

Annual Security Report

CIIS’s Annual Security Report is designed to provide you with important information about the safety and security on our campus. In addition to outlining the details of the many programs the University offers community members, the report also contains statistics for the previous three years concerning reported crimes that occurred on campus, and on public property within; or immediately adjacent to and accessible from the campus.

Clery Act

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) is a federal law that requires colleges and Universities to disclose information about crime on and around their campuses. Each year CIIS files a report with the United States Department of Education stating the incidences of crime on campus. This report is made available to all students and employees of California Institute of Integral Studies.

Crime Statistics

Below is a report showing the 2015-17 reportable crimes occurring on campus or on public property adjoining the CIIS campus:

Crime Statistics for the CIIS Campus												
	2015				2016				2017			
Offenses	On Campus	In Residential Facility	Non-Campus Building	On Public Property	On Campus	In Residential Facility	Non-Campus Building	On Public Property	On Campus	In Residential Facility	Non-Campus Building	On Public Property
Murder/Non-negligent Homicide	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/Sex Offense Forcible	0	0	0	0	0	0	0	0	0	0	0	0
Rape/Sex Offense Non-Forcible	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	2	0	0	0	1	0	0	0	6
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	3
Burglary-Forced Entry	0	0	0	0	0	0	0	0	0	0	0	8

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Burglary — No Force	0	0	0	0	0	0	0	0	0	0	0	3
Motor Vehicle Theft	0	0	0	0	0	0	0	1	0	0	0	20
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Hate / Prejudice Crimes	0	0	0	0	0	0	0	0	0	0	0	0
Totals	0	0	0	2	0	0	0	2	0	0	0	40

Campus Facilities Overview

The main campus building for California Institute of Integral Studies is at 1453 Mission in San Francisco, CA. This is where most senior administration and three of CIIS's schools (School of Consciousness and Transformation, School of Professional Psychology and Health, School of Undergraduate Studies) are located. There are also two campuses for CIIS's fourth school, the American College of Traditional Chinese Medicine, located at 455 Arkansas Street and 555 DeHaro Street, both in San Francisco, CA. There are also five counseling training facilities throughout San Francisco (see below).

Main Campus (1453 Mission Street)

There is a security officer stationed in the lobby entrance to the main campus during all building hours. The security officers are on site during all hours of operations, arriving 30 minutes in advance of the building opening and leaving 30 minutes after the close of the building. They check identification (CIIS photo ID or State issued photo ID), respond to safety or security concerns, and conduct period sweeps through the building.

Everyone entering the main campus must show their valid CIIS issued photo ID or sign in after presenting a valid government issued ID. Each employee of CIIS is issued an access code for secure spaces such as the Registration and Business Offices, Financial Aid Offices, Secure Administrative Suites and the Mailroom.

CIIS provides limited parking to employees in parking lots located on either side of the main campus building. All CIIS parking lots are enclosed with gates, secured with access codes and lit with flood lights in the evening. CIIS provides gated bicycle parking to employees and students within one of the side parking lots.

The access codes to the parking lots and the stairwell door are only given upon proof of employee or student status and after signing an agreement that also functions as a log. These access codes are updated periodically.

All floors of the main campus building are equipped with burglar alarms that are activated each night and monitored by an offsite security company. There are also security cameras located in the first floor lobby, fourth floor student services office (registration and business) and the sixth floor hallway.

American College of Traditional Chinese Medicine

455 Arkansas Street

The Arkansas Street campus houses ACTCM administration and student services, including representatives from Student Affairs, the Registrar's Office, Academic Advising, Academic Support Services, and Financial Aid. The upper level of the Arkansas Campus also houses ACTCM's main Acupuncture and Herbal Clinic, which provides its own staffing. There is a parking lot at this site is reserved for faculty, staff, as well as community members accessing clinic services.

