

HJ International Graduate School for
Peace and Public Leadership

2023 Annual Security Report

Safety and Security Policies &
Crime Statistics

HJI Annual Security Report
December 2023

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INTRODUCTION

HJ International Graduate School for Peace and Public Leadership (“HJI”) is located at 4 West 43rd St., New York, NY. Our campus is a commuter campus and occupies leased space on the second floor of an office building owned by HJI’s sponsoring church, the Family Federation for World Peace and Unification.

EMERGENCY TELEPHONE NUMBERS

New York City

Frank LaGrotteria, Vice President for Administration	(212) 563-6647 x115
Thomas Ward, Provost	(212) 563-6647 x110
Steven Boyd, Dean of Students	(212) 563-6647 x105
Security Desk	(212) 997-0125 x101

Off campus

Fire, Police	911
Police, Midtown South Precinct	(212) 239-9811
New York City Government Services	311
Mount Sinai West Hospital	(212) 523-4000
National Suicide and Crisis Lifeline	988
Safe Horizon Rape and Sexual Assault Hotline	(212) 227-3000
Poison Control Hotline	(212) 764-7667
Flu Informational Website	

<https://www1.nyc.gov/site/doh/health/health-topics/flu-seasonal-vaccination.page>

SECURITY AND ACCESS

The 4 West 43rd Street facility provides building security through International Protective Services, Inc. (IPSI). All visitors must check in at the front desk. Security personnel are on duty during the hours when the building is open, 8 a.m. – 10 p.m. Security personnel patrol public areas of the building. Students or staff should report any suspicious activity to the front desk.

CRIME STATISTICS REPORTS

The following tables depict the crime statistics near our campus for the past three years: 2020, 2021, and 2022. Hate crime categories and VAWA (Violence Against Women Act) offenses have been incorporated into these tables for both simplicity—crimes of neither type were reported in the relevant time frame—and directness of presentation. These statistics were obtained from local law enforcement.

CRIME STATISTICS, 2020-2022

OFFENSE	YEAR	ON-CAMPUS PROPERTY	ON-CAMPUS STUDENT HOUSING	NON-CAMPUS PROPERTY	PUBLIC PROPERTY
Murder / Non-Negligent Manslaughter	2020	0	Not Applicable	Not Applicable	0
	2021	0	Not Applicable	Not Applicable	0
	2022	0	Not Applicable	Not Applicable	0
Negligent Manslaughter	2020	0	Not Applicable	Not Applicable	0
	2021	0	Not Applicable	Not Applicable	0
	2022	0	Not Applicable	Not Applicable	0
Rape	2020	0	Not Applicable	Not Applicable	0
	2021	0	Not Applicable	Not Applicable	0
	2022	0	Not Applicable	Not Applicable	0
Fondling	2020	0	Not Applicable	Not Applicable	0
	2021	0	Not Applicable	Not Applicable	0
	2022	0	Not Applicable	Not Applicable	0
Incest	2020	0	Not Applicable	Not Applicable	0
	2021	0	Not Applicable	Not Applicable	0
	2022	0	Not Applicable	Not Applicable	0
Statutory Rape	2020	0	Not Applicable	Not Applicable	0
	2021	0	Not Applicable	Not Applicable	0
	2022	0	Not Applicable	Not Applicable	0
Robbery	2020	0	Not Applicable	Not Applicable	0
	2021	0	Not Applicable	Not Applicable	0
	2022	0	Not Applicable	Not Applicable	0
Aggravated Assault	2020	0	Not Applicable	Not Applicable	0
	2021	0	Not Applicable	Not Applicable	0
	2022	0	Not Applicable	Not Applicable	0
Burglary	2020	0	Not Applicable	Not Applicable	0

