Welcome from the Director of Public Safety

Greetings:

As Webster University celebrates 100 years of higher education we must recognize that nothing is more important to us than the safety of our students, staff, faculty and visitors. We strive to maintain a safe environment for everyone who studies, lives and works on our campuses around the world. To that end, Webster University constantly works to improve upon our safety programs and emergency response plan.

The men and women of the Webster University Department of Public Safety (WUDPS) are committed to providing a safe environment. We are engaged students, concerned parents and employees who desire to work in a safe place. We understand that public safety is a broad term; one that embraces the personal involvement of individuals and the community as a whole. WUDPS provides many aspects of security including fire suppression systems, safety campus escorts, proactive patrol, building access controls, crime prevention and education programs, crime analysis and reporting statistics. Members of WUDPS actively collaborate with many other university departments and maintain membership on several campus-wide committees.

All members of the Webster community have a responsibility to keep our campus safe and reflect the principles and respect for others that the Sisters of Loretto exalted 100 years ago when the foundations of what was to become Webster University were established.

Please take a moment to familiarize yourself with the programs and procedures discussed in this report and together we can keep Webster University a safe place for everyone.

Rick Gerger
Director of Public Safety
Webster University
314-968-7430
rickgerger06@webster.edu
Quick Reference Resources

Emergency Contacts:

Leiden emergency number (police, fire and medical assistance) 112 (emergencies)
Leiden police non-emergency number 0900-8844 (non-emergencies)
Webster University Public Safety Office 00+1+314-968-7430 (non-emergency)
Sexual Offense Advocate 00+1+314-968-7030 (office line)
  00+1+314-422-4651 (after hours)

* International students and U.S. citizens living abroad to U.S. Campus can reach the Sexual Offense Advocate by dialing 00+1+314-968-7030 or 00+1+314-422-4651.

** The Webster University Public Safety Office and the University’s Sexual Offense Advocate both maintain offices on the home campus in Webster Groves, MO; however, they are both available by phone to assist students at any of the University’s international campuses locate the necessary local resources.

Additional Helpful Contacts for Students:

Webster University – Leiden +31 71 516 8000
Christine Benninger, Student Serv. Coordinator +31 71 516 8000 x4529
Amsterdam World Trade Center (Graduate Campus) +31 20 525 2500
Dean of Students Office (home campus) 00+1+314-968-6980
Disability Services 00+1+314-968-7495
Financial Aid Office 00+1+314-968-6992
Campus Safety in Leiden

The Webster University Department of Public Safety (WUDPS) is available to assist administration at all of the University’s extended campuses. WUDPS works cooperatively with administration at the international campus and the Leiden City Police Department if the need arises to address security issues at the Leiden campus.

WUDPS is a member of the University’s Finance and Administration division, and reports to the CFO and Vice President for Finance and Administration. The Office of Public Safety is located on the home campus in Webster Groves, MO and can be reached by phone 24 hours a day, 7 days a week at international code+314-968-7430 (non-emergency line).

WUDPS works collaboratively with the administration at each extended to site regarding policies that outline the procedures that should be taken in the event of a serious incident such as a fire, an active shooter situation, reports of sexual assault, property crime and other incidents that are reported to the extended campus administration or to WUDPS. Each extended campus administration also maintains policies on emergency response and emergency notifications. These policies are reviewed annually with WUDPS.

WUDPS and the individuals providing day to day protective and safety services at the extended campus use a combination of pro-active crime prevention methods to keep the University’s campus a safe place to learn, live and work. The University focuses on a dual approach of minimizing criminal opportunities whenever possible, and encouraging students and employees to take an active role in maintaining their own personal security and the security of others.

Daily Crime Log

Information on reported incidents on campus is recorded in the Leiden Crime Log. The most recent 60 days of the Daily Crime Log is available upon request at the international campus. Whenever a request is made to view entries from more than 60 days ago, the Leiden campus administration will make its best efforts to provide that information at the time it is requested. However, if that information is not readily available, it will be provided within two business days of the request.


Each year, pursuant to the “Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act” (Clery Act), Webster University prepares and distributes an Annual Security Report (ASR) to provide prospective students and other members of the University community with crime and fire statistics for the past three years.

Every current and prospective student and employee receives instructions on how to access the ASR from the Registrar’s Office and/or Human Resources on an annual basis via email, written notification or notification in other documents. An electronic version of the current ASR is available online year round at http://www.webster.edu/public-safety/reports.html. Paper copies of the ASR can be obtained by making a request in person at the international campus or by calling WUDPS at 00+1+314-968-7430.
Methodology for Reporting Crime Statistics

Under the Clery Act, each ASR must contain certain campus crime, arrest, judicial referral, and fire statistics which were reported to WUDPS, local law enforcement agencies, and/or individuals known as Campus Security Authorities (CSAs)\(^1\) during the preceding calendar year. These statistics include reports of crimes and fires occurring in the following locations: 1) on campus property, 2) in campus student housing facilities, 3) in certain off campus buildings owned or controlled by the University, and 4) on public property within, or immediately adjacent to and accessible from, the campus. The University does have recognized student organizations, but none of them owns or controls any on campus or non-campus buildings or structures. Therefore the local police agencies do not report criminal activity by students, as there are no non-campus facilities.

The following statistics are compiled and published by the WUDPS with assistance from Student Affairs, Residential Life, Counseling and Life Development, and local law enforcement agencies which could potentially respond to calls on campus. According to the Clery Act, the following crimes must be classified using the FBI Uniform Crime Reporting (UCR) Handbook: murder, manslaughter, robbery, burglary, motor vehicle theft, aggravated assault, and arson. Sex offenses (rape, forcible fondling, incest, statutory rape, domestic violence, dating violence and stalking) are classified using the definition from the federal Violence Against Women Act (VAWA). Drug, liquor, and weapons law violations are classified using Missouri statutory law.

The UCR and VAWA definitions used for classification of these offenses are provided in Appendix A. Dutch law is not used in compiling these statistics; however, applicable definitions under Dutch law are included in Appendix E.

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\(^1\) Under the Clery Act, anyone with significant responsibility for student and campus activities is classified as a CSA (e.g., employees and volunteers such as directors, deans, department heads, student affairs staff, judicial affairs, advisors, athletic coaches and extended site directors are all classified as CSAs).
Summary of 2014 Crime Statistics for Leiden Campus

The following chart is a summary of the statistics for 2014 which are more fully reported in Appendix B. Appendix B also contains the comprehensive statistics for the years 2012 and 2013.

<table>
<thead>
<tr>
<th>Offense</th>
<th>Total Number of Offenses for Leiden Campus in 2014</th>
<th>Number of Offenses Which Occurred in Residential Facilities at Leiden Campus in 2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Murder/ Manslaughter</td>
<td>0</td>
<td>N/A</td>
</tr>
<tr>
<td>Robbery/Burglary/Motor Vehicle Theft</td>
<td>0</td>
<td>N/A</td>
</tr>
<tr>
<td>Aggravated Assault</td>
<td>0</td>
<td>N/A</td>
</tr>
<tr>
<td>Arson</td>
<td>0</td>
<td>N/A</td>
</tr>
<tr>
<td>Sexual Offenses</td>
<td>0</td>
<td>N/A</td>
</tr>
<tr>
<td>Dating Violence/Domestic Violence/Stalking</td>
<td>0</td>
<td>N/A</td>
</tr>
<tr>
<td>Arrests for Alcohol, Drug or Weapons Violations</td>
<td>0</td>
<td>N/A</td>
</tr>
<tr>
<td>Referrals for Disciplinary Actions Related to Alcohol</td>
<td>0</td>
<td>N/A</td>
</tr>
<tr>
<td>Referrals for Disciplinary Actions Related to Drugs</td>
<td>0</td>
<td>N/A</td>
</tr>
<tr>
<td>Referrals for Disciplinary Actions Related to Weapons</td>
<td>0</td>
<td>N/A</td>
</tr>
</tbody>
</table>

There were no hate crimes to report for 2014.\(^2\)

There were no crimes withheld from this Report because they were determined to be unfounded.\(^3\)

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\(^2\) The Clery Act also requires universities to include statistics on hate crimes. Certain offenses (murder, non-negligent manslaughter; forcible rape; aggravated assault, simple assault, intimidation; arson; and destruction, damage or vandalism of property) may also be classified as hate crimes if they manifest evidence the victim was intentionally selected because of the perpetrator’s bias regarding the victim’s perceived: race, gender, religion, sexual orientation, ethnicity/national origin and/or disability. *Source: Federal Register, April 29, 1994, Vol. 59, No. 82; Federal Register, November 1, 1999, Vol. 64, No. 210*

\(^3\) If a reported crime is investigated by law enforcement authorities and found to be false or baseless, the crime is considered “unfounded,” and the Department of Education does not require universities to include unfounded crimes in their ASR.
Secure Access to Non-Residential University Buildings

Webster University maintains two classroom buildings in Leiden, a Student Living and Learning Center with office and classroom near the main building, and a location in Amsterdam for graduate students. Facilities team members are readily available to serve the diverse needs of its students, staff and faculty during normal business hours and on weekends. The issuance of keys, ID cards, access codes, etc. is coordinated through the Executive Secretary and Site Registrar on a demonstrated need basis.

For after hour access to Boommarkt 1 and 4, classrooms, studio, multi media lab, practice rooms, etc. approval by relevant faculty or staff. University issued identification is the standard for access verification within this community.

WUDPS General Crime Prevention Resources for Students, Faculty and Staff

WUDPS offers a number of formal and informal trainings, programs, and tips to students, faculty and staff on the Webster Groves, MO home campus regarding crime prevention and safety education. WUDPS is available to assist students, faculty and staff at any of the international campuses with similar trainings conducted remotely.

During the 2014 calendar year, WUDPS conducted several events and presentations on safety and emergency response and C.E.R.T training (Campus Emergency Response Team) for the Webster Groves, MO home campus. WUDPS is available to assist students, faculty and staff at any of the extended campuses with similar trainings conducted remotely.

WUDPS is also available to provide, distribute and participate in discussion groups to address topics such as crime/fire prevention, general or specific safety issues, drug and weapons free environment compliance, and general property or personal security concerns as requested.

Facility Maintenance

Facilities and landscaping are maintained in a manner that minimizes hazardous conditions. Campus administration and employees look for malfunctioning lights and other unsafe physical conditions and reports any issues to Facilities for correction.
Accessibility Committee

The University conducts an ongoing risk analysis and management process that works toward identifying safety issues and concerns from an Americans with Disabilities Act perspective and to recommend solutions to these problems. They also work hand in hand with the community, insurers, code officials, and government representatives who assist the University in providing solutions to safety issues. Creating and maintaining an accessible campus benefits all members of the campus community.

Behavior Intervention Team

In an effort to address mental health issues that students, faculty, or staff may need assistance with, Webster University has established a Behavioral Intervention Team (BIT). The BIT is responsible for assessing reports of troubling behavior by students, faculty, or staff, and implementing interventions that are in the best interest of the University and the individual. Additional information on the BIT and how to request assistance from the BIT is available at http://www.webster.edu/bit/.

Reporting Crime and Suspicious Activity on Campus

Webster University strongly encourages members of the campus community to accurately and promptly report all crimes and suspicious behavior that they witness within the jurisdiction of this community to WUDPS regardless of their nature. Prompt and thorough reporting of crimes allows the Director of the international campus and the Director of Public Safety to determine whether it is necessary to issue a campus wide timely warning (see more detailed information on timely warnings in a later section of the Report below), and allows WUDPS to determine whether the offense needs to be included in the statistics for that calendar year’s ASR.

At times, an individual who experiences a crime may choose not to (or may be unable to) report a crime. In those circumstances, the University asks that other members of the community report any crimes they witness or become aware of to WUDPS.

The University endorses a reporting policy that strongly encourages victims to accurately and promptly report all crimes and activities that occur within the jurisdiction of this community to the international campus’ administration and the Leiden Police Department at 0900-8844 regardless of their nature regardless of their nature. Crimes occurring off campus should be reported to the law enforcement agency having proper jurisdiction.

Webster University, Leiden has access to local police agencies on an immediate basis to report crime and/or ask for assistance.

Members of the University are encouraged to report any suspicious activity to the Leiden Police Department and campus administration immediately when the victim cannot or is unable to contact themselves. The prompt reporting of suspicious activity or persons can prevent crimes. If someone’s actions are out of character and you become suspicious, call to assess the situation. In addition, members of the community should report the criminal offenses for the purpose of making timely warning reports and to be included in the crime statistics.