555 DeHaro Street

The DeHaro Street campus hosts the ACTCM library, academic classrooms and faculty offices, a wellness room, and an Ear Clinic. The Library has its own staffing and is located outside of the entrance to the classrooms, faculty offices, and wellness room. The classrooms, faculty offices, and wellness room are within a locked door to which students, faculty, and staff are given access codes. The doors to the classrooms, faculty offices, and wellness room lock at certain hours, by which only library staff, if still on-site, can open the door for students, faculty, and staff. CIIS provides limited and reserved parking spaces at 555 DeHaro.

CIIS Counseling Clinics (see locations below)

Our counseling clinics are secure facilities. In all cases, access is controlled by keys and access codes and is granted only to trainees of these counseling centers or employees of CIIS who either work at these training sites or have legitimate reason for access. They are not open to the general public except by appointment.

Off-Campus Residences

CIIS has a master lease on the 2nd floor of 1731 15th Street, a residential building shared with an English language school. The building has two Resident Assistants and a live-in building manager. The front door and each individual room are secured by an access code chosen, and given only to, the resident of each room.

Counseling

CIIS provides counseling to students at both 1453 Mission Street and 455 Arkansas Street through the Wellness Center. 1-1 counseling and group counseling are available to enrolled degree-seeking students.

Location and contact information for all campus facilities: (♦denotes leased facilities)

<p>Main Campus 1453 Mission Street San Francisco, CA 94103</p>	<p>415-575-6101 Security Desk 415-575-6100 Main Switchboard</p> <p>Security Staffed 7 days a week: Mon-Sat 8:00am-10:00pm Sun 8:00am-8:30pm</p>
<p>CIIS COUNSELING TRAINING CENTERS</p>	
<p>Center for Somatic Psychotherapy ♦ 220 Montgomery Street, Suite 600 SF, CA 94104</p>	<p>415-421-1444 24/7 Onsite security in the lobby Office 415-217-8895</p>

Golden Gate Integral Counseling Center ♦ 507 Polk Street, Suite 450, SF, CA 94102	415-561-0230
Integral Counseling Center Church Street ♦ 1782 Church Street, SF, CA 94131	415-648-2644
Integral Counseling Center Pierce ♦ 2140 Pierce Street, SF CA 94131	415-776-3109
Psychological Services Center 507 Polk St, Suite 420 - SF, CA 94102	415-346-1011

Maintenance/Building Safety on CIIS Campuses

All members of the campus community are encouraged to report any known problems or hazards to Security and/or the Facilities Department. Quickly identifying and reporting any known problems or hazards enhances campus safety for everyone.

CIIS’ Safety and Emergency Response Team (SERT) is an interdisciplinary and cross-departmental team (Operations, Facilities, Human Resources, and Dean of Students Office) which works with the Maintenance Department in identifying and resolving safety issues and in developing safety and security improvements. SERT also oversees updates to the Emergency Response Manual, conducts safety and emergency preparedness training periodically and sends safety tips to the entire CIIS community on a regular basis.

The CIIS Facilities Department is charged with making sure all building systems and structural elements are in safe and operable condition and continuously maintained and inspected. All CIIS facilities are also regularly cleaned in most cases each day. The Facilities Department also maintains a log of material safety data for all chemicals on the premises.

Security Officers

CIIS security officers are contract employees stationed by a highly-regarded security company, which is contracted to conduct security operations by CIIS. They are unarmed, and have the authority to place people under arrest by a private person or citizen’s arrest. Like any member of the Institute, they will call 911 and request police assistance as necessary.

CIIS security officers have the authority to ask persons for identification and to grant or deny access to the campus according to our ID policy. Criminal incidents are referred to the local police. CIIS maintains a working relationship with the San Francisco Police Department. All crime victims and witnesses are strongly encouraged to immediately report the crime to CIIS Security Officers and the appropriate police agency.

Reporting

CIIS encourages accurate and prompt reporting of all crimes. All of CIIS investigative efforts begin in most cases with the reporting of an incident using our incident report form and may, if necessary, also include filing a police report and other recommended actions.