	2021	0	Not Applicable	Not Applicable	0
	2022	0	Not Applicable	Not Applicable	0
Motor Vehicle Theft	2020	0	Not Applicable	Not Applicable	0
	2021	0	Not Applicable	Not Applicable	0
	2022	0	Not Applicable	Not Applicable	0
Arson	2020	0	Not Applicable	Not Applicable	0
	2021	0	Not Applicable	Not Applicable	0
	2022	0	Not Applicable	Not Applicable	0
Simple Assault	2020	0	Not Applicable	Not Applicable	0
	2021	0	Not Applicable	Not Applicable	0
	2022	0	Not Applicable	Not Applicable	0
Larceny-Theft	2020	0	Not Applicable	Not Applicable	0
	2021	0	Not Applicable	Not Applicable	0
	2022	0	Not Applicable	Not Applicable	0
Intimidation	2020	0	Not Applicable	Not Applicable	0
	2021	0	Not Applicable	Not Applicable	0
	2022	0	Not Applicable	Not Applicable	0
Destruction / Damage / Vandalism of Property	2020	0	Not Applicable	Not Applicable	0
	2021	0	Not Applicable	Not Applicable	0
	2022	0	Not Applicable	Not Applicable	0
Domestic Violence	2020	0	Not Applicable	Not Applicable	0
	2021	0	Not Applicable	Not Applicable	0
	2022	0	Not Applicable	Not Applicable	0
Dating Violence	2020	0	Not Applicable	Not Applicable	0
	2021	0	Not Applicable	Not Applicable	0
	2022	0	Not Applicable	Not Applicable	0
Stalking	2020	0	Not Applicable	Not Applicable	0
	2021	0	Not Applicable	Not Applicable	0

	2022	0	Not Applicable	Not Applicable	0
Weapons Arrests - Carrying, Possessing, etc.	2020	0	Not Applicable	Not Applicable	0
	2021	0	Not Applicable	Not Applicable	0
	2022	0	Not Applicable	Not Applicable	0
Weapons Disciplinary Referrals - Carrying, Possessing, etc.	2020	0	Not Applicable	Not Applicable	0
	2021	0	Not Applicable	Not Applicable	0
	2022	0	Not Applicable	Not Applicable	0
Drug Abuse Violations - Arrests	2020	0	Not Applicable	Not Applicable	0
	2021	0	Not Applicable	Not Applicable	0
	2022	0	Not Applicable	Not Applicable	0
Drug Abuse Violations - Disciplinary Referrals	2020	0	Not Applicable	Not Applicable	0
	2021	0	Not Applicable	Not Applicable	0
	2022	0	Not Applicable	Not Applicable	0
Liquor Law Violations - Arrests	2020	0	Not Applicable	Not Applicable	0
	2021	0	Not Applicable	Not Applicable	0
	2022	0	Not Applicable	Not Applicable	0
Liquor Law Violations - Disciplinary Referrals	2020	0	Not Applicable	Not Applicable	0
	2021	0	Not Applicable	Not Applicable	0
	2022	0	Not Applicable	Not Applicable	0
Unfounded Crimes	2020	0	Not Applicable	Not Applicable	0
	2021	0	Not Applicable	Not Applicable	0
	2022	0	Not Applicable	Not Applicable	0

REPORTING CRIMES & OTHER EMERGENCIES

HJI encourages students and employees to accurately and promptly report incidents that occur on campus to the appropriate building security authorities on a voluntary basis. Crimes can be reported in person or by phone to onsite security personnel who will notify the police. If the victim of a crime elects to or is unable to report the incident, HJI will assign someone to do so.

Security personnel work in conjunction with police to conduct appropriate investigations and file the necessary report(s). Follow-up pursuits will include efforts to identify responsible parties,

recover stolen property, recommend appropriate legal action, file charges with the Vice President for Administration, local law enforcement and encourage restitution when feasible.

Regarding crimes and other types of infractions, HJI will use the appropriate disciplinary action. Any student or employee who feels they have been subjected to harassment or discrimination of any type shall file a written report within thirty (30) days of the conduct to the Vice President for Administration. HJI will conduct a prompt and, to the extent possible, confidential investigation. If the Vice President for Administration is the object of the complaint, the written report should be sent directly to the President.

Incidents of alleged sexual harassment or other forms of sexual misconduct should be reported to the Title IX Coordinator or Deputy Title IX Coordinator.

The HJI community will be promptly notified of any significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on or near campus. This can include, but is not limited to, sexual predators, active crimes, terrorist incidents and environmental threats. HJI will use all communication tools available to provide timely updates as situations arise (on the website and via email, text, Populi, and phone calls).

Crime statistics are disclosed annually before October 1 by the administrative staff of HJI. A digital copy of the Annual Security and Fire Safety Report (this document) is forwarded to all members of the HJI community and posted on the HJI website:

<https://uts.edu/student-consumer-information>.

EMERGENCY RESPONSE & EVACUATION

Emergency response and evacuation procedures are as follows:

Bomb Threat: In the case of a bomb threat, the building should be evacuated. Security personnel will call 911 to notify local and state police of the situation.