In addition to use of the telephone system, the University community can also contact the Leiden Police in person or in writing. Regardless of how reported, the department will investigate all reported incidents.
Whenever an employee of the University receives an incident report which involves a student, WUDPS forwards the report to the Dean of Students Office for review and possible referral to the Office of Student Judicial Services. Additional information obtained during the investigation will also be forwarded to the Office of Student Judicial Services.

**Reporting Crime Confidentially**

Webster University understands that there are times when individuals who experience crime do not want to pursue action within the University system or the criminal justice system. Under those circumstances, the University encourages confidential reporting. The international campus’ administration recognizes individuals’ rights to make a report without their identity.

Confidential reporting allows the reporting party to remain anonymous, but also helps ensure the future safety of the reporting party and others in the community. Confidential reporting allows the University to keep an accurate record of the number of incidents involving students, employees and visitors; 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 which were designated as confidential are still included in the ASR statistics; however, the statistics never include any identifying information for any of the involved parties regardless of whether the report was made confidentially.

**Pastoral and Professional Counselors**

Individuals on campus acting as “Pastoral Counselors” or “Professional Counselors” are not required to report crimes for inclusion into the annual disclosure of crime statistics when they are acting in these specific roles.

However, University counseling staff is familiar with the procedure individuals can use to make confidential reports WUDPS outlined above.

**Crime Prevention Tips**

While Webster University and WUDPS makes every effort to provide a safe campus, students, faculty, and staff must also do their part to help us maintain a safe environment. To this end, Webster University encourages all individuals who attend, work or visit the campus and satellite campuses to follow basic personal and property crime prevention procedures for yourself and for those around you. Please review the following tips on preventing crime and keeping yourself and your property safe and secure.

**Tips for Securing Valuables in an Office**

- Always lock your office, even when you are away for a few minutes.
- If you have valuables stored in your office, do not leave them overnight.
- Never leave purses or other valuables unattended. Take them with you or lock them in a secure cabinet.
- Keep your desk and files locked when you are away.
- Never store money in your desk drawers or file cabinets.
- Report all losses to WUDPS immediately.
Tips for Securing Valuables in Residences

- Conspicuously mark items of value with a unique identifier making the items more difficult to sell and making it easier for law enforcement officials to return lost or stolen property.

Personal Safety Tips

- When walking alone after dark, walk on well-lighted, well-traveled walkways and plan your route ahead of time. Avoid places where attackers might hide (spaces between parked cars, overgrown shrubs, and dark passageways) and areas where you might get cornered. Remember that it is best to walk facing traffic.
- If anyone follows you while you are walking alone, look confident and let him or her know you are aware of their presence. Don't be polite or engage in conversation. If they continue to follow you, cross the street and/or change directions. If this doesn't work, walk toward other people or occupied buildings and stay away from places where you might get cornered.
- If you are trapped in your car and afraid for your safety, honk your horn in quick short bursts. This will attract people's attention.
- Make sure that all of the car doors are locked whenever you leave your vehicle.
- When returning to your car, have your keys ready so you can enter your car quickly and be aware of your surroundings. If you have to look into a purse or a pocket to find them, it takes extra time and you lose sight of what is around you, which could allow someone to sneak up on you.

Preventing Thefts from Vehicles

- Install a vehicle alarm or mechanical lock for the steering wheel or ignition.
- Always lock the doors and leave the windows rolled up.
- Keep valuables out of sight. Place valuable items in your trunk not the front or back seats.
- Know the license number, year, make and model of your vehicle.
- Never leave money, checkbooks, or credit cards in the vehicle at any time.

Preventing Bicycle Theft

- Keep bicycles locked any time they are unattended. Be sure the lock or cable goes through the front wheel, rear wheel and the frame, and secure it to a fixed object.

Secure Access - Residential

Webster runs its own dormitory (the Student Living and Learning Center, LLC) at Galgewater, just across the street from the main campus and right in the City Center. There is one Webster Resident Assistant (RA), living in the residence and has office hours. Access is restricted to residents, registered guests or properly authorized service personnel only.

An electronic key is necessary to enter the LLC, which gives access to the front hallway and to the student’s own room.

Students are instructed not to allow others to enter the building with them unless they have their own key. We talk about general safety at the mandatory Housing Orientation meeting at the beginning of a student’s stay in Webster housing.

All who enter the residences during the hours of 6:00 pm – 8:00 am daily and all day on Saturday, Sunday and traditional holidays must be prepared to produce a valid University
Identification Card. Guests may be required to produce and/or leave a form of identification or deposit with the
Resident Assistant while in the residence to confirm their presence in case of an emergency.

Residential Security

Lock doors and windows when leaving a room. Never leave doors unlocked even if the room is left for just a few
minutes. Persons acting strangely or suspiciously should be reported to the caretaker or RA.

The Resident Assistant

The Resident Assistant (RA) is responsible for the development and enhancement of the community and each
individual under their care in the student accommodations. The RA supplements and complements the process of
formal education by enhancing the quality of life in the residence community. RAs are expected to be known,
visible and an active resident within their area of responsibility. Expectations include maintaining communication
between residents and professional staff, implementation of the on campus policies, procedures and regulations
as well as those of the university and participation in the day to day operations of the facility as assigned by
professional staff. The RA is not responsible for cleaning up after others. Each student is responsible for cleaning
up after himself / herself.

Webster Housing Office Personnel

Messages for the SLS caretakers can be left with the Housing Coordinator.

Mr. Daniel Vermeer is the Housing Coordinator at Webster University in Leiden. He also coordinates with Stichting
Leiden Studentenhuisvesting (SLS), who owns the building, and the SLS caretaker. You will find him in his office at
LLC Monday --- Friday. His e---mail address is vermeer@webster.nl and you are free to stop by his office anytime or
send him an e---mail.

General Rules, Student Housing (Living and Learning Center)

Rules of Conduct

As students of many nationalities with diverse cultural customs reside in Webster Student Housing, it is
important that everybody is able to live quietly and comfortably. Moreover, all of the accommodations
are located in densely populated areas. Therefore, it is important that the following rules are adhered to:

General Rules

1. No loud noise or gatherings between 10:30 pm and 9:00am.
2. Single rooms may be occupied by one person only.
3. Guest fee will be €25 a night if a mattress is requested, a 50 EUR deposit is required. All guests
   must be reported to the housing coordinator for security and safety reasons.
4. It is not allowed to sublet a room or to let other people use it.
5. The public areas will be cleaned by outside companies; students are responsible for their rooms.
6. The tenant should not make changes to the room, nor attempt repairs or redecoration. Stickers
on paint work, inside or outside are not allowed.
7. The tenant is responsible and liable for damage caused by him/herself or by a third party invited by him/her. All damages must be reported to the caretaker.
8. No additional furniture should be brought into the room. Furniture may not be moved from one room to another. All fittings in the room and in other spaces are to remain in place.
9. Window-boxes must (for safety reasons) be hung on the inside. Do not hang drying racks on doors.
10. Roof access from the rooms is not permitted.
11. The use of the fitness room, laundry facilities, and common areas are at the student’s own risk. For use of the fitness room, a liability agreement must be signed.
12. Regarding fire hazards; electrical appliances, such as electric radiators, mini refrigerators, cookers, mini washers, etc. are not allowed in any room. The use of microwaves is permitted at the student’s own risk.
13. Technical or structural failures must be reported to the RA as soon as possible.
14. Parties are officially not permitted in student residences. Parties in the common areas or inner court yard require prior permission. Please contact the Housing Office if you would like permission to plan a formal party.
15. Under no circumstances are drugs tolerated in Webster’s accommodations. Students found with illegal possession of controlled substances will be removed from Webster Student Housing.
16. Students must adhere to the NO SMOKING policy in all community areas. The entire LLC is non-smoking, with exception to the courtyard.
17. The Housing Coordinator and/or caretakers reserve the right to enter a room without the presence of the student as long as the student has been notified and given ample opportunity to be present. Reasons include, but not limited to repairs, room checks, and concern for the student.

Willful violations of these policies may lead to significant disciplinary action and/or prosecution for criminal and/or civil trespass.

**Residential Housing/Security in University Housing**

Student Services, housing coordinator and resident assistants work closely together to create a safe and comfortable living and learning environment.

Theft is the most common security problem in the residential areas, so take the necessary precautions. Be aware of your surroundings and what is going on around you, both in and out of residential areas.

Residents are encouraged to ask unknown visitors whom they are visiting, and report the presence of such persons to the Resident Assistant. Never attempt to stop or detain any suspicious person yourself. Call the Police and ask for assistance. In times of heightened security warnings, a local security company and the Leiden Police department assist in patrolling our area regularly.
Residential Housing Policies

Webster University strives to maintain a safe and secure environment in which all members of the community are aware of and committed to respecting the rights and the human dignity of every other member as they pursue their academic and personal goals.

There are, however, certain behaviors, which are inconsistent with the mission and goals of the University. It is Webster’s policy to investigate promptly and seek the equitable resolution of all alleged violations of this code. Unacceptable behaviors include, but are not limited to: Theft, Vandalism, Harassment, (intimidation or threats based on race, gender, sexual orientation or ethnicity), Sexual Misconduct, Hazing, Illegal Alcohol/Drug Use, and Possession of firearms on campus, Assault (verbal and/or physical), Rape (sexual intercourse without the consent of the other person achieved through threat, force or deception).

Leiden specific: Webster University's policies are designed to prevent the infringements of one's rights by the actions of another. Residents will be held responsible for their actions. These policies are designed to create an environment in which a group of diverse people may live together and learn from each other in an environment of respect.

Students are expected to exhibit appropriate behavior within the residential community. Individuals who participate in or display inappropriate behavior may be subject to disciplinary action. Inappropriate behavior may be defined as an activity that disrupts, endangers, degrades, or threatens the environment of the residential community or any person within the community.

Residents are expected to treat staff and other residents with dignity and respect at all times. Damage, theft and/or vandalism to University property will not be tolerated. Harassment, irresponsible or inappropriate use of facilities and failure to abide by the policies and procedures contained herein are violations of the rental agreement and may, at the staff's discretion, be subject to eviction, University disciplinary action and/or police charges.

Residents will be held responsible for their guests’ behavior. Guests of residents who behave in an inappropriate manner or disregard the rules will be denied access to the housing facilities. Action will be taken when guests repeatedly break the rules.

All students in the room will be held responsible for their behavior/objects in that room or area. In addition, residents who are not observed participating in misbehavior or in possession of inappropriate items/objects, but are in the presence of a policy violation, can be held responsible. This is called implied consent.

Who to Contact about an Emergency on Campus

All members of the Webster University community are strongly encouraged to notify the Leiden emergency service at 112 and the international campus' administration as soon as possible whenever they become aware of any situation or incident on campus that involves a significant emergency or dangerous situation that may involve an immediate or on-going threat to the health and safety of students and/or employees on campus.
Emergency Management Plan

The University has developed an Emergency Management Plan identifying the members of the University who are involved in crisis response, outlining incident priorities, communications, performance expectations, evacuation guidelines, and which includes local contingency and continuity plans.

WUDPS leads the University’s efforts to develop and implement the Emergency Management Plan; however, department heads, building managers on campus, and the Directors at Webster University’s extended and international campuses are also responsible for developing emergency response plans, contingency plans and continuity of operations plans for their staff and areas of responsibility as appendices to and under the umbrella of the Emergency Management Plan.

WUDPS officers and other University personnel have received training in the Incident Command System and Responding to Crisis Incidents on campus and undergo refresher training annually.

Responsible First Responders for Emergencies on Campus

The Leiden Police have the responsibility of responding to, and summoning the necessary resources, to mitigate, investigate, and document any situation that may cause a significant emergency or dangerous situation. In addition, the Leiden Police has a responsibility to respond to such incidents to determine if the situation does in fact; pose a threat to the community. If that is the case, Federal Law requires that the institution immediately notify the campus community or the appropriate segments of the community that may be affected by the situation.

Emergency Crisis Communications Procedures

The University has also developed a comprehensive plan to handle Emergency Crisis Communications which outlines the steps and approaches that Global Marketing and Communications will take while working cooperatively with WUDPS, the Provost and other University officials. See http://www.webster.edu/gmc/emergency-and-crisis-communications/ for more information on the University’s Crisis Communications procedures.