All students, faculty, and staff members of CIIS are strongly encouraged to report any criminal activity that occurs on campus to the security officers, facilities, human resources or Student Affairs personnel. In

emergency situations, the campus community is asked to first dial 9-1-1, and then notify the security officer. CIIS provides this encouragement with signage in every classroom, semi-annual notices that include safety tips intended to heighten awareness of their surroundings and be more vigilant at all times of protecting themselves and their possessions.

CIIS will promptly and thoroughly investigate all reports of a threat of violence, crime or suspicious activity on campus. CIIS does not have any officially recognized student organizations with off-campus locations. However, we do have five counseling clinics for students in counseling practicum, which are located throughout the city. As these are leased, each clinic has security and safety procedures, determined by the building and property management of the location. These sites are monitored by the Field Placement Office, and any incidents are reported by the Director of Field Placement.

CIIS encourages everyone to report any crime, even if there is no intention of pursuing legal action. All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to an immediate supervisor, CIIS Security Officers or any other member of management. Victims of a crime who do not want to pursue action within CIIS or the criminal justice system, can file a confidential incident report on the details of the incident without revealing personal identity. CIIS strives to keep an accurate record of the number of incidents, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution.

Collection of Crime Data

Crime Data is collected from Incident Reports and local police. CIIS reviews and updates the Annual Security Report each year, as needed, through the consumer information portal (and there is a binder at the reception desk per the Clery Act).

Notice of Reporting and Disclosure of Campus Safety Policies and Annual Crime Statistics: All current students, faculty, and staff members will be provided a notice that contains a brief description of CIIS Campus Safety Policies. This notice may be distributed through printed or electronic publications. Prospective students and employees can receive a copy of the Annual Security Report upon request.

There are procedures outlined in the Emergency Response Plan for prompt and accurate reporting of all crimes to the security officers, including an incident report form that is available 24 hours a day on the universities intranet which is “My.CIIS.” There is a printed copy of the CIIS Emergency Response Plan at the 4th floor reception desk and a downloadable copy at My.CIIS. A copy of all incident reports is given to Operations and Facilities, Human Resources, and when applicable, the Dean of Students. As required by law, all crimes are included in our data collection and crime statistics.

Emergency Response and Emergency Planning – CIIS Statement of Policy

As a statement of policy, CIIS is committed to excellence in emergency planning and reviewing our emergency response and evacuation policies at least on an annual basis. We currently have a 15-20 member extended safety and response team (SERT) with 5-7 leaders who meet once a month to review and improve our procedures. We conduct fire and safety drills to assess, practice and quicken our response time.

CIIS has in place detailed emergency response and evacuation procedures for a variety of situations, ranging from such events as a fire, to an earthquake, a power outage, an active shooter in the building, and numerous

other, possible, emergency circumstances. A more complete listing of the Institute’s plans and procedures can be found in the public edition of the [Emergency Procedures](#).

CIIS also has an emergency notification system which will send text messages, emails, and voice recordings to all students, faculty, and staff in the event of an emergency. All community members are required to update their emergency contact information on a semesterly (students) or annual (faculty/staff) basis. The emergency notification system is hosted off-site by a third party vendor, who along with designated CIIS administration and staff, can send out appropriate alerts.

Programs to inform students and employees

The Safety and Emergency Response Team (SERT) as well as the departments of Operations and Facilities, Human Resources and Student Affairs, send out informational emails and links to resources on a variety of topics related to the prevention of crime, methods of reporting crime, and personal safety tips. These are sent approximately every two to four months, as well as in response to specific security related concerns – such as earthquake preparedness, general safety tips for students, response to a bomb threat, or responding to an active threat (e.g. shooter). These are often tailored in response to a related event in the news or seasonal issues.