Severe Weather Emergencies (including thunderstorms, lightning, and tornadoes): If there is threat of severe weather, the potential occurrence is monitored by HJI and members of the community will be notified and appropriate guidelines will be given.

Accident or Injury: In case of severe accident or injury, students should seek immediate medical attention by calling 911 or other appropriate emergency personnel. For all other cases, students should reach out to any HJI employee for assistance. It is HJI's policy to always call 911 and transport victims via an ambulance if transportation to a hospital is necessary.

CAMPUS SAFETY AND SECURITY AWARENESS

HJI is a graduate school that conducts its classes primarily online. However, HJI does have a commuter campus, as described above (see "Introduction"). The HJI campus has been relatively

crime-free for many years. With that said, however, the property manager at 4 West 43rd St. has an official relationship with local law enforcement.

At the beginning of each semester, students gather for a convocation where practical issues are addressed, including campus security, safety, fire prevention, crime prevention, and emergency reporting.

FIRE PREVENTION PLAN AND STATISTICS

The primary concern of the fire protection plan is to save lives. The protection of property is secondary. Each employee and student should become familiar with the fire alarm signal, fire extinguisher locations, evacuation procedures, and be prepared should a fire occur. Evacuation maps are located throughout the second floor, which show the proper exit to use during emergencies. In the case of a fire, occupants of the building should proceed to the nearest exit. Smoking is prohibited on all HJI property. Fire emergencies should be reported to the Vice President for Administration.

Frank LaGrotteria, Vice President for Administration

(212) 563-6647 x115

DRUG AND ALCOHOL ABUSE PREVENTION POLICY

HJI is committed to fostering a productive, healthy, and safe learning and working environment that promotes the well-being of its students, faculty, staff, and other members of its community. Toward this commitment, HJI has developed its Drug and Alcohol Abuse Prevention Policy to maintain a drug- and alcohol-free environment in compliance with the Drug-Free Workplace Act and Drug-Free Schools and Communities Act Amendments of 1989.

It is the current policy of HJI that the unlawful manufacture, distribution, dispensing, possession, or use of controlled substances, illicit drugs, and alcohol by students and employees on HJI property and at HJI-sponsored activities is prohibited. This includes marijuana/cannabis, which, although decriminalized in New York State, remains prohibited for use, possession, and distribution under federal law. Under New York State Penal Law, possession or use of any drug paraphernalia is also prohibited.

As a condition of enrollment, all students are expected to adhere to the terms of this policy. As a condition of employment, any faculty member, staff member, or student employee will also abide by the terms of this policy and will notify the Vice President for Administration if convicted for a violation of a criminal drug statute occurring in the workplace and must do so no more than five (5) calendar days after the conviction.

For more details about possible institutional or legal sanctions and health risks associated with drug and alcohol abuse, as well as resources for support, please review the policy text in full, which can be found online at the Institutional Policies webpage under the subheading, “Drug and Alcohol Abuse Prevention Policy”: <https://www.hji.edu/drug-and-alcohol-abuse-prevention/>.

SEXUAL ASSAULT, DOMESTIC VIOLENCE, DATING VIOLENCE, & STALKING

As stated in the 2023-24 *Student Handbook*, HJI is committed “to providing a working and learning environment where all members feel valued and are fully empowered to claim a place in and responsibility for our shared working, living, and learning community. Members of the HJI community, guests, and visitors have a right to be free from discrimination and harassment and to be treated with respect.” As such, HJI maintains zero-tolerance policies for sexual harassment and sexual assault within the community, whether the misconduct is perpetrated on or off campus or while studying abroad. HJI encourages the prompt reporting of any violation of these policies to the Title IX Coordinator or the Deputy Title IX Coordinator.

Regarding the prevention of dating violence, domestic violence, sexual assault, or stalking, several resources are available to members of the HJI community.

HJI has an extensive Sexual Misconduct Policy, which applies to the entire HJI community, including all students, faculty, employees, staff, applicants for employment, interns, whether paid or unpaid, contractors, and persons conducting business with HJI. The Sexual Misconduct Policy can be found on the Institutional Policies webpage (<https://www.hji.edu/sexual-misconduct-policy/>).