Emergency Notifications

The University’s Emergency Management Plan includes a procedure for alerting the campus community to a significant ongoing emergency or dangerous situation which the University has determined poses an immediate threat to the health and safety of the members of the community. This type of alert is mandated by the Clery Act and is known as an “Emergency Notification.”

Emergency Notifications are issued whenever the Director or his Designee (in conjunction with Webster University administrators, local first responders and/or the National Weather Service) determines that there is an ongoing emergency or dangerous situation which poses an immediate threat to the health or safety of either some or all members of the campus community. Examples of situation which may result in an Emergency Notification include, but are not limited to: serious inclement weather such as a tornado, a serious spill of hazardous materials, or an active shooter on campus.
Whenever the Director of the international campus or his Designee determines that an emergency notification is necessary as outlined above, Webster University will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

**Information Included in an Emergency Notification**

The Director of the international campus or his Designee is responsible for making the decision to issue an Emergency Notification, but collaborates with Global Marketing and Communications or other key administrative offices on campus to determine the content of the message. The Emergency Notifications typically include the following information:

- Brief description of the emergency and area of campus which is affected;
- Information that will promote safety and potentially aid in the prevention of injury resulting from the emergency;
- Estimate (if possible) of duration of the emergency;
- Emergency responder or other useful contact information; and
- Other information as deemed appropriate.

**Methods Used to Distribute Emergency Notifications**

Once the Director of the international campus or his Designee determines that an Emergency Notification should be issued, the Chief Communications Officer (CCO) or her designee will draft an Emergency Notification, and distribute it by blast email to students, faculty, staff and any other members of campus who have “webster.edu” email address.

The University may (but is not required to) also choose to distribute the Emergency Notification by one or more of the following additional methods. These secondary methods of communication may be targeted to a specific building or segment of the campus community depending on the nature of the emergency, as determined by the Director of Public Safety or his designee.

- Posting information about the incident on the University’s page for the Leiden campus, [http://www.webster.nl/](http://www.webster.nl/)
- Posting information about the incident on Bulletin Board; and
- It is also possible that the University may choose to use face to face communication as an additional method of communicating an Emergency Notification.

At times, the University may wish to provide students, faculty and staff with updates to the original Emergency Notification. Any update must be initiated by the Director of Public Safety or his designee, and will be drafted and transmitted by the CCO or her designee.

The CCO may also assemble a communication task force which would handle disseminating emergency information to the larger community, if necessary. See [http://www.webster.edu/gmc/emergency-and-crisis-communications/](http://www.webster.edu/gmc/emergency-and-crisis-communications/) for more information on the University’s Crisis Communications procedures.
Additional information on the University's process for initiating, drafting and distributing Emergency Notifications can be found in Appendix C.

**Timely Warnings**

Webster University’s Emergency Management Plan also includes procedures for alerting the campus community to certain crimes which have already occurred in a timely manner in order to aid in the prevention of similar crimes. The Clery Act refers to this type of alert as a “Timely Warning.”

Timely Warnings are issued whenever a crime is reported or observed, that, in the judgment of the Director of Public Safety (or his designee) constitutes an ongoing or continuing threat. Timely Warnings are only issued for crimes which are reported to campus administration, WUDPS or local law enforcement, and generally distributed in response to reports of the following crimes: murder/non-negligent manslaughter, major incidents of arson, and robbery. Incidents of aggravated assault and sex offenses are generally considered on a case-by-case basis as the underlying facts may indicate that the crime was an isolated incident and there is no ongoing threat to other Webster University campus members (e.g., an aggravated assault involving roommates over a long-standing disagreement or sexual assault that is also an instance of domestic violence).

The University may also choose not to issue a Timely Warning for a crime which would typically result in an alert to the campus community if:

- The Director or his Designee determines there is no serious or continuing threat to the safety of Webster University students and employees;
- The subject(s) has already been apprehended and the threat of imminent danger to members of the Webster University community has been mitigated by the apprehension; or
- A report was not made to the international campus administration, or if the campus administration was not notified of the crime in a manner that would allow it to post a “timely” warning for the community (e.g. a report that was filed more than 7 days after the date of the alleged incident). This type of situation is evaluated on a case-by-case basis.

The Clery Act does not require universities to issue Timely Warnings for other categories of crimes, but the Director of the international campus or his Designee may choose to distribute Timely Warnings for other categories of crimes from time to time as a form of crime prevention. In addition, the Clery Act does not require universities to issue Timely Warnings for crimes which occur off campus (in locations not owned or controlled by the University). However, in some instances, the Director of the international campus or his Designee may choose to issue a Timely Warning in connection with a nearby off campus crime which he believes poses a serious or ongoing threat.

Timely Warnings are distributed as soon as pertinent information is available in order to aid in the prevention of similar occurrences.

**Information Included in a Timely Warning**

The decision to issue a Timely Warning is made by the Director or his Designee, and the contents of the Timely Warning are typically drafted by the CCO or her designee. Timely Warnings never include the names of victims,
and typically include the following information, unless issuing any of this information would risk compromising law enforcement efforts:

- Date and time or approximate timeframe of the incident;
- Brief description of the incident;
- Information that will promote safety and potentially aid in the prevention of similar crimes (crime prevention or safety tips);
- Suspect description(s) when deemed appropriate and if there is sufficient detail;
- Police agency contact information; and
- Other information as deemed appropriate.

**Methods Used to Distribute Timely Warnings**

Once the Director of the international campus or his Designee determines that a Timely Warning should be issued, the CCO or her designee will draft a Timely Warning and distribute it by blast email to students, faculty, staff and any other members of campus who have “webster.edu” email address.

The University may (but is not required to) also choose to distribute the Timely Warning by one or more of the following additional methods.

- Posting information about the incident on the University’s page for the Leiden campus, [http://www.webster.nl/](http://www.webster.nl/);
- Posting information about the incident on Bulletin Board; and
- It is also possible that the University may choose to use face to face communication as an additional method of communicating a Timely Warning.

At times, the University may wish to provide students, faculty and staff with updates to the original Timely Warning. Any update must be initiated by the Director of the international campus or his Designee, and will be drafted and transmitted by the CCO or her designee.

*Additional information on the University’s process for initiating, drafting and distributing Timely Warning can be found in Appendix C.*

**Testing the Emergency Management Plan**

The University conducts at least one tabletop exercise each year with its crisis response team. Each year’s tabletop exercise involves a different hypothetical emergency or crisis. Participants in the tabletop exercise include members of many different departments from across the University.

The University’s email blast system, is tested at least once a year by WUDPS in conjunction with the Information Technology Department.

Webster University conducts 1 mandatory fire drill for all Leiden residence hall students annually.
Webster University has designed its tests of its Emergency Management Plan and Emergency Notification systems to assess and evaluate the emergency plans and capabilities of the institution. The University conducts these tests both announced and unannounced.

**Where to Access Information about the Emergency Management Plan**

The University's emergency response and evacuation procedures are publicly available on the WUDPS website, [http://www.webster.edu/public-safety/crisis/](http://www.webster.edu/public-safety/crisis/). These emergency response and evacuation procedures, as well as other crisis response materials can also be found on students, faculty, and staff’s Connections home page on the right hand side of the home screen of the Connections home page after you have logged into your account. Paper copies of these materials can be obtained by calling WUDPS at international code+314-968-7430.

**Evacuation Guidelines**

The Emergency Management Plan includes general evacuation guidelines. Any time the University determines that an evacuation is necessary, the specific evacuation procedure would be affected by a myriad of factors, including the type of threat, the occupancy of the other buildings and areas of the campus at the time of the incident, etc. Therefore, while the University does have general evacuation guidelines, it is not possible to share specific information about a multi-building or area evacuation in advance.

Students, faculty, staff and other members of the campus community are expected to follow the instructions of any first responders on the scene. If you are told to evacuate the building you are inside of, classrooms and/or office complexes on campus have evacuation maps posted within that identifies: 1) the route to take to reach safety outside the building; or 2) the route to take to reach a safe area within the building in which you can “shelter in place.” All students, staff, faculty and visitors to campus are encouraged to take a moment to identify these routes at the areas on campus they frequent.

Sheltering in place simply means that you should remain in the building; however you will likely be directed to an interior room until you are advised that it is safe to come out. Examples of situations when you might be told to shelter-in-place include incidents which cause buildings or areas around you to become unstable, or if the air outdoors becomes dangerous due to toxic or irritating substances.

**Reminders for Evacuating Safely**

If you are told to evacuate your building or to move to a different area of the building to shelter in place, you should always take your personal belongings with you (purse, wallet, access cards, etc.). Whenever you are using the evacuation procedures for your specific building, remember to close your door, proceed to the nearest exit, and always use the stairs instead of the elevators. Once you have evacuated, seek shelter at the nearest University building quickly. Remember to follow the instructions of any police, fire department personnel or other first responders on the scene.
Emergency Procedures for Housing and Residential Life

Residential Life at the Leiden campus provides its residents with information about what to do in case of an emergency.

Emergency Contacts

All students at the University are required to provide an emergency contact. Students residing on campus are also given the option to identify an additional, confidential contact to be contacted in the event the student is determined to be missing. Residential Life collects this information on a form known as a “Confidential Missing Person Information” which is given to each resident annually at move-in. Residents can also choose to provide or update this contact information at a later time by contacting any member of the Housing and Residential Life staff. This information will be kept confidential, will only be accessible by authorized campus officials and law enforcement, and will not be disclosed outside of a missing person investigation.

Missing Students

If a member of the University community has reason to believe that a student is missing, whether or not the student resides on campus or not, all possible efforts are made to locate the student to determine his/her state of health and well-being through the collaboration of the Leiden City Police Department.

Webster University officials shall make every attempt to locate the whereabouts of the individual through contact with friends, associates, etc.

If located, the student’s health and well-being will be of the utmost priority. If appropriate, referral will be made to Student Affairs. If not located, notification of the family no more than 24 hours after receiving the report of the missing student to determine if they know of the whereabouts of the student.

Whenever a member of the University community believes that a student is missing, regardless of whether the student resides on campus, a report should be made immediately to the Director of Public Safety or a WUDPS supervisor by calling WUDPS at 00+1+314-968-6911.

WUDPS will generate a missing person report and assist the international campus administration with initiating an investigation in conjunction with the local police department. Daniel Vermeer or an RA or Housing staff member may also be contacted if the student resides on campus; however, all missing student reports must be referred immediately to the Director of Public Safety or a WUDPS supervisor.

If WUDPS determines, after investigation, that the student is in fact missing, WUDPS will notify local law enforcement with jurisdiction over the area where the student went missing no more than 24 hours after the determination has been made that the student is missing, unless the local law enforcement agency was the entity that made the determination that the student is missing. The University will also notify any emergency contact(s) designated by the student.
Whenever WUDPS determines, after investigation, that an unemancipated student under the age of 18 is missing, in addition to contacting local enforcement and any emergency contact(s) within 24 hours, the University will also notify a custodial parent or guardian within that same time period.

Please contact WUDPS or the international campus administration for more information about the procedure for responding to reports of missing students.

**Drug and Alcohol Policy**

Webster University expects its students to observe all federal and local laws, including those related to the possession and consumption of alcoholic beverages. Persons under the age of 18 are prohibited from possessing or consuming alcoholic beverages. Students who are 18 years of age or older may consume alcoholic beverages only in the privacy of their own rooms and at sanctioned events. Violators may be referred to the Dean of Students for further action if warranted.

Violators may be referred to the Dean of Students if further action is warranted.

Drinking games are prohibited on campus, whether at events or in residential facilities. Additional University policies and procedures in reference to party guidelines are available in student affairs office. The possession, use or sale of illegal drugs/narcotics is prohibited on the University campus. Violations are subject to criminal charges.

Early identification of substance abuse is important in the rehabilitation process. Numerous agencies, programs, and treatment and rehab facilities are located in Holland. Support groups also are available. Please contact Felicia Maer, or the school counselor, Access Services for English speakers, Alcoholic Anonymous (American Protestant Church in The Hague).

Webster University complies with the Drug Free Schools and Communities Act, and in compliance with those requirements, the University’s information about drug or alcohol abuse education programs is available at [http://www.webster.edu/student-handbook/drug_alcohol_policy.html](http://www.webster.edu/student-handbook/drug_alcohol_policy.html).

Students in violation of the University’s Drug and Alcohol Policy will be referred to the Dean of Students and possibly the Leiden City Police Department.