Warning advisories are sent by SERT to the campus community when there has been a confirmed significant emergency or dangerous situation involving an immediate threat to the health or safety of the campus community. These timely warnings are made available through electronic publications and / or are posted in visible and accessible areas on the campus.

Training and Practice Drills

CPR, First Aid, and AED trainings are offered by Human Resources on a periodic basis. CIIS periodically consults with local and national emergency and safety professionals with the goal of assessing and improving the university’s safety and security procedures.

Evacuation and emergency preparedness drills are conducted by SERT, at least on an annual basis, and continually works on improving CIIS safety procedures and policies.

Crime Prevention program

Employees are given information concerning safety and security during new employee orientation. Drills and exercises are conducted randomly during the year. Employees are encouraged to report anyone loitering on the property or in the parking lot. Employees working after dark are encouraged to travel with someone or have Security escort them to the parking lot upon exiting the building. Regular sweeps, both inside and outside, are done by CIIS Security during scheduled working hours.

The Safety and Emergency Response Team (SERT) as well as the departments of Operations and Facilities, Human Resources and Dean of Students, send out informational emails and links to resources on a variety of topics related to the prevention of crime and personal safety tips. These are sent approximately every two-four months, as well as in response to specific security related events. Students also receive crime-prevention information at orientation.

Sexual Harassment & Sexual Assault Policy

The California Institute of Integral Studies is committed to creating and maintaining a community in which all persons who participate in University programs and activities can work and learn together in an atmosphere free

of all forms of harassment, exploitation, or intimidation, including sexual harassment. CIIS is committed to creating and maintaining a community in which students, faculty, and staff can work and be present in an atmosphere free from all forms of harassment, exploitation, or intimidation.

Students are notified of the CIIS Policy for the Protection of Students from Sexual Misconduct. Full copies of the policy can be found from CIIS's main website and MyCIIS pages.

Sexual assaults violate the standards of conduct expected of every member in the CIIS community. Sexual assault is a criminal act, which subjects the perpetrator to criminal and civil penalties under state and federal law. In all cases, CIIS abides by and cooperates with local, state and federal sanctions. CIIS disciplinary action may include suspension or expulsion depending on the seriousness of the situation.

Harassment

The Institute is committed to providing an educational and work environment free of harassment. While there is an atmosphere at CIIS for freedom of expression, it must always be in conjunction with a responsibility to observe the rights of one another. In such a setting, there is no place for conduct that diminishes or abuses another person. The Institute assumes an affirmative posture to prevent and eliminate harassment by any faculty, staff, or students. It is the policy of the school that any practice or behavior that constitutes unlawful harassment will not be tolerated. Institute policy prohibits sexual harassment and harassment based on pregnancy, childbirth or related medical conditions, race, religious creed, color, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation or any other basis protected by federal, state or local law or ordinance or regulation. All such harassment is unlawful. The Institute's anti-harassment policy applies to all persons involved in the operation of the Institute and prohibits unlawful harassment by any employee of the Institute including supervisors and co-workers.

Unlawful Harassment, Discrimination and Retaliation

Unlawful Harassment involves social behavior that is offensive to others on the basis of their characteristics that are protected by law. Such prohibited unlawful harassment can include the following when occurring on the basis of characteristics protected by law:

- Verbal conduct such as abusive or other epithets, derogatory comments, slurs, or unwelcome sexual advances, invitations, or comments;
- Visual conduct such as abusive or other derogatory posters, photography, cartoons, drawings, or gestures;
- Physical conduct such as unwanted abusive or other touching, blocking normal movement, or interfering with work;
- Threats and demands, such as those which seek submission to sexual requests, in order to retain employment or education benefits and/or offers of job or education benefits or conditions in return for sexual favors;
- Stereotyping behavior directed towards persons of the same or different sex including transgender individuals on the basis of gender, gender expression and/or gender identity; and
- Abusive conduct that may include repeated verbal abuse, such as derogatory remarks, insults, and epithets, verbal or physical conduct that a reasonable person would find threatening or intimidating.

