

## ***Non – Discrimination Policy***

*It is the policy of Rivertown School of Beauty, Barber, Skin Care & Nails not to discriminate on the basis of age, sex, pregnancy, race, color, religion, national origin, disability or veteran status in its educational programs and activities, areas of admissions, or employment.*

## ***Anti Sexual Harassment Policy***

*Sexual harassment is unwelcome conduct of a sexual nature. It includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. When a student sexually harasses another student, the harassing conduct may create a hostile environment if the conduct is sufficiently serious that it interferes with or limits a student's ability to participate in or benefit from the school's program. Rivertown School of Beauty, Barber, Skin Care & Nails is committed to providing all students with an educational environment free from discrimination. Sexual harassment of students, which includes acts of sexual violence, is a form of sex discrimination prohibited by Title IX. Sexual violence refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to an intellectual or other disability. A number of different acts fall into the category of sexual violence, including rape, sexual assault, sexual battery and sexual coercion. All such acts of sexual violence are forms of sexual harassment covered under Title IX. [Inquiries concerning the application of Title IX should be referred to Jennifer Jones – School Owner; or Linda Barton – School Director at 4747 E Hamilton Rd Columbus, GA 31904; 706/653-6561; \[jjones@rivertownschoolofbeauty.com\]\(mailto:jjones@rivertownschoolofbeauty.com\) or \[lbarton@rivertownschoolofbeauty.com\]\(mailto:lbarton@rivertownschoolofbeauty.com\).](#)*

***Grievance Procedures*** *If you believe you are being harassed by a fellow student (OR AN INSTRUCTOR), you should immediately report the conduct to THE OWNER or THE DIRECTOR. Prompt reporting of the incident or activity is imperative to the prompt and equitable resolution of sex discrimination complaints. All complaints will be promptly and thoroughly investigated and disciplinary action will be taken where appropriate. Although the time for completing an investigation depends on the nature of the complaint, a typical investigation may be concluded by Rivertown School of Beauty, Barber, Skin Care & Nails approximately 60 calendar days following receipt of the complaint. Resolution of some types of sexual harassment complaints may include voluntary informal mechanisms, such as mediation. In cases where an informal process is used, complainants have the right to end the informal process at any time and begin the formal stage of the complaint process. In no case will mediation be used to resolve complaints of sexual assault. It is your right and responsibility to bring such matters to the Owner and/or Director's attention. Any such reporting will be held by Rivertown School of Beauty, Barber, Skin Care & Nails' in confidence, until the investigation is carried out. Rivertown School of Beauty, Barber, Skin Care & Nails will provide an adequate, reliable and impartial investigation of the complaint, including the opportunity for both parties to present witnesses and other evidence. Rivertown School of Beauty, Barber, Skin Care & Nails will use a "preponderance of the evidence" standard in investigating allegations of sexual harassment or*

*violence. Both the accuser and the accused will be informed of the outcome of any institutional disciplinary proceeding brought alleging a sex offense. Rivertown School of Beauty, Barber, Skin Care & Nails will maintain written documentation of all proceedings, including written findings of fact, transcripts or audio recordings.*

*Where a complaint involves allegations of sexual assault, criminal investigation by a law enforcement agency will not relieve Rivertown School of Beauty, Barber, Skin Care & Nails of its duty under Title IX to investigate and resolve complaints promptly and equitably. In cases of sexual assault, a complainant has the right to file a criminal complaint with a local law enforcement agency. Nothing in these policies is intended to discourage a complainant from filing a criminal complaint.*

*Rivertown School of Beauty, Barber, Skin Care & Nails takes allegations of discrimination or harassment seriously. All complaints of harassment will be investigated seriously. All students will cooperate fully with any investigation regarding such allegations. Any student who makes a false allegation of harassment, or who fails to honestly participate in the investigation of a complaint will be subject to disciplinary action. .*

*Rivertown School of Beauty, Barber, Skin Care & Nails is aware that complaints of sexual harassment or violence may be followed by retaliation by the alleged perpetrator or his or her associates. Rivertown School of Beauty, Barber, Skin Care & Nails prohibits and will not tolerate any intimidation, retaliation, coercion, interference or discrimination against a student for reporting harassment, for filing a complaint of harassment or for assisting in any investigation of a harassment claim.*

*Materials used to train the school's Title IX personnel:*

*[www.sexualharassmentclass.com](http://www.sexualharassmentclass.com) – to sign up for different classes to read up on Sexual harassment in the workforce*

*YouTube videos dealing with webinars on Title IX*

*Fact Sheets: Final Title IX Regulations from the US Department of Education*