**Fire Safety**

If a fire occurs in a Webster University Building, community members should immediately notify the Leiden Fire Department and someone in campus administration. If a member of the Webster University community finds evidence of a fire that has been extinguished, and the person is not sure whether campus administration has already responded, the community member should immediately notify Christine Benninger if the fire is in a non-residential building, or Daniel Vermeer, if the evidence of the fire is found in a residential building. Christine or Daniel will investigate, document the incident and notify the Leiden Fire Department.

The fire alarms alert community members of a potential hazard and community members are required to heed their warning, and evacuate a building immediately upon hearing a fire alarm in a facility. Use the nearest stairwell and/or exit to leave the building immediately. Community members should familiarize themselves with the exits in each building.
All occupants of any residence hall or apartment on campus must immediately evacuate the building when an alarm sounds. Use only stairwells when evacuating the buildings during a fire alarm or other emergency.

Misuse of the fire alarm and protection equipment (which includes fire alarms and fire extinguishers) constitutes a serious threat to the safety of the occupants of a building and is prohibited.

Any activity involving tampering with fire alarms or firefighting equipment, unauthorized use of such equipment, failure to evacuate during a fire alarm, hindering the evacuation of other occupants, or hindering authorized emergency personnel is prohibited. Any activity involving tampering with fire alarms or firefighting equipment, unauthorized use of such equipment, failure to evacuate during a fire alarm, hindering the evacuation of other occupants, or hindering authorized emergency personnel will result in severe disciplinary action, including possible dismissal from Webster University along with possible criminal prosecution.

Criminal prosecution may subject the violator to fines, imprisonment, or both. Civil action to recover the costs associated with damage resulting from the unauthorized use of firefighting equipment may also be initiated.

Webster University does not have any plans to make future improvements to its fire safety procedures at this time.

Fire Safety Report Log

Information on reported fire incidents on campus and in residential facilities is recorded in the Leiden Fire Log. The most recent 60 days of the Daily Fire Log is available upon request at the international campus. Whenever a request is made to view entries from more than 60 days ago, the Leiden campus administration will make its best efforts to provide that information at the time it is requested. However, if that information is not readily available, it will be provided within two business days of the request. The log records the date and time a fire was reported along with the nature of the fire and the location of the incident.
Summary of 2014 Residential Housing Fire Statistics for Leiden Campus

See Appendix D for the comprehensive fire statistics for 2012, 2013 and 2014. The following chart is a snapshot summary of the statistics for 2014 more fully reported in Appendix D.

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<th>FACILITY</th>
<th>TOTAL FIRES</th>
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Procedures to Follow in Case of a Fire

Anyone who sees a fire or smells smoke should immediately go to the nearest fire alarm pull station and activate the fire alarm. Extinguish the fire only if you can do so safely and quickly. Then notify the local fire department at 122.

Faculty members and department heads shall assume responsibility for those people in their charge and evacuate their classrooms and offices in an orderly manner to the nearest designated evacuation route and assembly point. Faculty and department heads are responsible for keeping all students in the assembly area until recalled to the building or advised by emergency personnel of where to go. If students want to leave, or are dismissed, it is the responsibility of the instructor to obtain their name and record it in a log. Department heads are also responsible for keeping a head-count of their employees.

Campus community members are required to heed a fire alarm and evacuate a building immediately. Remember to use the nearest stairwell and/or exit to leave the building immediately. Campus community members should familiarize themselves with the exits in each building.

Misuse of the fire alarm and protection equipment (which includes fire alarms and fire extinguishers) constitutes a serious threat to the safety of the occupants of a building and is prohibited.
Any activity involving tampering with fire alarms or firefighting equipment, unauthorized use of such equipment, failure to evacuate during a fire alarm, hindering the evacuation of other occupants, or hindering authorized emergency personnel is prohibited. Any activity involving tampering with fire alarms or firefighting equipment, unauthorized use of such equipment, failure to evacuate during a fire alarm, hindering the evacuation of other occupants, or hindering authorized emergency personnel will result in severe disciplinary action, including possible dismissal from Webster University along with possible criminal prosecution.

Criminal prosecution may subject the violator to fines, imprisonment, or both. Civil action to recover the costs associated with damage resulting from the unauthorized use of firefighting equipment may also be initiated.

**Fire Safety Tips**

If clothes are on fire, stop, drop, and roll to extinguish fire.

If trapped in a room:
- Place cloth material around the bottom of the door to prevent smoke from entering.
- Close as many doors as possible between you and the fire.
- Do not break glass unless necessary. Outside smoke may enter.
- Signal from a window if possible.

If caught in smoke:
- Drop to your hands and knees, and crawl.
- Hold your breath as long as possible.
- Breathe shallowly through your nose and use clothing as a filter

If forced to advance through flames:
- Hold your breath.
- Move quickly.
- Cover your head and hair.
- Lower your head and close your eyes often.

**“Shelter in Place” Evacuations**

In some instances, it is safer to evacuate “shelter in place” than it is to leave a building, e.g., smoke or fire is immediately outside your room, live electrical wires bar access to the exit, etc. If you cannot evacuate; call 112, and advise your name, location, that you are unable to evacuate, and the reason why.

**Fire Safety Education**

Information is sent out via email in the weekly bulletin explaining what to do in case of a fire and the evacuation locations for every floor/building. Information about fire safety is explained at least 2 times per semester.
Webster University does not conduct general fire safety education for employees unless it is specifically requested. Employees of the University can review the emergency procedures (which include fire safety information) in person at the Public Safety Office or on the WUDPS website at www.webster.edu/publicsafety/.

Departments on campus can request training sessions on emergency procedures, including fire safety, at any time from WUDPS or the administration at the Leiden campus.

**Evacuation Procedures for On-Campus Residences**

In advance of an emergency, determine the nearest exit to your location and the best route to follow. If time permits during evacuation, secure your workplace and take personal items. In most emergencies, complete evacuation of the campus is not necessary. If, however, there is a major hazardous materials release, floor, or other major incident, it may be necessary to relocate all residents to a safer location.

Webster University conducts at least one fire/evacuation drill for each residential facility annually. The purpose of these drills is to familiarize students with the locations of the emergency exits within their building and to provide guidance about the direction occupants should travel when exiting the facility.

**Procedures to Follow in Case of Fire in an On-Campus Residence**

In the residence halls, fire extinguishers are located on each floor. Every apartment is equipped with a small fire extinguisher by the kitchen table.

**When the fire alarm sounds:**

1. Evacuate the building as quickly and as orderly as possible. Do not use the elevators.
2. Before leaving your room or apartment, check your door. If it feels warm, do not open it. A warm door may indicate smoke and flames on the other side.
3. If your door does not feel warm, open it cautiously to check for smoke outside or in the hallway.
4. Upon exiting your room or apartment, be sure you have closed your window and locked your door.
5. If you believe that the area outside your door is passable, alert the other occupants on your floor/building and proceed to the closest exit stairway.
6. You may use any exterior door to exit a building when the fire alarm is sounding.
7. After you leave the building, keep a safe distance away from it and do not interfere with the fire department or public safety operations. Return to the building only when told it is safe to do so by a member of the Housing and Residential Life professional staff or the local fire department.
8. Residents who do not evacuate the halls or apartments during a fire alarm are subject to fines and disciplinary action.

**If you discover a fire:**

1. Go to the nearest alarm box, follow the instructions printed on the box, and activate the alarm. Evacuate the building immediately and **do not use an elevator.**
2. As soon as it is safe to do so, call 112 and give the exact location of the fire, and notify a member of the residential life staff.
3. If your door is warm or if the hallway is smoke-filled, stay in your room with your door closed. Seal cracks around the door with towels or sheets to keep the smoke from entering the room.
4. If smoke does enter your room, open one window slightly. Hang something noticeable out the window like a towel or sheet to indicate your exact location to fire fighters.
5. If you cannot open the window, remain close to the floor. The best breathing air will be approximately 18 inches above the floor.
6. Above all, remain calm.

**Persons with Disabilities**

If you have a disability that might hinder emergency evacuation:

1. Prior to moving into campus housing (or as soon as you become injured or develop a condition hindering your ability), notify the Academic Resource Center and the Office of Housing and Residential Life. These offices will collaborate with the international campus administration to make arrangements for assistance during an emergency drill or emergency situation.

2. If you ever need to evacuate the building under emergency circumstances, *immediately* contact 112 and Housing and Residential Life Staff.

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**2014 Residential Housing Fire Safety Systems**

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See Appendix D for additional information on residential housing fire safety systems for 2012 and 2013.
Residential Life Fire Safety Policies

Appliances - In seeking to provide a safe living and learning environment, Webster University limits the appliances that may be used within residential facilities. Appliances with exposed or open heating elements are not permitted, except for coffee makers with an automatic shut off function.

Microwaves are not permitted within individual residence hall rooms.

Barbecue Grills - Storing grills within university housing is prohibited.

Candles, Incense, Open Flames - Due to the potential risk to the welfare of the campus community, devices with open flames or open heating elements are not allowed on campus. This includes unused items intended for decoration.

Flammable liquids such as gasoline and kerosene may not be kept in residential facilities.

Combustion Engines - Engines such as those required on motorcycles or motorized bicycles are not permitted in University Housing at any time.

Fire and Life Safety Equipment - Any activity involving tampering with fire alarms, smoke detectors, fire extinguishers, or other fire safety equipment, unauthorized use of such equipment, failure to evacuate during a fire alarm, failure to evacuate during a fire alarm, hindering the evacuation of other occupants or hindering authorized emergency personnel is prohibited.

Severe disciplinary action, including possible dismissal from Webster University, will be imposed for violation of fire safety standards. A fine may be imposed for tampering with fire and safety equipment. Criminal and/or civil prosecution is possible for pulling false fire alarms and for damage or injury resulting from the unauthorized use of fire safety equipment.

Lighting Regulations and Safety (Electrical Outlets) - Due to safety concerns, the University does not permit the modification of electrical outlets or use of extension cords or electrical outlet adapters. However, the university does allow the use Underwriter’s Laboratories (UL) surge protectors/power strips with circuit breakers.

The University does not allow the use of halogen light bulbs or any other light source that produces excessive heat including lava lamps. In support of University sustainable initiatives, the use of CFL or LED light bulbs are encouraged.

Smoking - Individuals may not smoke inside of any building on campus. Additionally, individuals may not smoke within 30 feet of a main entrance of a building. Individuals found responsible for smoking in prohibited location may be fined and may be financially responsible for any damage caused to the facility.

Individuals are responsible for the proper disposal of cigarettes. Individuals may not possess or use hookahs, cigars, pipes, homemade/hand-rolled cigarettes on campus.
Sex Offense Policy

Webster University’s programs and procedures related to sex offenses are more fully explained in the University’s “Policy on Sexual Assault, Harassment, and Other Sexual Offenses” (the “Policy”). Please visit http://www.webster.edu/student-handbook/sexual-offense.html to view the most up to date Policy. Appendix F contains the Policy which was in effect on the date that this ASR was published. Please note that if there are any discrepancies between the information contained in the ASR and the Policy, the Policy will control.

Webster University’s Policy prohibits the crimes ⁴ of sexual assault, domestic violence, dating violence, and stalking (collectively referred to throughout this report as “sex offenses”). Appendix A provides the definitions of these crimes that are used for classifying crimes for inclusion into the annual statistics; and Appendix E provides applicable Dutch law.

General Outline of Procedures the University Follows in Response to a Reported Sex Offense

- Depending on when reported (immediate vs delayed report), Webster University will provide the reporting party with access to medical care;
- Webster University will assess immediate safety needs of the reporting party;
- Webster University will assist the reporting party with contacting local law enforcement, if requested, AND reporting party is provided with contact information for local law enforcement;
- Webster University will provide reporting party with referrals to on and off campus mental health providers and other services;
- Webster University will assess need to implement interim or long-term protective measures, such as housing changes in class schedule, “No Contact” directive between the reporting and responding party.

Title IX Team

The University’s designated Title IX Coordinator is Betsy M. Schmutz, Associate Vice President and Chief Human Resources Officer. The Title IX Coordinator is the person Webster University has designated to ensure the University complies with Title IX. The Title IX Coordinator’s duties include overseeing all Title IX complaints and identifying and addressing any pattern or systemic problems that arise during the review of such complaints.

The Title IX Coordinator has ultimate oversight responsibility, and works with Deputy Title IX Coordinators who assist in fulfilling the Title IX Coordinator’s responsibilities. The Deputy Title IX Coordinator assigned to a specific case is referred to the “Lead” Title IX Coordinator for that case.