The complaint form used by HJI to produce and preserve reports of sexual harassment or assault has been appended to this document in full (Appendix B) as have Articles XIII-XV of the 2023-24 *Student Handbook*. These articles summarize the “Nondiscrimination and Equal Opportunity Policy” and “Sexual Misconduct Policy” of HJI, as well as HJI’s “Reporting Obligations under the Clery Act” (Appendix C).

Additionally, HJI employees are required to undergo sexual harassment prevention training annually in compliance with New York state and New York City employment laws. Employees’ certificates of completion of sexual harassment prevention training are kept on file by HJI.

SEX OFFENDER REGISTRY AND ACCESS TO RELATED INFORMATION

The Campus Sex Crimes Prevention Act requires all institutions of higher education to issue a statement advising the campus community as to where the State provides law enforcement agency information concerning registered sex offenders.

This information for New York, NY can be found at the following website: <https://www.homefacts.com/offenders/New-York/New-York-County.html>.

All HJI employees have had background checks performed.

MISSING STUDENT NOTIFICATION POLICY

HJI is a graduate school that conducts its classes primarily online. In the unlikely event that a student goes missing or if there is a concern about a particular student’s whereabouts, such concerns should be reported to the Vice President for Administration immediately. In the case of

a missing student, campus security authorities will work closely with the Vice President for Administration to locate the missing student. If the student is determined to be missing for 24 hours, local authorities will be notified immediately and the administration will cooperate fully with authorities to locate the missing student. Students will also identify a contact person at the beginning of the year whom the HJI administration will notify within 24 hours of the determination that the student is missing.

APPENDIX A: CLERY ACT CRIME DEFINITIONS

DEFINITIONS DERIVED FROM THE NATIONAL INCIDENT-BASED REPORTING SYSTEM (NIBRS) USER MANUAL

Aggravated Assault. An unlawful attack by one person upon another wherein the offender uses a dangerous weapon or displays it in a threatening manner or the victim suffers obvious severe or aggravated bodily injury, or where there was a risk for serious injury/intent to seriously injure.

Arson. To unlawfully and intentionally damage or attempt to damage any real or personal property of another person or entity by fire or incendiary device.

Burglary. The unlawful entry into a building or some other structure to commit a felony or a theft.

Drug Abuse Violations. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or importation of any controlled substance.

Liquor Law Violations. The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages.

Motor Vehicle Theft. The theft of a motor vehicle.

Murder and Nonnegligent Manslaughter. The willful (nonnegligent) killing of one human being by another.

Negligent Manslaughter. The killing of another person through gross negligence.

Robbery. The taking of anything of value from the control, custody, or care of another person by force or threat of force and/or by putting the victim in fear of immediate harm.

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

Fondling. The touching of the private body parts of another person for the purposes of sexual gratification, without the consent of the victim, including instances where the victim is unable to give consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

Rape (except Statutory Rape). The carnal knowledge of a person, without consent of the victim, including instances where the victim is unable to give consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

Sex Offenses. Unlawful sexual intercourse.

Incest. Non-forcible 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.

Weapons Carrying, Possessing, etc., Law Violations. The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.

Source: <https://le.fbi.gov/file-repository/nibrs-user-manual.pdf/view>

DEFINITIONS DERIVED FROM THE VIOLENCE AGAINST WOMEN ACT (VAWA)

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.

- I. 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.
- II. 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.
 - B. Dating violence does not include acts covered under the definition of domestic violence.

Domestic Violence. 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 cohabitating with, or has cohabitated 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.

Hate Crimes. A crime reported to local police agencies or to a campus security authority that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. For the purposes of this section, the categories of bias include the victim's actual or perceived race, religion, gender, gender identity, sexual orientation, ethnicity, national origin, and disability.

Larceny-Theft (except Motor Vehicle Theft). The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Attempted larcenies are included. Embezzlement, confidence games, forgery, worthless checks, etc., are excluded.

Simple Assault. An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

Intimidation. To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

Destruction/Damage/Vandalism of Property. To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.*

Sexual Assault. An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's UCR (Uniform Crime Reporting) program.

Stalking.

- I. 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 the 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.