Unlawful Discrimination involves employment or educational decisions that are adverse to others on the basis of their characteristics that are protected by law. Such prohibited unlawful discrimination can include the following when adverse and undertaken on the basis of characteristics protected by law:

- Decisions affecting student education involving admissions, financial aid, code of conduct and co-curricular activities, etc.
- Employment decisions such as failure to interview, hire or promote and discipline, termination and other conditions of employment such as salary, evaluations, etc.
- Access to Institute facilities and services

Unlawful Retaliation: Includes both offensive social behavior and adverse employment or educational decisions, on the basis of a person’s lawful and good-faith actions that are protected by law or by Institute policy. Actions that are protected by law include a wide range of a person’s actions that are taken in good faith furtherance of this Policy, of the Institute ethics policy, and/or of fundamental policies of the Institute or of the federal, state or local government, including but not limited to criminal enforcement.

Note about Sexual or Gender Harassment: Conduct in violation of this policy occurs when an individual’s behavior involves (1) unwelcome sexual advances; (2) unwelcome requests for sexual favors; (3) other unwelcome verbal, physical, or visual behavior of a sexual nature; or (4) harassment or discrimination based on gender. Sexual or gender harassment need not be motivated by sexual desire to be prohibited. Such conduct is a violation of this policy and of law when:

- Submission to such behavior is made explicitly or implicitly a term or condition of an individual’s education or employment; or
- Submission to, or rejection of, such behavior by an individual is used as a basis for educational or employment decisions; or
- Such behavior otherwise has the purpose or effect of unreasonably interfering with, or otherwise creating an intimidating, hostile, or offensive educational or employment environment.

Note about Several Definitions or Topics:

- Abusive Conduct: Conduct in the workplace, with malice, that a reasonable person would find hostile, offensive, and unrelated to the Institute’s legitimate interests.
- Gender Expression: Gender-related appearance or behavior, regardless of whether stereotypically associated with an individual’s sex at birth.
- Gender Identity: A person’s identification as male, female, or a gender different from the person’s sex at birth, or transgender.
- Sex Stereotype: An assumption about someone’s appearance or behavior—or about the ability or inability to perform certain types of work—based on a myth, social expectation or generalization about the individual’s sex.
- Transgender: A general term that refers to a person whose gender identity differs from the person’s sex at birth. A transgender person may or may not have a gender expression that is

different from the social expectations of the sex assigned at birth. A transgender person may or may not identify as “transsexual.”

Reports of Unlawful Harassment, Discrimination Retaliation that Involve Employees and Others Who are Not Students:

Persons who in good faith believe or experience what they may regard as incidents of unlawful harassment, discrimination or retaliation that affect or involve employees of the Institute or affect other persons involved in Institute activities who are not students, are requested to make timely reports at Human Resources, Office of the Director.

All reports shall be expeditiously assessed and may need to be internally investigated by the Institute, or by an external professional retained for the matter and which may require interviews of students, faculty, staff, administrators, independent contractors and all other individuals, and a report made of the assessment. All Institute persons have a duty to cooperate with the Institute in its review and in its further proceedings. The Institute seeks to take corrective action whenever it believes that this is needed for the proper operation of the Institute. At times, corrective action may include disciplinary action toward the person(s) whose conduct is found to violate this policy or is otherwise found to be inappropriate. Disciplinary action may include, but is not limited to, warning, suspension, or termination from employment, the Institute’s residential facilities, or other affiliation with the Institute. Disciplinary action, including expulsion, and/or any other corrective action shall be implemented in a manner consistent with other Institute policies and procedures.

General Complaint Procedures

It is the policy of the Institute to resolve staff complaints through the General Complaint Procedure. This process resolves in a final and exclusive manner any complaint of:

- Violations of Institute policies and procedures contained in this Handbook
- Any and all unresolved complaints based on the Institute’s policies against discrimination and harassment
- Any other complaint or controversy which relates to the interpretation or the application of this Handbook or other publications of the Institute related to staff

These instances shall exclusively be resolved by the General Complaint Procedure.