Members of this Title IX team receive training at least on an annual basis related to carrying out their roles and responsibilities.

⁴ A full list of all offenses prohibited by the Policy can be found by reviewing Appendix E.
Webster University engages in comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns intended to end dating violence, domestic violence, sexual assault and stalking that:

1. Are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs, and informed by research, or assessed for value, effectiveness, or outcome; and
2. Consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community and societal levels.

The University places a strong emphasis on prevention and education programs and communications as effective ways to minimize sexual assault, harassment and other sexual offenses; to inform students and employees of key definitions of all types of sexual misconduct, the importance and meaning of consent in sexual relations and the role that incapacity plays in these offenses; strategies to stay safe, and bystander education. Programs to prevent dating violence, domestic violence, sexual assault, and stalking include both primary prevention and awareness programs directed at incoming students and new employees and ongoing prevention and awareness campaigns directed at students and employees.

Primary Prevention and Awareness Programs

Primary prevention and awareness programs (PPAP) were not offered to all incoming students at extended campuses in 2014. The University did not offer a PPAP to all new employees in 2014.
Ongoing Prevention and Awareness Campaigns

Webster University engages in ongoing prevention and awareness campaigns (OPAC) which are sustained over time and focus on increasing understanding of topics relevant to and skills for addressing dating violence, domestic violence, sexual assault, and stalking, using a range of strategies with audiences throughout the University. The University utilizes a number of strategies and activities specifically designated to educate the community regarding sexual assault issues and to promote awareness of rape, acquaintance rape, and other sex offense prevention strategies at the Webster Groves home campus. Similar presentations or education materials are always available remotely to any students, staff or faculty at an extended campus by contacting the Sexual Offense Advocate.

Student groups at the Webster Groves home campus also engaged in case study discussions to highlight university policy and procedure in addressing sexual violence and discussion of consent. Similar presentations or education materials are always available remotely to any students, staff or faculty at an extended campus by contacting the Dean of Students Office at international code+314-968-6980/800-981-9804.

All individuals employed at US campus locations as of September 2014 were required to participate in the Webster University Professional Development Program: Sexual Assault, Harassment and Other Sexual Offenses as a form of ongoing prevention and awareness during the fall of 2014. Nine hundred twenty-one employees completed the course prior to year-end. The program covered the key elements of Title IX, the Clery Act, the Violence Against Women Act and Campus SaVE and Title VII and how they apply on a university campus. It addressed employee rights and responsibilities as well as the identity of who the university considers to be “responsible parties” and their specific roles and responsibilities along with reference to the university’s policy against sexual misconduct. In addition, faculty and staff classified as CSAs also participated in additional online training throughout 2014 which addressed issues of sexual assault, dating violence, domestic violence and stalking.

Who to Contact if a Sex Offense Occurs

Webster University has comprehensive procedures in place to assist any members of the campus community who report incidents of sexual assault (rape, fondling, incest, or statutory rape), domestic violence, dating violence, or stalking.

Confidential Support

A person who is the reporting party of a sexual offense, or who witnesses a sexual offense, is encouraged to make a report to the Sexual Offense Advocate as an initial matter. Any report to the Sexual Offense Advocate will be kept completely confidential. The Sexual Offense Advocate is not required to report any information about an incident to the Title IX Coordinator without a reporting party’s permission; however, the Sexual Offense Advocate can also advise reporting parties regarding their options in making a report to a Title IX Coordinator, WUDPS and/or local law enforcement.

The Sexual Offense Advocate can be reached at international code+314-968-7030 (during office hours in Counseling and Life Development Office). After hours, she can be reached by calling either international code+314-422-4651 (emergency after hours mobile) or international code+314-968-6911 (WUDPS emergency number).

The Sexual Offense Advocate is available to assist campus community members with the following areas of concern:
• Crisis intervention and support techniques. She also provides emotional, medical, and/or judicial support either directly or through on- or off-campus referral.

• Information about individuals’ rights under the Sex Offense Policy. She also provides procedural information and support as needed. The Advocate also works with Public Safety Officers when necessary to advise the person regarding options available for filing civil and/or criminal charges related to the offense.

• Support during any University proceeding. The Sexual Offense Advocate, in consultation with the reporting party, may designate an alternate to act as representative in the event the Sexual Offense Advocate is unable to perform the duties due to illness or other professional conflicts.

After an incident of sexual assault and/or domestic violence, and after the Sexual Offense Advocate and/or WUDPS has been contacted, individuals should go to a safe place and consider seeking medical attention as soon as possible at a nearby hospital.

Local hospitals include:

Leiden University Medical Center
Albinusdreef 2
Tel 071-5269111

Diaconessenhuis
Houtlaan 55
Tel 071-5178178

Rijnland Ziekenhuis
Smitweg 2 (Leiderdorp)
Tel 071-5454545

Reporting a Sex Offense to the University

Individuals who wish to report incidents of sexual assault, domestic violence, dating violence, or stalking, may contact the Sexual Offense Advocate, WUDPS, or a Title IX coordinator. Students who wish to speak directly with a Title IX Coordinator should contact Maureen Stroer, Student Affairs Coordinator, international code +314-968-6980 or Ted Hoef, AVP for Student Affairs and Dean of Students, 00+1+314-968-6980. Faculty or staff who wish to speak directly with a Title IX Coordinator should contact Betsy Schmutz, AVP and Chief Human Resources Officer, 00+1+314-968-6960.

Individuals who wish to report incident(s) to local law enforcement can contact either WUDPS or the Sexual Offense Advocate for assistance in notifying the appropriate jurisdiction.

The Leiden police department can be reached at 112 for emergencies and 0900-8844 on a non-emergency basis. They are located at Langegracht 11, Leiden. Additional information about the Leiden Police Department may be found online at: https://www.politie.nl/.

The University strictly prohibits retaliation against a party who reports a sexual offense, or for assisting another in reporting a sexual offense or filing a complaint. Retaliation is a clear violation of University policy, and applicable law, and is a serious offense that may result in separate disciplinary action.
Note that Webster University never requires reporting parties to participate in any investigation or disciplinary proceeding.

If a party makes a report of domestic violence, dating violence, sexual assault or stalking to the University, the University will provide the reporting party with a written explanation of the reporting party’s rights and options.

Be aware that whenever the international campus administration or WUDPS receives a report of domestic violence, dating violence, sexual assault and/or stalking, the incident will be reported to both the Sexual Offense Advocate and the Title IX Coordinator for investigation regardless of whether the reporting party chooses to participate in a university disciplinary proceeding or pursue criminal charges.

The only way in which an individual can report a sexual offense with complete confidentiality is to contact the Sexual Offense Advocate or another professional or pastoral counselor at the University. Individuals are assured that personally identifiable information is never included in the Daily Crime Log or in any other publicly available document. WUDPS also never shares any personal identifiable information about the victim with anyone other than those investigating/adjudicating the complaint or delivering resources or support services to the complainant. The University maintains confidentiality of any accommodations or protective measures provided to the reporting party to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures.

**Amnesty from University Drug and Alcohol Policy in Connection with Reporting a Sex Offense**

In an effort to encourage reports of sex offenses, individuals who report sexual misconduct, either as a complainant or a third party witness, will not be subject to disciplinary action by the University for his/her/their own personal consumption of alcohol or drugs at or near the time of the incident, provided any such violations did not and do not place the health or safety of any other person at risk. The University may, however, initiate an educational discussion or pursue other educational remedies regarding alcohol or other drugs. The amnesty policy applies to the University’s student conduct process.

**Preservation of Evidence in Connection with Sex Offenses**

In order to preserve evidence, prior to a medical exam, victims of sexual assault are advised not to bathe, douche, smoke, change clothing or clean the bed/linen/area where they were assaulted if the offense occurred within the past 96 hours. However, individuals who have already engaged in any of these activities, can still choose to have an exam performed. In the event that an individual chooses not to participate in forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted diseases. Parties wishing to report incidents of sexual assault, domestic violence, stalking, and/or dating violence are also encouraged to save evidence such as letters, notes, emails, records of phone calls, videos, photos, texts, social media postings (Facebook, Twitter, etc.), computer screenshots, voicemails, or any other form of evidence that may be helpful to an investigation or campus judicial proceeding.

**Counseling, Health and Other Services Available on Campus**

In addition to the variety of assistance provided to reporting parties by the University’s Sexual Offense Advocate, the Student Counseling Center located on the Leiden campus can provide students with assistance or referrals to
local providers. Students can make appointments by emailing counseling@webster.nl. The Counseling Center is located in the LLC (Living and learning Center) in room 2D.

The International Recruitment and International Services (IRIS) can assist students with immigration or visa issues (intlstudy@webster.edu; 314-246-7800). Written information regarding on-campus services available to victims will be provided to any party who reports a sex offense.

**Off Campus Resources (Leiden)**

Slachtofferhulp (https://www.slachtofferhulp.nl/) can assist individuals who need assistance locating resources in their area. Tel: 0900-0101 (Mon-Fri 9:00 – 17:00). Another option is to contact https://www.verbreekdestilte.nl/ at 0900-9999-001 (Mon-Fri 9:00 – 17:00). See also http://www.centrumseksueelgeweld.nl/; CSG Utrecht: 088-755588.

**Rights of Parties Reporting Incidents of Sexual Offenses**

Whenever a student, faculty or staff member reports an incidence of dating violence, domestic violence, sexual assault or stalking, regardless of whether the offense occurred on campus or off campus, the University will provide the student, faculty or staff member with a written explanation of his or her rights and options both within the University system and under the applicable law of the international campus.

Students or staff also have the right to request that his or her campus directory information on file be removed from public sources by directing a request to the Office of the Registrar, Loretto Hall 63, Webster Groves Main Campus, international code+314-968-7450/800-987-3447, registraroffice@webster.edu.

See also https://www.politie.nl/themas/zedenmisdrijven.html for more on the offenses of rape, incest, and sexual assault in the Netherlands and how the Dutch police will conduct their investigation.

**Modification of Academic and Living Situations**

Webster University will provide written notification to parties reporting sex offenses that they have the right to request that the University modify their academic and/or living situation; and the University is obligated to comply with any reasonable requests following an alleged sex offense. Title IX Coordinators and their designees may also decide to implement certain interim interventions and protective measure pending an investigation or hearing on an alleged sex offense. Protective measures imposed by Title IX Coordinators or their designees may be temporary pending the results of an investigation or may become permanent as determined by Webster University.

Working in conjunction with the Sexual Offense Advocate, the Associate Vice President and Chief Human Resources Officer and the Associate Vice President for Student Affairs and Dean of Students, there is the option of making interim remedies/options available to the reporting party of sexual assaults and offenses before the report is resolved, or in special circumstances even if the reporting party chooses not to file a complaint. These options include modifications to: academic schedules, campus housing, student leadership, working situations, as well as providing academic support or making special arrangements for withdrawing or dropping classes without penalty, if

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5 Written information regarding off campus services available to victims will be provided to any party who reports a sex offense.
Disciplinary Process Related to Allegations of Sex Offenses

The University will take disciplinary action against an individual found to have engaged in sexual assault, domestic violence, dating violence, and/or stalking. The type and severity of disciplinary action taken will depend upon the specific violation(s) and the specific circumstances of each case. A person may be found responsible for violating more than one section of the University’s Sex Offense Policy. Webster University’s disciplinary process is consistent with the University’s policy, transparent to the accuser and accused and will include a prompt, fair, and impartial investigation and resolution process. The University’s proceedings are:

A) Completed within reasonably prompt timeframes designated by an institution’s policy, including a process that allows for the extension of timeframes for good cause with written notice to the accuser and the accused of the delay and the reason for the delay;

B) Conducted in a manner that—
   (1) Is consistent with the institution’s policies and transparent to the accuser and accused;
   (2) Includes timely notice of meetings at which the accuser or accused, or both, may be present; and
   (3) Provides timely and equal access to the accuser, the accused, and appropriate officials to any information that will be used during informal and formal disciplinary meetings and hearings; and

C) Conducted by officials who do not have a conflict of interest or bias for or against the accuser or the accused.

The University’s proceedings are conducted by officials who, at a minimum, receive annual training on the issues related to dating violence, domestic violence, sexual assault, and stalking and on how to conduct an investigation and hearing process that protects the safety of the reporting party and promotes accountability.