Source:

<https://www.federalregister.gov/documents/2014/10/20/2014-24284/violence-against-women-act#sectno-citation-668.46>

**The VAWA derived these four hate crime definitions from “the Hate Crime Data Collection Guidelines and Training Manual From the FBI’s UCR (Uniform Crime Reporting) Program.” For the purposes of Clery Act reporting, the following crimes may also be considered hate crimes, if evidence suggests that the crime was perpetrated due to bias against the victim: murder and non-negligent manslaughter, manslaughter by negligence, robbery, aggravated assault, burglary, motor vehicle theft, arson, and sexual assault offenses: rape, fondling, incest, statutory rape.*

APPENDIX B: HJI COMPLAINT FORM TO REPORT SEXUAL MISCONDUCT

HJ International Graduate School of Peace and Public Leadership

Complaint Form¹ to Report Sexual Misconduct

If you believe that you have been subjected to sexual harassment or gender discrimination, you are encouraged to complete this form and submit it to the Title IX Coordinator, Ms. Lynn Walsh, l.walsh@hji.edu, or the Deputy Title IX Coordinator, Dr. Frank LaGrotteria, f.lagrotteria@hji.edu. No individual will be retaliated against for filing a complaint.

If you are more comfortable reporting verbally or in another manner, the Title IX Coordinator should complete this form, provide you with a copy, and follow HJI's Sexual Misconduct Policy by investigating the claims as outlined at the end of this form.

For additional resources, visit: ny.gov/programs/combating-sexual-harassment-workplace

COMPLAINANT INFORMATION

Name:

Address:

Phone:

Job Title (if applicable):

Email:

Status (e.g., Student, Faculty, Staff, Alumnus/a, Visitor):

Select Preferred Communication Method: Email Phone In person

SUPERVISORY INFORMATION (if applicable)

Immediate Supervisor's Name:

Job Title:

Phone:

Address:

¹ This form has been adopted with adaptations from the New York State model Complaint Form for Reporting Sexual Harassment.

COMPLAINT INFORMATION

1. Your complaint of sexual harassment is made about:

Respondent's Name:

Title:

Address:

Phone:

Is the Respondent an HJI: Student
Visitor

Staff
Other (please specify)

Faculty

Alum

2. Please describe what happened and include as many details as possible. You may use additional sheets of paper if necessary. If you have any relevant documents or evidence that may be used in the investigation of this matter, please preserve and include them (e.g., text, Instagram, Whatsapp, Facebook, TikTok, Snapchat, and Twitter messages; photos; other documents; etc.).

3. Date(s) sexual harassment occurred:

Is the sexual harassment continuing? Yes No

4. If possible, please list the name and contact information of any witnesses or individuals who may have information related to your complaint:

The last question is optional, but may help the investigation.

5. Have you previously provided information (verbal or written) about related incidents? If yes, when and to whom did you provide information?

This is not required, but if you have retained legal counsel and would like us to work with them, please provide their contact information.

Signature: _____ Date: _____

Source: <https://uts.populiweb.com/router/folders/34256/show>

APPENDIX C: RELEVANT EXCERPTS FROM THE 2023-24 STUDENT HANDBOOK
ARTICLES XIII-XV: “DISCRIMINATION AND HARASSMENT POLICY,” “SEXUAL MISCONDUCT POLICY,” AND “REPORTING OBLIGATIONS UNDER THE CLERY ACT”

XIII. DISCRIMINATION AND HARASSMENT POLICY

Policy Statement

HJI is committed to providing a working and learning environment where all members feel valued and are fully empowered to claim a place in and responsibility for our shared working, living, and learning community. Members of the HJI community, guests, and visitors have a right to be free from discrimination and harassment and to be treated with respect. HJI does not discriminate in the administration of its educational policies, admissions policies, scholarships and loan programs, and other HJI programs and activities, and does not tolerate discrimination or harassment of its faculty, administration, staff, students, or visitors.

The school prohibits discrimination on the basis of race, color, religion or religious belief, citizenship status, sex, marital status, disability, pregnancy, sexual orientation, gender identity or expression, national origin, military service or affiliation, genetic information, age, and any other characteristics protected by law.

Scope of Policy

This Policy prohibits discrimination against or harassment of members of the HJI community and guests. Its scope is inclusive of, but is not limited to, any individuals regularly or temporarily employed, studying, visiting, or with an official capacity at HJI (such as volunteers and contractors).

