in cases involving allegations that, if proved, would constitute Title IX Sexual Harassment rather than Non-Title IX Misconduct as defined above, it may only be used if a Formal Complaint is signed by the complainant or the Title IX Coordinator.

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 complaint. The notice will also state that the parties have the right to be accompanied by an advisor of their choice, and will describe any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared.

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.

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The allegation will be deemed resolved when the parties expressly agree in writing to a resolution that is acceptable to them, and which is deemed acceptable and 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 before the parties agree to a resolution in writing. The Title IX Coordinator may also reinstate an investigation at any time they deem appropriate.

B. The Investigation Phase of the Formal Resolution Process

The procedures used during the investigation phase of the formal resolution process will be the same in cases that involve allegations of either Title IX Sexual Harassment or Non-Title IX Misconduct.

NOTICE OF AN INVESTIGATION. If an investigation is going to be initiated, the Title IX Coordinator will prepare a written notice to the complainant and respondent as described in the Notice of the Allegation(s) to the Parties section above, and that includes information about any supportive measures in place of which either party needs to be made aware. This written notice does not constitute a finding or a determination of responsibility.

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;
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 an advisor of their choice, who may be, but is not required to be, an attorney, and not limit the choice or presence of advisor for either the complainant or respondent in any meeting or grievance proceeding (see the Information about Advisors in Connection with Allegations of Prohibited Conduct section below for more information); however, the College may establish restrictions regarding the extent to which an advisor 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 a timely and 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 ADVISORS IN CONNECTION WITH ALLEGATIONS OF PROHIBITED CONDUCT. Each party may have a single advisor of their choice to guide and accompany them throughout the investigation, grievance hearing (where applicable in Title IX Sexual Harassment

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cases), and appeal processes. The advisor may be a friend, mentor, family member, advocate, confidential resource provider, attorney or any other supporter a party chooses to advise them.

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

An advisor 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 advisor if they unduly delay the process. Without prior approval of the Title IX Coordinator, as determined in their sole discretion, the advisor is not permitted to attend a meeting or proceeding without the party. Olin reserves the right to take appropriate action regarding any advisor 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 advisor 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 (though “Investigator” will be used in these procedures for ease of reference). 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 and Interpersonal Misconduct Policy. Investigators will receive not less than annual training on issues relating to sexual misconduct, investigatory procedures and hearing procedures to protect the safety and rights of students and employees and promote accountability. 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, the parties should inform the Title IX Coordinator (in writing) of any conflicts of interest with regard to the selected Investigator. The Title IX Coordinator will consider the nature of the reported 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 Student Affairs and/or Chief Human Resources Officer) 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 believes will provide necessary and relevant information. The investigation may include review of documentation or other items relevant to the reported conduct. The Investigator 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 to speak. The parties also have the opportunity to provide the Investigator with any documentation or other items or questions they would like to be considered (and, in Non-Title IX Misconduct cases in which no hearing will be held, with a more formal opportunity to submit specific questions to the Investigator for consideration, as detailed below). All information described in this section must be presented to the Investigator in writing and include a brief

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description as to how the persons, documents, and/or items are relevant to the reported conduct. This information must be provided to the Investigator during the Investigation Phase and without delay upon becoming aware of it. The Investigator 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 or any applicable hearing proceedings. Moreover, the Investigator 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.

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 and Interpersonal Misconduct Policy and 2) a 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 will send to each party and the party's advisor, 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 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.

SPECIAL PROCEDURE FOR POSING QUESTIONS TO OTHER PARTY AND WITNESSES IN NON-TITLE IX MISCONDUCT CASES

In cases that involve allegations of only Non-Title IX Misconduct or violations of other implicated policies that are being addressed through this Policy and its procedures, but no allegations of Title IX Sexual Harassment (and in which no hearing will be held, as outlined in section VII.D. below), each party may, within 7 days of the evidence being made available for their review, inform the Investigator of any questions that they would like the Investigator to pose to the other party or any witnesses. The Investigator will decide in their discretion which, if any, such questions they will pose to the other party and any witnesses and how exactly they will be phrased. The Investigator will notify the parties when they have concluded their posing of any additional questions to the other party and witnesses, at which point the 10 day period for the parties to prepare their written responses following their inspection and review of evidence (explained immediately below) will begin.