The University’s proceedings also provide the accuser and the accused with the same opportunities to have others present during any institutional disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by an advisor (i.e., any individual who provides the accuser or accused support, guidance, or advice) of their choice.

Time Frame for Resolution of Reported Sex Offenses

The University seeks to resolve all reports within a timely manner. All time frames expressed in this policy are meant to be guidelines rather than rigid requirements. Extenuating circumstances may arise that require the extension of time frames, especially due to the geographic spread of the University’s campuses in various states, countries, and time zones. Extenuating circumstances may include the complexity and scope of the allegations, the number of witnesses involved, the availability of the parties or witnesses, any intervening school break or vacation, or other unforeseen circumstances. The University intends to complete a typical investigation within sixty (60) days following receipt of the complaint. Further, both the reporting party and responding party will be updated throughout the investigative process, including with timely notice of meetings where either or both the reporting party and the responding party may be present.
In general, a reporting party and responding party can expect that the process will proceed according to the time frames provided in this policy. In the event that the investigation and resolution exceed this time frame, the University will attempt to notify all parties of the reason(s) for the delay and the expected adjustment in time frames. Best efforts will be made to complete the process in a timely manner by balancing principles of thoroughness and fundamental fairness with promptness. However, due to the geographic spread of the University’s campuses, it may be difficult to complete the process within the time frames provided in this policy depending on the circumstances.

In all cases of allegations of violations of this Policy, the reporting party and responding party will receive simultaneous notification, in writing, of: (1) any result of a disciplinary proceeding (including any sanctions); (2) procedures for the reporting party and responding party to appeal the result of the disciplinary proceeding; (3) any change in the result of a disciplinary proceeding; and (4) when the results of any disciplinary proceeding become final.

**Hearing Boards**

The University has two separate hearing boards that may be convened to hear complaints regarding violations of this policy: the Sexual Offense Hearing Board and the Administrative Hearing Board for Sexual Offenses. Members of these two boards receive training on this policy and their roles and responsibilities as hearing board members at least on an annual basis.

**Sexual Offense Hearing Board**

The Sexual Offense Hearing Board hears cases in which the reporting party and responding party are both students or in which the responding party is a student.

The Sexual Offense Hearing Board responsible for any given case consists of a Hearing Officer and six individuals chosen from members of Webster’s students, faculty, administration and staff in consultation with the Associate Vice President and Dean of Students and the Associate Vice President and Chief Human Resources Officer. When a hearing is called, the Associate Vice President and Dean of Students or designee, will convene a meeting of potential Hearing Board members to review the Policy on Sexual Assault, Harassment and Other Sexual Offenses and its related procedures.

The Hearing Board is responsible for hearing cases of alleged violations of this policy and and/or appeals of decisions from the Administrative Process or the Hearing Board Process and determining and administering disciplinary actions up to and including expulsion from the University.

**Administrative Hearing Board for Sexual Offenses**

The Administrative Hearing Board for Sexual Offenses hears cases in which the reporting party and responding party are both employees or in which the responding party is an employee.

The Administrative Hearing Board for Sexual Offenses responsible for any given case consists of a chair and four other individuals chosen from members of Webster’s Administrative and Academic leadership team. Members appointed will not have been involved in the initial complaint or its appeal.

When a hearing is called, the Chief Human Resources Officer will convene a meeting of Hearing Board members to review the Policy on Sexual Assault, Harassment and Other Sexual Offenses and its related procedures.
The Hearing Board is responsible for hearing cases of alleged violations of this policy and/or appeals of decisions reached during the Administrative Process or the Hearing Board Process Complaint Procedure and recommending disciplinary actions up to and including termination from the University. Consideration of sanctions and disciplinary actions will be made in conjunction with other University policies related to employment matters.

Fundamental Assumptions Regarding the University’s Disciplinary Proceedings

- Both parties will be notified regarding procedures used in the hearings. Information can also be provided regarding legal options; however, it is recommended that legal advice be obtained from a competent attorney.

- Each party may have a support person or process advisor of their choosing present at the hearing (e.g., student, parent, faculty, staff, attorney); however this person may not speak on his/her behalf. If the party wishes to have an attorney present, the party must provide two business days’ notice to the Title IX Coordinator or designee.

- No reference to past consensual sexual relations of the reporting party or the responding party may be introduced at any time during the proceedings.

- The fact that the responding party and/or the reporting party may have been under the influence of alcohol or other drugs or subject to some other sort of mental dysfunction does not excuse or justify the commission of any sexual offense as defined herein, and may not be used as a defense.

- Both parties have the right to a copy of all written witness, reporting party, and responding party statements regarding the complaint (or meaningful summaries of the complaint if Section X.C. regarding the reporting party’s confidentiality is being maintained).

- Both parties have the right to testify either in writing or verbally.

- The reporting party and the responding party may request to have witnesses testify. Such requests are granted at the discretion of the Hearing Officer/Chair. Witnesses must be identified in writing to the Hearing Office/Chair at least 48 hours prior to the hearing. The Hearing Officer will inform both parties within 24 hours of the hearing of the witnesses who may appear at the hearing. Testimony of witnesses that demonstrates a pattern, habit, or routine of sexual misconduct similar to that which is alleged is considered relevant and may be heard as part of the impact statement, only in determining the sanction for a person found responsible for a sexual offense.

- The reporting party and the responding party each have the opportunity to present an impact statement to the administrator or Hearing Officer following a decision of responsibility, but prior to the imposition of sanctions.

- A hearing may only be invoked when both parties are members of the Webster University community. In the event that both parties were members of the Webster University community at the time of the alleged incident and one of the parties is no longer a member of the community, the appropriate administrator will determine the proper means of resolution in consultation with the Dean of Students and Chief Human Resources Officer.
Standard of Evidence

In determining whether a violation of the Sex Offense Policy has occurred, the University will apply a preponderance of evidence standard. The “preponderance” standard is met if the proposition is more likely to be true than not true.

The responding party must not be presumed “guilty” (or “responsible”). Instead, guilt, or responsibility, must be established by a “preponderance of the evidence.” (e.g., “more likely than not”) standard. The Hearing Board’s decision in this regard requires a conscientious and rational judgment on the whole record. “Preponderance” means more than half. If, for example, the hearing board concludes that the evidence – considered overall – weighs equally on both sides, the preponderance standard has not been met and the charges have not been proven.

Notification to the Reporting and Responding Party of the Results of Any Proceeding

The written notification of the result of any initial, interim, and/or final decision of a disciplinary proceeding will be conveyed in writing, simultaneously to the reporting and responding parties within 24 hours of the completion of the hearing. This notification will include:

- any sanctions imposed by the University;
- the rationale for the result;
- the University’s procedures for appealing the result of the proceeding, if such procedures are available for that particular proceeding;
- any change to the result of the proceeding; and
- when such results become final.

If the alleged victim is deceased as the result of such crime or offense, the next of kin shall be treated as reporting party for purposes of this section of the Report.

See Appendix F for additional detail on the University’s disciplinary proceedings and procedures including:

- the steps in each proceeding;
- the anticipated timelines for each proceeding;
- the decision-making process for each proceeding;
- how to file a disciplinary complaint; and
- how the University determines which type of proceeding to use based on the circumstances of an allegation of dating violence, domestic violence, sexual assault, or stalking.

Sanctions for Violations of Sexual Offense Policy

For students, sexual assault, domestic violence, dating violence, and stalking are violations of the Student Conduct Code. Employees who violate this policy will be subject to discipline, up to and including termination of employment. Sexual assault, domestic violence, dating violence, and stalking are criminal acts which also may subject the perpetrator to criminal and civil penalties under federal and state law.

In determining sanctions, Lead Title IX Coordinators, administrators and the Hearing Boards will consider the nature and seriousness of the offense. Sanctions are determined by the administrator or the Hearing Board and
implemented by the appropriate administrator. Sanctions include: written reprimand, mandatory educational and/or counseling programs, restriction of campus access, disciplinary probation, suspension, or termination (in the case of employees), or expulsion (in the case of students).

**Sex Offender Registration**

The federal Campus Sex Crimes Prevention Act, enacted on October 28, 2000, requires institutions of higher education to issue a statement advising the campus community where law enforcement agency 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, as required under State law, of each institution of higher education in that State at which the person is employed, carries on a vocation, volunteers services or is a student.

The list of sex offenders kept by the local police in the Netherlands is not accessible to individuals.

**Risk Reduction**

Risk reduction means options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence. The following are some strategies of risk reduction which were taken from materials created by the Rape, Abuse, & Incest National Network, www.rainn.org:

- **Be aware of your surroundings.** Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
- **Try to avoid isolated areas.** It is more difficult to get help if no one is around.
- **Walk with purpose.** Even if you don’t know where you are going, act like you do.
- **Trust your instincts.** If a situation or location feels unsafe or uncomfortable, it probably isn’t the best place to be.
- **Try not to load yourself down with packages or bags as this can make you appear more vulnerable.**
- **Make sure your cell phone is with you and charged and that you have cab money.**
- **Don’t allow yourself to be isolated** with someone you don’t trust or someone you don’t know.
- **Avoid putting music headphones in both ears** so that you can be more aware of your surroundings, especially if you are walking alone.
- **When you go to a social gathering, go with a group of friends.** Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.
- **Trust your instincts.** If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.).
- **Don’t leave your drink unattended** while talking, dancing, using the restroom, or making a phone call. If you’ve left your drink alone, just get a new one.
- **Don’t accept drinks from people you don’t know or trust.** If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don’t drink from the punch bowls or other large, common open containers.
- **Watch out for your friends, and vice versa.** If a friend seems out of it, is way too intoxicated for the amount of alcohol they’ve had, or is acting out of character, get him or her to a safe place immediately.
- **If you suspect you or a friend has been drugged, contact law enforcement immediately.**
- **Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).**
- **If you need to get out of an uncomfortable or scary situation here are some things that you can try:**
• Remember that being in this situation is not your fault. You did not do anything wrong, it is the person who is making you uncomfortable that is to blame.

• Be true to yourself. Don’t feel obligated to do anything you don’t want to do. “I don’t want to” is always a good enough reason. Do what feels right to you and what you are comfortable with.

• Have a code word with your friends or family so that if you don’t feel comfortable you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come to get you or make up an excuse for you to leave.

• Lie. If you don’t want to hurt the person’s feelings it is better to lie and make up a reason to leave than to stay and be uncomfortable, scared, or worse. Some excuses you could use are: needing to take care of a friend or family member, not feeling well, having somewhere else that you need to be, etc.

• Try to think of an escape route. How would you try to get out of the room? Where are the doors? Windows? Are there people around who might be able to help you? Is there an emergency phone nearby?

• If you and/or the other person have been drinking, you can say that you would rather wait until you both have your full judgment before doing anything you may regret later.

Bystander Intervention

Bystanders play a critical role in the prevention of sexual and relationship violence. Bystander intervention means safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene.

The University encourages students, staff and faculty to engage in safe and positive options to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual misconduct, or stalking. All members of the University community are encouraged to report suspected sexual offenses, and in no case should intervene directly in a situation without assistance from the administration or authorities if doing so risks harm to the bystander or victim. Bystander intervention should be carried out only where safe and positive results are warranted. In all cases, bystanders should report any observed sexual offense. Employees are also required to comply with the reporting requirements for responsible employees under Title IX.

See below for tips on bystander intervention:

• Watch out for your friends and fellow students, faculty and staff. If you see someone who looks like they could be in trouble or need help, ask if they are ok.

• Confront people who seclude, hit on or try to make out with, or have sex with people who are incapacitated.

• Speak up when someone discusses plans to take sexual advantage of another person.

• Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.