The filing of a complaint under this Policy is independent of any external investigation or court proceeding, and HJI will not necessarily wait for the conclusion of any external investigation or proceeding to commence its own investigation and to take immediate steps to ensure the safety and well-being of members of the campus community. An allegation of discrimination or harassment is not proof of prohibited conduct, and a claim will not be taken into account during performance review, promotion, reappointment, or other evaluation unless a final determination has been made that the Policy has been violated, or an agreement has been reached as part of an informal resolution process. If necessary and appropriate, decisions regarding extension, reappointment, or promotion may be deferred, in consultation with the appropriate supervisor or review committee, until the matter is resolved.

Relationship to Academic Freedom and Responsibility

As articulated in HJI statement on academic freedom, HJI is dedicated to freedom of inquiry in the pursuit of truth, is vigilant in defending the right of individuals to free speech, and is dedicated to the cultivation of an atmosphere in which all of its members may study, live, and work free from intolerance, discrimination, and harassment. The Policy will not be construed as undermining the principle of academic freedom, which may include the introduction of controversial and challenging matters and demanding

methods of inquiry within the teaching environment. However, discrimination and harassment are not legally protected, nor are they excused by reference to academic freedom of expression. Discrimination and harassment undermine the educational mission of the institution, its integrity, and the intellectual, working, and living environment for members of our community.

Definitions

a) Discrimination is any distinction, preference, advantage for, or detriment to an individual compared to others that is based on an individual's actual or perceived race, color, religion or religious belief, citizenship status, sex, marital status, disability, pregnancy, sexual orientation, gender identity or expression, national origin, military service or affiliation, genetic information, or age that adversely affects a term or condition of an individual's education, living environment, or participation in an HJI activity, or is used as the basis for or a factor in decisions affecting that individual's education, living environment, or participation in an HJI activity.

b) Discriminatory Harassment is unwelcome conduct directed toward an individual based on the individual's actual or perceived race, color, religion or religious belief, citizenship status, sex, marital status, disability, pregnancy, sexual orientation, gender identity or expression, national origin, military service or affiliation, genetic information, or age that is so severe, persistent, or pervasive that it has the purpose or effect of unreasonably interfering with an individual's educational performance or creating an intimidating, hostile, offensive, or abusive environment for that individual's education, living environment, or participation in an HJI activity.

c) Retaliatory Harassment is intentional action taken by an individual or allied third party, absent legitimate nondiscriminatory reasons, that harms an individual as reprisal for filing a grievance or for participating in an investigation or grievance proceeding.

d) Sexual Harassment is a form of unlawful gender-based discrimination. It may involve harassment of women by men, harassment of men by women, and harassment between persons of the same sex. Sexual harassment is defined as unwelcome gender-based verbal or physical conduct that is sufficiently severe, persistent or pervasive that it unreasonably interferes with, limits, or deprives someone of the ability to participate in or benefit from HJI's educational program or activities or employment benefits or opportunities. The unwelcome behavior may be based on power differentials (such as in quid pro quo harassment where submission to or rejection of unwelcome sexual conduct by an individual is used as the basis for employment or academic decisions), the creation of a hostile environment, or retaliation.

For sexual harassment or Title IX-related issues specifically, please refer to HJI's Sexual Misconduct Policy. Examples of sexual harassment may include, but are not limited to:

- Egregious, unwanted sexual attention or other verbal or physical conduct of a sexual nature
- Implied or overt threats of punitive action, a result of rejection of sexual advances
- Conditioning a benefit on an individual's acceding to sexual advances

- Unwelcome, sexually explicit messages, statements, or materials
- Attempting to coerce an unwilling person into a romantic or sexual relationship
- Sexual violence
- Intimate partner violence
- Stalking, including cyberstalking
- Gender-based bullying

Record Retention for Discrimination and Harassment Complaints

Records relating to discrimination and harassment reports, investigations, and resolutions will be maintained in accordance with HJI records policies, generally for at least seven (7) years after the date the complaint is resolved. Records may be maintained longer in cases where the parties have a continuing affiliation with the school. All records pertaining to pending litigation or a request for records will be maintained in accordance with instructions from legal counsel.

Complaint Procedure

Violations of this policy will be dealt with using appropriate disciplinary action including expulsion or discharge. For complaint procedures related to sexual harassment or misconduct, please refer to the Sexual Misconduct Policy. Any student or employee who feels they have been subjected to other forms of harassment or discrimination shall file a written report within thirty (30) days of the conduct to the Vice President for Administration or the Provost. HJI will conduct a prompt and confidential investigation. If the Vice President for Administration or Provost is the object of the complaint, the written report should be sent directly to the President.