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WRITTEN RESPONSE FOLLOWING PARTIES' INSPECTION OF REVIEW AND EVIDENCE

At least 10 days after the evidence is made available for inspection and review in Title IX Sexual Harassment cases, and at least 10 days after the Investigator notifies the parties that they have concluded their posing of any additional questions to the other party and witnesses in Non-Title IX Misconduct cases, the parties may submit a written response, which the Investigator will consider prior to completion of the Investigative Report. In Title IX Sexual Harassment cases, the Investigator 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 any hearing, including for purposes of cross-examination. In Non-Title IX Misconduct cases, the Investigator will make all such evidence available to the Decision-Maker for their review, as outlined in section VII.D. below.

INVESTIGATIVE REPORT. At the conclusion of the Investigation Phase, the Investigator will prepare an Investigative Report, which will include a summary of the factual information presented during the Investigation Phase, and a separate section where the Investigator point(s) out relevant consistencies or inconsistencies (if any) between different sources of information. The Investigative Report will not include a determination by the Investigator as to whether the respondent has violated Olin's Sexual and Interpersonal 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 advisor at least 10 days prior to the formal grievance hearing (where applicable, in Title IX Sexual Harassment cases) for their review and written response. The parties' written responses should be submitted to either the Hearing Officer (in cases involving allegations of Title IX Sexual Harassment) or to the designated decision-maker (in cases involving allegations of only Non-Title IX Misconduct) within 10 days after the report was issued to them.

C. Hearing Phase in Title IX Sexual Harassment Cases

The following hearing phase procedures are required by the May 2020 Title IX regulations and will be used by Olin only in cases covered by those regulations, that is, cases in which some or all of the alleged conduct, if proven, would constitute Title IX Sexual Harassment as defined above. These hearing phase procedures will not be used in Non-Title IX Misconduct cases; the procedures that will be used in Non-Title IX Misconduct cases are outlined in section VII.D. below.

Following the opportunity for review and comment of the Investigative 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. Hearing Officers will receive not less than annual training on issues relating to sexual misconduct, investigatory procedures and hearing procedures to protect the safety and rights of students and employees and promote accountability.

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.

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 time, date, and location of the hearing and the contact information of the Hearing Officer assigned to hear the matter;
2. Information about requesting reasonable accommodations for the hearing;

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3. A copy of or link to the College's hearing rules and procedures;
4. Notice of the requirement that only an advisor may conduct cross-examination directly, orally, and in real time at the hearing, and that if a party does not have an advisor, the College will provide one free of charge;
5. 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;
6. 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 will be conducted in a fair and equitable manner for the purpose of determining whether it is more likely than not that the respondent violated Olin's Sexual and Interpersonal Misconduct Policy or other implicated policy (i.e. "the preponderance of the evidence" standard).

The following rules and regulations apply to all grievance hearings:

1. Hearings will be private and closed to everyone except the involved persons;
2. The live hearing may be conducted in person or virtually at the discretion of the Hearing Officer;
3. At the request of either party, the parties will be separated, but technology will be utilized 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;
4. Both parties will be provided an equal opportunity to present witnesses and other inculpatory and exculpatory evidence;
5. The respondent is presumed not responsible unless and until determined to be 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;
6. During the hearing, only the parties' respective advisors 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 advisor, the College will provide a trained advisor of its choice to the party free of charge;
7. 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 will provide an explanation to the parties for excluding a question on the basis of irrelevancy.

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- 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 offered to prove that 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. 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;
8. An audio recording of the hearing will be created by the College, which shall remain the property of Olin but will be made available to the parties for review only;
9. 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;
10. Formal rules of evidence (e.g., federal or state rules for court) shall not be applicable;
11. 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;
12. Pertinent records, video-surveillance images, relevant exhibits, and written statements may be accepted as information for consideration by the Hearing Officer.
13. The Hearing Officer will objectively review all relevant evidence—including both inculpatory and exculpatory evidence;
14. 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 advisor, 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 Prohibited Conduct;

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2. A description of the procedural steps taken;
3. Findings of fact;
4. Conclusions regarding applying the policy to the facts;
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 7 business days after a final determination of a complaint, not including any time for appeal, unless good cause for additional time is shown.

Standard of Proof. All findings and determinations of responsibility under Olin's Sexual and Interpersonal 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 that a fact exists or that a violation of Olin's Sexual and Interpersonal Misconduct Policy and/or other implicated 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 and Interpersonal 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 and Interpersonal 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(s) in the event that the respondent is found responsible for violating the College's policy prohibiting Title IX Sexual Harassment or another implicated policy. The determination will be in writing and will be shared simultaneously with the parties as detailed in the Written Determination and Notification section above.

More detail about the types of sanctions and additional remedies that may be applied in Title IX Sexual Harassment cases is provided in section VII.E. below.