Resolving Issues Informally

Staff members are requested initially to attempt informal means to resolve problems and complaints. Such means may include first initiating a calm and candid discussion with the person or persons involved, discussing it with his/her supervisor, or requesting advice from a peer or colleague. A staff member’s good-faith attempt to resolve an issue under this process will not cause any adverse decisions by the Institute concerning that employee.

After individual attempts to resolve a problem informally have been exhausted, it is important to discuss the situation with someone who can take further action to resolve the complaint. It is recommended that the employee’s supervisor or a member of the Human Resources department be consulted.

Registering a Formal Complaint

After it is apparent that resolution will not occur through informal means, a staff member may file a formal complaint. Complaints of unlawful discrimination, harassment or retaliation must be resolved exclusively via the General Complaint Procedures, as detailed above.

To initiate a formal complaint:

- A clearly-written statement of the complaint and steps that were attempted to resolve it should be delivered to the Human Resources office. The complainant will receive notification that the complaint was received.
- In all cases, the Human Resources Director will attempt to have the complaint resolved between the parties involved.
- Complaints must be filed within 120 calendar days of the action or within 120 calendar days of learning of the basis of the complaint.
- Upon receipt of the complaint, the Director of Human Resources will determine who must be notified of the complaint and will advise the complainant that a review and investigation will begin within 14 calendar days of receipt of the complaint.
- If the Director of Human Resources deems it appropriate, the identity of the complainant may be kept confidential during the process.
- An assessment of the complaint and occurrence(s) may be led by a designated grievance officer or an external ombudsperson or investigator. The complainant will be notified of the investigation outcome.
- The Director of Human Resources will notify all parties and the President of the Institute of the final resolution via a memorandum stating the outcome.

To file a complaint of harassment

CIIS employees must provide a written complaint to their Supervisor, Provost, or Human Resources as soon as possible after the incident, but no later than 180 days. The complaint should include details of the incident(s), names of the individuals involved, and names of any witnesses. Supervisors will refer all harassment complaints Human Resources. The Institute will immediately undertake an investigation of harassment allegations.

If the Institute determines that unlawful harassment has occurred, remedial action will be taken in accordance with the circumstances involved. Any employee determined by the Institute to be responsible for unlawful harassment will be subject to appropriate disciplinary action up to and including termination. Human Resources will advise all parties concerned of the results of the investigation. The Institute will not retaliate against an employee for filing a complaint and will not tolerate or permit retaliation by management, employees or co-workers.

The Institute encourages all employees to report any incidents of harassment forbidden by this policy immediately so that complaints can be quickly and fairly resolved. The Federal Equal Employment Opportunity Commission and the California Department of Fair Employment and Housing investigates and prosecutes complaints of prohibited harassment in employment. If you think you have been harassed or that you have been retaliated against for resisting or complaining, you may file a complaint with the appropriate agency.

If the complaint is judged to be invalid and malicious in intent, the accuser may be subject to disciplinary action, which may include suspension, dismissal or other penalty.

From the Policy for the Protection of Students from Sexual Misconduct:

CIIS is committed to maintaining its campus and programs free from all forms of sexual misconduct. This particular policy is geared most directly to the protection and safety of students.

By this Policy, all forms of sexual misconduct, including sexual and gender-related: violence, assault, harassment, domestic violence, dating violence, and stalking are prohibited and will be promptly responded to with disciplinary or other corrective action measures that are appropriate.

This policy also explains the procedures of CIIS that allow for fact-finding for those students who find themselves to be victims of sexual misconduct and to provide ways in which the Institute supports and protects

its students. This Policy applies to misconduct whether it occurs on CIIS property or anywhere else that has a connection to sponsored events or programs involving the Institute. Off-campus conduct that the Institute thinks can interfere with students having a safe or welcoming experience or education at the Institute, or that poses a threat or danger to the CIIS community, is still within the Institute's oversight for the protection of our students and any incidents should be brought to our attention.