XIV. SEXUAL MISCONDUCT POLICY

HJI is committed to maintaining a workplace and educational environment free from all forms of harassment and unlawful discrimination, including sexual harassment and misconduct. In accordance with federal, state, and local regulations, HJI's Sexual Misconduct Policy prohibits sexual harassment and unlawful discrimination against any student, faculty, or employee on the basis of sex.

Any student, employee, or other individual covered by the policy who engages in unlawful sexual harassment or retaliation will be subject to remedial and/or disciplinary action, up to and including termination, expulsion, and legal action.

Sexual harassment is defined in multiple ways under federal and state laws, including, but not limited to: Title IX, Title VII, and New York State Human Rights Law. Under Title IX, sexual harassment means conduct on the basis of sex that satisfies one or more of the following:

- An employee of the Institution conditioning the provision of an aid, benefit, or service of HJI on an individual's participation in unwelcome sexual conduct;

- 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 Institution’s education program or activity; or
- “Sexual assault” as defined in 20 USC 1092(f)(6)(A)(v), “dating violence” as defined in 34 USC 12291(a)(10), “domestic violence” as defined in 34 USC 12291(a)(8), or “stalking” as defined in 34 USC 12291(a)(30).

Under Title VII, other forms of sexual harassment include unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when, for example:

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

Any student, employee, or other covered individual who feels harassed is encouraged to report the behavior to the Title IX Coordinator or Deputy Title IX Coordinator. All supervisors, and managers, faculty, and other employees who receive a complaint or information about suspected sexual harassment, observe what may be sexually harassing behavior or for any reason suspect that sexual harassment is occurring, are required to report such suspected sexual harassment to the Title IX Coordinator or Deputy Title IX Coordinator.

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 Title IX Coordinator
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 Deputy Title IX Coordinator
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Appropriate action will be taken through either informal or formal procedures to investigate and address any complaints about sexual misconduct. HJI's full Sexual Misconduct Policy, including grievance procedures, is available on the HJI website.

XV. REPORTING OBLIGATIONS UNDER THE CLERY ACT

Certain campus officials also have a duty to report sexual assault and other crimes for federal statistical reporting purposes (Clery Act). All personally identifiable information is kept confidential, but statistical information must be passed along to campus law enforcement regarding the type of incident and its general location (on-or off-campus, in the surrounding area, but no addresses are given for publication in the Annual Security and Fire Safety Report.

This report helps to provide the community with a clear picture of the extent and nature of campus crime, to ensure greater community safety. Mandated federal reporters include: student conduct administrators, safety and security personnel, student activities staff, human resources staff, advisors to student organizations, and "any other official with significant responsibility for student and campus activities." The information to be shared includes the date, the location of the incident (using Clery location categories), and the Clery crime category.

This reporting protects the identity of the victim and may be done anonymously. Individuals are free to report any assault or violation without fear of prosecution for unrelated activities, including but not restricted to drug and alcohol usage. All Clery reports of sexual assault and other crimes should be reported to the Title IX Officer.

FOR IMMEDIATE HELP

To report a sexual assault on a New York college campus to the State Police, call the dedicated 24-hour hotline at 1-844-845-7269. In an emergency, call 911. For confidential support resources, call the New York State Domestic and Sexual Violence Hotline at 1-800-942-6906. In New York City, call 1-800-621-HOPE (4673) or dial 311.

Source: <https://hji.edu/~documents/route%3A/download/51/>

APPENDIX D: BUILDING EVACUATION REPORT TEMPLATE



BUILDING EVACUATION REPORT

HJ International Graduate School for Peace and Public Leadership

Revised 1/22/24

DATE:		WEEKDAY:	
START TIME:		TIME COMPLETE:	
REASON FOR EVACUATION: (Exercise, Fire, Bomb Threat, Other)			
TYPE OF EVACUATION: (Full Building, Partial, Other)			
FLOORS EVACUATED:			
AGENCIES EVACUATED:			
ESTIMATED # OCCUPANTS EVACUATED:			
PERSONNEL USED IN EVACUATION:			
OUTSIDE AGENCIES USED IN EVACUATION:			
FIRE ALARM SYSTEM:			
ELEVATORS / FIREMAN'S KEY:			
OBSERVATIONS DURING EVACUATION:			
REMARKS / RECOMMENDATIONS:			
OTHER:			