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 or Hearing Officer that materially prejudiced the party requesting review and/or affected the outcome of the case; and/or
2. Previously unavailable and/or newly discovered material or relevant evidence that could have significantly impacted or affected the outcome of the case that was not known to the party requesting review and not available to the Investigator and Hearing Officer; and/or
3. The Title IX Coordinator, Investigator, or Hearing Officer had a conflict of interest or bias that affected the outcome; and/or where the sanction is disproportionate to the findings, the reporting

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party and the responding party shall be provided with an equal opportunity to appeal decisions regarding responsibility or sanctions; and/or

4. The sanction was disproportionate to the findings.

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, 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.

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 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 and Interpersonal 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.

D. Formal Resolution Process in Non-Title IX Misconduct Cases

In cases that involve allegations of only Non-Title IX Misconduct or violations of other implicated policies that are being addressed through this Policy and its procedures, but no allegations of Title IX Sexual Harassment, the determination regarding responsibility will be made by a decision-maker selected by the

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Title IX Coordinator from a pool of trained decision-makers (“Decision-Maker”). Decision-Makers will receive not less than annual training on issues relating to sexual misconduct, investigatory procedures and hearing procedures to protect the safety and rights of students and employees and promote accountability. The Decision-Maker will base their decision on the Investigative Report and any documents referenced therein, the parties’ written responses to the Investigative Report, and any additional file documents referenced by the parties in their written submissions.

DETERMINATION OF SANCTIONS

The Decision-Maker will determine the appropriate sanction(s) in the event that a respondent is found responsible for violating the College’s policy prohibiting Non-Title IX Misconduct or another implicated policy. The determination will be in writing and will be shared simultaneously with the parties as detailed in the Written Determination and Notification section above.

More detail about the types of sanctions and additional remedies that may be applied in Non-Title IX Misconduct cases is provided in section VII.E. below.

E. Sanctions

The following sanction-related information applies in cases involving either alleged Title IX Sexual Harassment, Non-Title IX Misconduct, or both.

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 respondent.
 - e. Any other mitigating or aggravating circumstances.

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 supportive measure

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or resource previously offered, Olin may re-offer the supportive measure, 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.

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 and Interpersonal 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 a preponderance of the evidence does not ultimately establish that the Policy was violated.
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 and Interpersonal 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 and Interpersonal Misconduct Policy may be subject to separate and/or additional disciplinary action.
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 and Interpersonal Misconduct Policy or these procedures. The Title IX Coordinator may make exceptions to this prohibition in limited circumstances if they conclude, in their sole discretion, that a recording is warranted to accommodate a specific need, e.g., a 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 and Interpersonal Misconduct Policy must request an accommodation through the Title IX Coordinator. The Title IX Coordinator, in possible consultation with the Assistant Dean of Student Affairs (student accommodations) or Human Resources (employee accommodations), will make a determination regarding the request and notify the appropriate parties.
6. **Amnesty for Student Reporting Sexual Misconduct.** Olin encourages reporting under Olin's Sexual and Interpersonal 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,

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generally, will not hold a student who in good faith reports or is a witness during an investigation responsible under Olin's Sexual and Interpersonal Misconduct Policy. Under limited circumstances, a person who reports conduct under the 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 and Interpersonal Misconduct Policy.

The Title IX Coordinator will review and update the Sexual and Interpersonal Misconduct Policy annually or more frequently as necessary.

CAMPUS SECURITY

Committee for Public Counsel Services

Website: www.publiccounsel.net

Public defender agency for Massachusetts

Mass Legal Services

Website: <https://masslrf.org/en/home> 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.

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

CAMPUS SECURITY

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.)

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:** 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, or by a sex-related object. This definition also includes instances in which the victim is incapable of giving consent because of temporary or permanent mental or physical incapacity (including due to the influence of drugs or alcohol) or because of age. Physical resistance is not required on the part of the victim to demonstrate lack of consent.
- B. **Criminal Sexual Contact:** The intentional touching of the clothed or unclothed body parts without consent of the victim for the purpose of sexual degradation, sexual gratification, or sexual humiliation. The forced touching by the victim of the actor's clothed or unclothed body parts, without consent of the victim for the purpose of sexual degradation, sexual gratification, or sexual humiliation. This offense includes instances where the victim is incapable of giving consent because of age or incapacity due to temporary or permanent mental or physical impairment or intoxication for the purpose of sexual degradation, sexual gratification, or sexual humiliation.
- C. **Incest:** Nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- D. **Statutory Rape:** Nonforcible sexual intercourse with a person who is under the statutory age of consent.