• Refer people to on or off campus resources listed in this document for support in health, counseling, or with legal assistance.
APPENDIX A – Definitions of Offenses Used to Classify Offenses in Annual Crime Statistics

**Murder/Non-Negligent Manslaughter:** the willful (non-negligent) killing of one human being by another. Deaths caused by negligence attempts to kill, assaults to kill, suicide, accidental deaths, and justifiable homicide are excluded. *Definition from the Uniform Crime Report (UCR/NIBRS).*

**Negligent Manslaughter:** the killing of another person through gross negligence. *Definition from UCR/NIBRS.*

**Robbery:** the taking or attempting to take anything of value of 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. *Definition from UCR/NIBRS.*

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

**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 a felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking and all attempts to commit any of the aforementioned. *Definition from UCR/NIBRS.*

**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). *Definition from UCR/NIBRS.*

**Arson:** the willful or malicious burning or attempt to burn, with or without intent to defraud a dwelling house, public housing, motor vehicle or aircraft, or personal property of another kind. *Definition from UCR/NIBRS.*

**Weapon 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; all attempts to commit any of the aforementioned. *Definition from UCR/NIBRS.*

**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 non-narcotic drugs (barbiturates, Benzedrine). *Definition from UCR/NIBRS.*

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

**Sexual Assault:** An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI’s Uniform Crime Reporting (UCR) Program. Per the National Incident-Based Reporting System User Manual from the
FBI UCR Program, A sex offense is “any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.” *Definition from Violence against Women Act (VAWA).*

- **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, without the consent of the victim. *Definition from VAWA.*

- **Fondling:** The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person’s will; or, not forcibly or against the person’s will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental capacity. *Definition from VAWA.*

- **Incest:** sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law. *Definition from VAWA.*

- **Statutory Rape:** sexual intercourse with a person who is under the statutory age of consent. *Definition from 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.

1. The existence of such a relationship shall be determined based 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.

2. 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. *Definition from VAWA.*

**Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

1. Fear for her, his, or others’ safety; or
2. Suffer substantial emotional distress.

For the purposes of this definition:

1. Course of conduct means two or more acts, including but not limited to, acts 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.

2. Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.

3. Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling. *Definition from VAWA.*

**Domestic violence:** A Felony or misdemeanor crime of violence committed –

1. By a current or former spouse or intimate partner of the victim;
2. By a person with whom the victim shares a child in common;
3. By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
4. 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
5. 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: Any of the above offenses and any other crime involving bodily injury reported to local police agencies or to a campus security authority that manifest evidence that the victim was intentionally selected because of the perpetrators bias or the perpetrator(s) perceived the person to be in one of the protected group categories. There are six types of bias categories. (Race, Gender, Religion, Sexual Orientation, Ethnicity/national origin and Disability). Source: Federal Register, April 29, 1994, Vol. 59, No. 82; Federal Register, November 1, 1999, Vol. 64, No. 210

Race: A preformed negative attitude toward a group of persons who possess common physical characteristics such as color of skin, eyes, and/or hair, facial features genetically transmitted which distinguish them as a distinct division of humankind, e.g. Asians, blacks, whites.

Gender: A preformed negative opinion or attitude toward a group of persons because those persons are either male or female. Gender bias is a Clery Act specific term that is not found in the FBI Hate Crime Data Collection Guidelines

Religion: A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and existence or nonexistence of a supreme being, e.g. Jews, Catholics, Protestants, Muslims, atheists, etc.

Sexual Orientation: A preformed negative opinion or attitude toward a group of persons based on their sexual attraction toward, and responsiveness to, members of their own sex or members of the opposite sex, e.g., gays, lesbians, heterosexuals.

Ethnicity/National Origin: A preformed negative opinion or attitude toward a group of persons of the same race or national origin who share common or similar traits, languages, customs and traditions, e.g., Arabs, Hispanics.

Disability: A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairment/challenges whether such a disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.

Hate Crimes include any offense in the following two groups:

<table>
<thead>
<tr>
<th>Group A</th>
<th>Group B</th>
</tr>
</thead>
<tbody>
<tr>
<td>Murder and Non-Negligent Manslaughter</td>
<td>Larceny-Theft</td>
</tr>
<tr>
<td>Forcible Sex Offenses</td>
<td>Simple Assault</td>
</tr>
<tr>
<td>Non-Forcible Sex Offenses</td>
<td>Intimidation</td>
</tr>
<tr>
<td>Robbery</td>
<td>Destruction/damage/vandalism of property</td>
</tr>
<tr>
<td>Aggravated Assault</td>
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<tr>
<td>Burglary</td>
<td></td>
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<tr>
<td>Motor Vehicle Theft</td>
<td></td>
</tr>
<tr>
<td>Arson</td>
<td></td>
</tr>
</tbody>
</table>
**Larceny:** The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. *Definition from UCR/NIBRS.*

**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. *Definition from UCR/NIBRS.*

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

**Vandalism:** To willfully or maliciously destroy, injure, disfigure, or deface any public or private property, real or personal, without the consent of the owner or person having custody or control by cutting, tearing, breaking, marking, painting, drawing, covering with filth, or any other such means as may be specified by local law. *Definition from UCR/NIBRS.*
## APPENDIX B – Comprehensive Crime Statistics for Webster University – Leiden (2012-2014)

<table>
<thead>
<tr>
<th>Offense (Reported by Hierarchy)</th>
<th>Year</th>
<th>On Campus</th>
<th>Non-Campus</th>
<th>Public Property</th>
<th>Total # for Year</th>
<th>Residential Facilities *</th>
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<td>Offense (Not Reported by Hierarchy)</td>
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<td>Non-Campus</td>
<td>Public Property</td>
<td>Total # for Year</td>
<td>Residential Facilities *</td>
</tr>
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</table>

Domestic violence statistics were not required under the Clery Act for the 2012 reporting period.

| Dating Violence                   | 2014 | 0         | 0          | 0              | 0               | N/A                    |
|                                   | 2013 | 0         | 0          | 0              | 0               | N/A                    |
|                                   | 2012 | 0         | 0          | 0              | 0               | N/A                    |

Dating violence statistics were not required under the Clery Act for the 2012 reporting period.

| Stalking                          | 2014 | 0         | 0          | 0              | 0               | N/A                    |
|                                   | 2013 | 0         | 0          | 0              | 0               | N/A                    |
|                                   | 2012 | 0         | 0          | 0              | 0               | N/A                    |

Stalking statistics were not required under the Clery Act for the 2012 reporting period.

There were no hate crimes to report for the calendar years 2012-2014.  

There were no crimes withheld from the ASR because they were determined to be unfounded.

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6 The Clery Act also requires universities to include statistics on hate crimes. Certain offenses (murder, non-negligent manslaughter; forcible rape; aggravated assault, simple assault, intimidation; arson; and destruction, damage or vandalism of property) may also be classified as hate crimes if they manifest evidence the victim was intentionally selected because of the perpetrator’s bias regarding the victim’s perceived: race, gender, religion, sexual orientation, ethnicity/national origin and/or disability. Source: Federal Register, April 29, 1994, Vol. 59, No. 82; Federal Register, November 1, 1999, Vol. 64, No. 210

7 If a reported crime is investigated by law enforcement authorities and found to be false or baseless, the crime is considered “unfounded,” and the Department of Education does not require universities to include unfounded crimes in their ASR.
## APPENDIX C – Emergency Notifications and Timely Warnings

<table>
<thead>
<tr>
<th>Communication System</th>
<th>University Official Responsible for Initiating a Timely Warning or Emergency Notification (collectively an &quot;Emergency Communication&quot;)</th>
<th>University Official with Primary Responsibility for Drafting an Emergency Communication</th>
<th>University Official with Primary Responsibility for Distributing an Emergency Communication</th>
<th>Additional University Officials Authorized to Draft an Emergency Communication</th>
<th>Additional University Officials Authorized to Distribute an Emergency Communication</th>
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<tbody>
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<td>Blast Email (all campus)</td>
<td>Director of International Campus</td>
<td>CCO or her Designee in Global Marketing &amp; Comm.</td>
<td>CCO or her Designee in Global Marketing &amp; Comm.</td>
<td>Designee of Director of International Campus</td>
<td>Designee of Director of International Campus</td>
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<tr>
<td>Bulletin Board</td>
<td>Director of International Campus</td>
<td>CCO or her Designee in Global Marketing &amp; Comm.</td>
<td>Director of International Campus or his Designee on campus</td>
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<td>Leiden Campus Website</td>
<td>Director of International Campus</td>
<td>Director of Public Safety or his designee in WUDPS</td>
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<td>External Communication to Community</td>
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<td>CCO or her Designee in Global Marketing &amp; Comm.</td>
<td>Designee of Director of International Campus</td>
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### APPENDIX D – Fire Statistics & Systems Information (2012-2014)

#### 2014 Statistics

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<th>FACILITY</th>
<th>TOTAL FIRES</th>
<th>FIRE NUMBER</th>
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<th>TIME</th>
<th>CAUSE OF FIRE</th>
<th>INJURIES REQUIRING MEDICAL TREATMENT</th>
<th>DEATHS RELATED TO FIRE</th>
<th>VALUE OF PROPERTY DAMAGE</th>
<th>CASE NUMBER</th>
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#### 2013 Statistics

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### Residential Housing Fire Safety Systems 2012-2013

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<th>Fire Alarm Monitoring</th>
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<th>Full 2 Sprinkler System</th>
<th>Smoke Detection</th>
<th>Fire Extinguisher Devices</th>
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1. **PARTIAL SPINKLER SYSTEM** is defined as having sprinklers in the common areas only.
2. **FULL SPINKLER SYSTEM** is defined as having sprinklers in both common areas and individual rooms.
Appendix E – Definitions of Sexual Offenses under Dutch Law

Section 242
Any person who by an act of violence or any other act or by threat of violence or threat of any other act compels a person to submit to acts comprising or including sexual penetration of the body shall be guilty of rape.

Section 243
[It is illegal to engage] … in acts comprising or including sexual penetration of the body with a person whom he knows to be unconscious, to have diminished consciousness or to be physically unable to resist, or to be suffering from such a degree of mental disease or defect that such person is incapable or not sufficiently capable of exercising or expressing his will in the matter or of offering resistance.

Section 245
[It is illegal to for an unmarried person to engage] … in lewd acts comprising or including sexual penetration of the body with a person who has reached the age of twelve years but not yet sixteen years.

Section 246
[It is illegal for a person to] … by an act of violence or another act or by threat of violence or threat of another act compels another person to engage in or to tolerate lewd acts.

Section 247
[It is illegal for a person to engage] … in acts with a person whom he knows to be unconscious, to have diminished consciousness or to be physically unable to resist, or to be suffering from such a degree of mental disease or defect that such person is incapable or not sufficiently capable of exercising or expressing his will in the matter or of offering resistance, or who engages in lewd acts, out of wedlock, with a person under the age of sixteen years.

Section 285b
1. Any person who unlawfully, systematically, intentionally violates another person’s personal privacy with the intention of compelling that other person to act or to refrain from certain acts or to tolerate certain acts or of instilling fear in that person, shall be guilty of stalking.
Appendix F - University Policy on Sexual Assault, Harassment and Other Sexual Offenses

Please note that the following version of the Policy was in effect on the date that this Report was published. Please visit http://www.webster.edu/human-resources/policies/sexual-harassment-policy.html to view the most up to date version of the Policy.

POLICY ON SEXUAL ASSAULT, HARASSMENT AND OTHER SEXUAL OFFENSES
Revised Effective September 15, 2015

I. PURPOSE

The educational mission of a university is to foster an open learning and working environment. Any form of discrimination, harassment, sexual violence, domestic violence, sexual assault, stalking, and other forms of sexual misconduct is antithetical to this mission. Webster University is committed to maintaining a safe learning and working environment that is free of discrimination, harassment, sexual violence, and other forms of sexual misconduct that undermine its educational mission. Our training programs and educational tools related to sexual assault, harassment and other sexual offenses inform Webster students and employees of these prohibited activities and the corresponding obligations and procedures for reporting and responding to related complaints.

While we make every effort to educate the community to prevent sexual assault, harassment, and other sexual offenses from occurring, we are also committed to providing support to those affected when this behavior does occur. The University has made special resources available to help members of the University community who experience sexual offenses. These resources are described in this policy.

This policy also provides the campus community with the appropriate process for reporting and redressing individual complaints related to sexual harassment, sexual assault, domestic violence, dating violence, stalking and other sexual offenses that occur to members of our community. Because of the sensitive nature of sexual offenses and the use of the same policy for all constituents, this procedure is slightly different than the procedure for hearing complaints of other alleged policy violations.

II. POLICY SCOPE

This policy applies to all full-time and part-time students and employees of the University. This world-wide policy includes all University campuses, all locations where University-sponsored events and activities occur and all on-line, skype, and social media activity initiated by a student or employee of the University that may impact others in our University community.

III. POLICY STATEMENT

Webster University strongly prohibits sexual assault, sexual harassment, dating violence, domestic violence, stalking, sexual violence, and other sexual offenses described by this policy, as well as state and federal law. The University will promptly and effectively respond to reports of sexual offenses and harassment and will take appropriate action to prevent, correct, and if necessary discipline behavior that violates this policy.