Notice of Nondiscrimination: This particular policy concerns matters involving sexual misconduct. However, please know that CIIS's other policies in the Student Handbook prohibit other kinds of misconduct inflicted against students. CIIS does not permit discrimination or harassment in its programs and activities on the basis of race, color, national origin, ancestry, sex, gender, gender identification or expression, sexual orientation, disability, age, religion, medical condition, veteran status, marital status or any other characteristic protected under law.

Incident(s) that involve one of these other kinds of misconduct will be handled under the CIIS Student Code of Conduct Process.

For information related to academic misconduct, or other misconduct that is not sexual misconduct, please refer to the applicable sections of the student handbook for your program. CIIS is committed to maintaining its campus and programs free from all forms of sexual misconduct.

Reporting Procedures:

If you are a student who believes there has been an incident of possible sexual misconduct against a CIIS student by another student, faculty or staff member, or visitor of CIIS, or any other person, you should report such conduct as follows:

Emergency and Off-Campus Reporting Options:

- For Emergencies call: 9-1-1
- City of San Francisco Police Department: Emergency: 415.553.8090
- San Francisco Women Against Rape 24-hour helpline: 415.647.RAPE (7273)
- Bay Area Women Against Rape 24-hour hotline: 510.845.7273
- National Domestic Violence hotline: 1.800.799.SAFE (7233)
- La Casa de La Madres: 24-hour crisis support hotline: For adults: 1.877.503.1850; for teens: 877.923.0700
- A Safe Place, Inc.: 24-hour crisis hotline: 510.536.7233(SAFE)
- San Francisco General Hospital and Trauma Center: 24-hour Rape Treatment Center: 415.206.8000

Note: The Title IX Coordinator will assist students who wish to make a report to law enforcement authorities in doing so if the student so chooses. Students may also chose to decline to notify law enforcement authorities; however, as explained below, CIIS may be required by law to report incidents that involve violence, hate violence, and/or sexual assault, to law enforcement authorities, including those incidents that occur on-campus and off-campus.

Reporting Options Here at the Institute -- These Are Encouraged and Welcomed:

Incident(s) of past sexual misconduct or concerns about future incidents that affect any CIIS student should be initially reported as follows:

- By submitting a written complaint by email to the Intake Officer Designated for Students: Yunny Yip, Dean of Students: 415.655.5573 or yyip@ciis.edu

Employee Assistance Program

CIIS employees have access to the Lincoln Financial *Employee Connect* program which offers 24/7 confidential support, guidance and resources. This includes:

- Assistance for employee or an immediate household member, including any family member who is age 16 or older
- In-person help with short-term issues
- Toll-free phone and Web access 24/7
- Phone access to legal counsel and a 25% discount on follow-up services
- Work/life services for assistance with such issues as: Child care, elder care and adoption, Relationships, or Financial issues

Alcohol and Drugs

The Institute promotes a safe, healthy, and productive work environment for all individuals at the Institute. We comply with federal, state, and local laws governing the possession, use, and distribution of unlawful drugs in the workplace. It is the objective of the Institute to have a workforce that is free from the influence of controlled substances (illegal drugs) and alcohol during work hours. The Institute prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by its students, staff, and faculty on Institute premises or as part of any of its activities. Any staff member may be demoted, suspended, or terminated for noncompliance with these laws or Institute policy.

Legal Sanctions

The unlawful manufacture, distribution, dispensation, possession, and/or use of controlled substances or alcohol are regulated by a number of federal, state and local laws. These laws impose legal sanctions for both misdemeanor and felony convictions. Criminal penalties for convictions can range from fines and probation to denial or revocation of federal benefits (such as student loans) to imprisonment and forfeiture of personal and real property.