CRIME STATISTICS

Definitions of Reportable Geographic Locations for Needham, MA Campus

On-Campus Property: Total campus crime on Needham, MA campus. (Crimes occurring both oncampus 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

Class I Crimes

Crimes												
Total Crimes Reported:	Olin College Main Campus						Non-Campus			Public Property		
	2022		2023		2024		2022	2023	2024	2022	2023	2024
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	0	1	0	0	1	1	0	0	0	0	0	0
Criminal Sexual Contact	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
Total	0	1	0	0	1	1	0	0	0	0	0	0

CRIME STATISTICS

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

VAWA Offenses Reporting Table												
Offense Type	Olin College Main Campus						Non-Campus			Public Property		
	2022		2023		2024		2022	2023	2024	2022	2023	2024
	Res Hall	Campus	Res Hall	Campus	Res Hall	Campus						
Stalking	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0
Total	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*		
	2022		2023		2024		2022	2023	2024	2022	2023	2024
	Res Hall	Campus	Res Hall	Campus	Res Hall	Campus						
Liquor Violations												
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
Drug Violations												
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
Weapons Violations												
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
Total	2	2	0	0	0	0	0	0	0	0	0	0

CRIME STATISTICS

*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

HATE CRIMES

Hate Crimes (by Prejudice)												
Total Hate Crimes Reported:	Olin College Main Campus						Non-Campus			Public Property		
	2022		2023		2024		2022	2023	2024	2022	2023	2024
Type	Res Hall	Campus	Res Hall	Campus	Res Hall	Campus						
Race	0	0	0	0	0	0	0	0	0	0	0	0
Gender	0	0	0	0	0	0	0	0	0	0	0	0
Religion	0	0	0	0	0	0	0	0	0	0	0	0
Sexual Orientation	0	0	0	0	0	0	0	0	0	0	0	0
Ethnicity	0	0	0	0	0	0	0	0	0	0	0	0
National Origin	0	0	0	0	0	0	0	0	0	0	0	0
Gender Identity	0	0	0	0	0	0	0	0	0	0	0	0
Disability	0	0	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0	0	0

During the 2024, 2023 and 2022 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.

FIRES IN STUDENT HOUSING

Summary of Fires									
Name of Facility	2022			2023			2024		
	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	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0

EMERGENCY CONTACTS

EMERGENCY CONTACTS

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
Campus Center, Suite 319
781.292.2321

Facilities Services
Milas Hall, 2nd Floor
781.292.4444

ADVOCACY, COUNSELING, AND SUPPORT RESOURCES

Babson College Health Services (students only) 781.239.6363
<https://www.babson.edu/student-life/health-and-wellness/health-services/>

Boston Area Rape Crisis Center (BARCC) 1.800.841.8371

Olin Behavioral Health Services (students only) <https://www.olin.edu/student-life/health-wellness>

UWill's Mental Health Crisis Line: (students only) 833.646.1526

Employee Assistance Program (employees only) 1.800.311.4327

CAMPUS MANDATORY REPORTERS

CAMPUS MANDATORY REPORTERS

Mandatory Reporters are individuals with authority to act on behalf of the college. If a student or an employee reports an incident involving prohibited conduct to a Mandatory Reporter, the Mandatory Reporter is required to report the information to the Title IX Coordinator or Deputy Title IX Coordinator.

The following employees are Mandatory Reporters:

Faculty - All faculty, including any employees who are teaching a course. If a faculty member serves in the role of Confidential Resource Provider, they are not a mandatory reporter.

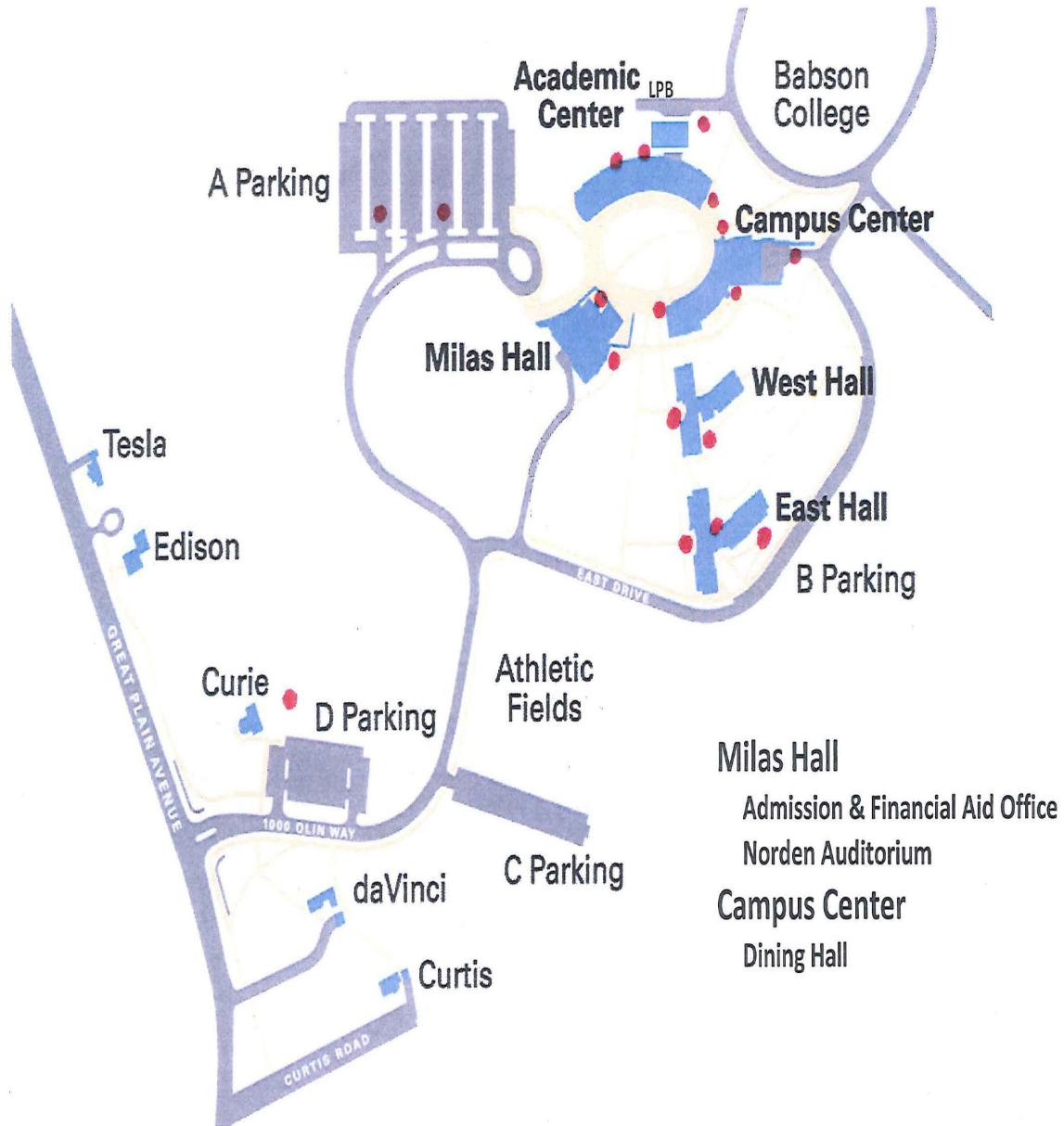
All employees serving as **Academic Advisors**.

The following **senior administrators** are Mandatory Reporters:

<p>Alyson Goodrow (she/her) Chief Marketing and Communications Officer Phone: 781-292-2257 agoodrow@olin.edu</p>	<p>Donna Golemme (she/her) Vice President for Finance and Administration Phone: 781-292-2416 dgolemme@olin.edu</p>
<p>Jennifer Edmonds (she/her) Associate Vice President for Finance and Controller Phone: 781-292-2417 jedmonds@olin.edu</p>	<p>Nicholas Macke (he/him) Chief Human Resources Officer Phone: 781-292-2407 nmacke@olin.edu</p>
<p>Rick Osterberg (he/him) Chief Information Officer Phone: 781-292-2431 rosterberg@olin.edu</p>	<p>Salvadore Liberto (he/him) Dean of Admission and Financial Aid sliberto@olin.edu</p>
<p>Stacey Harris (she/her) Dean of Students Phone: 781-292-2321 sharris2@olin.edu</p>	<p>Chris Lee (he/him) Co-Chair of Faculty Affairs & Professor of Mechanical Engineering Phone: 781-292-2539 clee1@olin.edu</p>
<p>Rob Martello (he/him) Co-Chair of Faculty Affairs & Professor of the HoS and Tech Phone: 781-292-2532 rmartello@olin.edu</p>	<p>Sam Michalka (they/them) Associate Dean and Associate Professor of Computational Neuroscience and Engineering Phone: 781-292-2562 smichalka@olin.edu</p>

CAMPUS MAP

CAMPUS MAP



Public Safety Emergency Phone Locations

(● Emergency Phone)