The University strictly prohibits threats, intimidation, and retaliation against a student, administrator, faculty, staff or other employee for reporting a sexual offense described in this Policy, bringing a complaint of harassment or discrimination, or for assisting another in reporting a sexual offense or filing a complaint. Retaliation is a clear
violation of University policy, and applicable law, and is a serious offense that may result in separate disciplinary action.

IV. DEFINITIONS

A. Complicity is any act that knowingly aids, facilitates, promotes or encourages the commission of Prohibited Conduct by another person.

B. Consent refers to positive, unambiguous, and voluntary agreement. See Section VI.

C. Dating Violence is violence by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. Whether there was such a relationship is determined based on the reporting party’s statement and with consideration of the length, type, and frequency of interaction. Dating violence includes but is not limited to, sexual or physical abuse or the threat of such abuse, but does not include acts covered under the definition of domestic violence.

D. Discrimination is any unlawful distinction, preference or detriment to an individual as compared to others that is based on an individual’s protected status and that is sufficiently serious to unreasonably interfere with or limit:

   • An employee’s or applicant for employment’s access to employment or conditions and benefits of employment (e.g., hiring, advancement, assignment);

   • A student’s or admission applicant’s ability to participate in, access, or benefit from educational programs, services, or activities (e.g., admission, academic standing, grades, assignment, campus housing);

   • An authorized volunteer’s ability to participate in a volunteer activity; or

   • A guest’s or visitor’s ability to participate in, access, or benefit from the University’s programs.

E. Domestic Violence is conduct including violent misdemeanor and felony offenses committed by: the reporting party’s current or former spouse or intimate partner; current or former cohabitant; a person with whom the victim shares a child in common; persons similarly situated to a spouse of the victim under domestic violence or family law; or any other person against an adult or youth victim who is protected under domestic or family violence law.

F. Fondling is the intentional touching of the private body parts of another person for the purpose of sexual gratification, without that person’s clear, knowing, and voluntary consent.

G. Gender Discrimination refers to situations in which an employer treats an individual or group of individual employees differently, based on their gender identity, gender expression, or sexual orientation.

H. Gender Expression. Gender expression refers to all of the external characteristics and behaviors that are socially defined as either masculine or feminine, such as dress, grooming, mannerisms, speech patterns and social interactions.
I. **Gender-Based Harassment** Gender-based harassment is verbal, nonverbal, graphic, or physical aggression, intimidation, or hostile conduct based on gender, gender stereotyping, sexual orientation, gender identity, or gender expression that interferes with or limits a person’s ability to participate in or benefit from the University’s employment or educational activities and opportunities. For example, persistently ridiculing a person based on a perceived lack of stereotypical masculinity.

J. **Gender Identity** refers to a person’s innate, deeply felt psychological identification as a man, woman, or some other gender which may or may not correspond to the sex assigned to them at birth.

K. **Harassment** is a type of discrimination that occurs when verbal, physical, electronic or other conduct based on an individual’s protected status interferes with that individual’s (a) educational environment (e.g., admission, academic standing, grades, assignment); (b) work environment (e.g., hiring, advancement, assignment); (c) participation in a University program or activity (e.g., campus housing); or (d) receipt of legitimately-requested services (e.g., disability or religious accommodations), thereby creating a hostile work environment.

L. **Incapacitation** refers to a person’s physical and/or mental inability to make informed, rational judgments that voids an individual’s ability to give consent. See Section VI below.

M. **Interpersonal Violence** includes physical, sexual, emotional, economic or psychological actions or threats of actions related to this Policy that a reasonable person in similar circumstances and with similar identities would find intimidating, frightening, terrorizing, or threatening. Such behaviors may include threats of violence to one’s self, one’s family member, or one’s pet.

N. **Retaliation** is acts or words taken against an individual because of the individual’s participation in a protected activity that would discourage a reasonable person from engaging in protected activity. Protected activity includes an individual’s good faith: (i) participation in the reporting, investigation or resolution of an alleged violation of this Policy; (ii) opposition to policies, practices, or actions that the individual reasonably believes are in violation of the Policy; or (iii) requests for accommodations on the basis of religion or disability. Retaliation may include intimidation, threats, coercion, or adverse employment or educational actions. Retaliation may be found even when an underlying report made in good faith was not substantiated. Retaliation may be committed by the Responding Party, the Reporting Party or any other individual or group of individuals.

O. **Seductive Behavior** describes a pattern of unwelcome behaviors such as touching that may or may not be precipitated by an interest in sexual activity, but create a hostile or intimidating environment.

P. **Sexual Assault** occurs when one person engages in rape, fondling, incest, or statutory rape of another, without that person’s clear, knowing, and voluntary consent. Sexual assault includes penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

Q. **Sexual Exploitation** includes any conduct in which an individual takes advantage of another without his/her consent for his/her own advantage or benefit, or to benefit or advantage
anyone other than the one being exploited. Examples of sexual exploitation include, but are not limited to:

- Causing the prostitution of another person;
- Non-consensual recording or photographing of private sexual activity and/or an individual's intimate parts (including genitalia, groin, breasts or buttocks);
- Non-consensual distribution of recordings, photos, or other images of an individual's sexual activity and/or intimate parts (including genitalia, groin, breasts or buttocks);
- Allowing third parties to observe private sexual activity from a hidden location, (e.g., a closet).

R. **Sexual Harassment** is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical contact of a sexual nature, which constitutes sexual harassment when 1) submission to such conduct is made either explicitly or implicitly a term or a condition of an individual’s employment or education, or 2) submission to or rejection of such conduct is used as a basis for employment or academic decisions affecting that individual, or 3) such conduct has the purpose or effect of unreasonably interfering with an individual’s work or academic performance, or of creating an intimidating or hostile educational or employment environment.

It is often difficult to define exactly what constitutes an intimidating or hostile environment because individuals have different perceptions regarding sexual behavior. To determine whether a hostile environment has been created, the University will consider the conduct in question from both a subjective and objective perspective. Specifically, the University will evaluate the conduct from the perspective of a reasonable person in the reporting party’s position, considering all the circumstances. The more severe the conduct, the less need there is to show a repetitive series of incidents to prove a hostile environment, particularly when the conduct is physical. Conduct creates a hostile environment if the conduct is sufficiently serious that it interferes with or limits the reporting party’s ability to participate in or benefit from a University program or to perform his or her work. Examples of sexual harassment include, but are not limited to:

- Verbal abuse or hostile behavior such as insulting, teasing, mocking, degrading or ridiculing another person or group;
- Unwelcome or inappropriate physical contact, comments, questions, advances, jokes, epithets or demands;
- Physical assault or stalking;
- Displays of electronic transmissions of derogatory, demeaning or hostile materials;
- Unwillingness to train, evaluate, assist or work with a student or employee; or
• Engaging in behavior that is invasive or disruptive to a Webster University student or employee for the purpose of initiating a sexual or romantic relationship with that person.

S. **Sexual Orientation** refers to a person’s physical and/or emotional attraction to the same and/or opposite gender. A person’s sexual orientation is distinct from a person’s gender identity and expression.

T. **Sexual Solicitations by Promise of Reward** include requests for sexual favors, and other verbal or physical contact of a sexual nature when: 1) submission to such conduct is made either explicitly or implicitly a term or a condition of an individual’s employment or education, or 2) submission to or rejection of such conduct is used as a basis for employment or academic decisions affecting that individual, or 3) such conduct has the purpose or effect of unreasonably interfering with an individual’s work or academic performance, or of creating an intimidating or hostile educational or employment environment.

U. **Sexual Violence** refers to physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent (e.g., due to the individual’s age or use of drugs or alcohol, or because an intellectual or other disability prevents the student from having the capacity to give consent). Sexual violence and sexual assault often refer to similar kinds of conduct. A number of different acts fall into the category of sexual violence including rape, sexual battery, sexual abuse, sexual coercion, dating violence, and domestic violence.

V. **Stalking** is a course of conduct (two or more acts) directed at a specific person that would cause a reasonable person to fear for her, his, or others’ safety, or to suffer substantial emotional distress. Stalking may take many forms, including where the individual 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.

V. **PROHIBITED CONDUCT.**

The University will take disciplinary action against an individual found to have engaged in discrimination, harassment, sexual violence, or other sexual misconduct. The type and severity of disciplinary action taken will depend upon the specific violation(s) and the specific circumstances of each case. A person may be found responsible for violating more than one section of this Policy.

A. **Discrimination.** The University prohibits discrimination on the bases of sex and gender (see also Webster University’s EEO policies).

1. **Sex Based Discrimination.** A person violates Section V.A(1) of this Policy if he or she discriminates against an individual based on sex or sexual orientation.

2. **Gender Based Discrimination.** A person violates Section V.A(2) of this Policy if he or she discriminates against an individual based on gender or gender identity.

B. **Harassment.** The University prohibits sexual and gender based harassment.
1. **Sexual Harassment** A person violates Section V.B(1) of this Policy if he or she makes unwelcome sexual advances, requests for sexual favors, and other verbal or physical contact of a sexual nature that are 1) made either explicitly or implicitly as term or a condition of an individual’s employment or education, or 2) used as a basis for employment or academic decisions affecting that individual, or 3) unreasonably interferes with an individual’s work or academic performance, or creates an intimidating or hostile educational or employment environment.

2. **Gender-Based Harassment.** A person will be found responsible for Section V.B(2) of this Policy if he or she engages in aggressive, intimidating, or hostile conduct based on gender, gender stereotyping, sexual orientation, gender identity, or gender expression that interferes with or limits a person’s ability to participate in or benefit from the University’s employment or educational activities and opportunities.

**C. Sexual Violence, Unwanted Sexual Contact, and Sexual Offenses.** The University prohibits all forms of sexual violence and sexual offenses.

1. **Sexual Assault.** A person who intentionally engages in certain forms of sexual contact or conduct with another or forces the victim to touch another without that person’s clear, knowing, and voluntary consent violates Section V.C(1) of this Policy.

   a. **Level 1.** A person who attempts or succeeds at sexual penetration of any kind or where a person causes the other person to penetrate him/her without the other person’s consent violates Section V.C(1)(a) and is responsible for First Degree Sexual Assault under this Policy. Examples of Level 1 Sexual Assault include vaginal, oral or anal penetration by fingers, genitals, or objects.

   b. **Level 2.** A person who attempts or succeeds at the fondling of another without that person’s consent or forces the person to touch, directly or through clothing, another person’s private body parts without the consent of the victim violates Section V.C(1)(b) and is responsible for Level 2 Sexual Assault under this Policy.

   c. **Level 3.** A person violates Section V.C(1)(c) of this Policy if he or she threatens to use sexual force against another person and is responsible for Level 3 Sexual Assault under this Policy.

2. **Unwanted Sexual Contact.** A person who engages in unwanted (but not fondling) sexual contact or conduct with another without that person’s clear, knowing, and voluntary consent violates Section V.C(2) of this Policy.

   a. **Level 1.** A person who attempts or succeeds at the intentional kissing of another without that person’s consent violates Section V.C(2)(a) and is responsible for Level 1 Unwanted Sexual Contact under this Policy.

   b. **Level 2.** A person who attempts or succeeds at the intentional unwelcome touching (but not fondling) of another without that person’s consent violates Section V.C(2)(b) and is responsible for Level 2 Unwanted Sexual Contact under this Policy.
3. **Interpersonal Violence.** A person violates Section V.C(3) of this Policy if he or she commits interpersonal violence, intimate partner violence, dating violence, domestic violence, or relationship violence.

D. **Other Sexual Misconduct.** The University prohibits all forms of sexual misconduct.

1. **Sexual Exploitation.** A person violates Section V.D(1) of this Policy if he or she takes sexual advantage of another without his/her consent for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited.

2. **Sexual Solicitations by Promise of Reward.** A person violates Section V.D(2) of this Policy if he or she offers or implies an employment or education related reward or harm (as defined above) in exchange for sexual favors or submission to sexual conduct.

3. **Stalking.** A person violates Section V.D(3) of this Policy if he or she stalks another as defined above.

4. **Seductive Behavior.** A person violates Section V.D(4) of this Policy if he or she engages in seductive behavior as defined above.

E. **Complicity.** A person violates Section V.E of this Policy if he or she knowingly aids, facilitates, promotes or encourages the commission of Prohibited Conduct by another person.

F. **Retaliation.** A person violates Section V.F of this Policy if he or she retaliates against another for that person’s (1) participation in reporting, investigating, or resolving an alleged violation of this Policy; or (2) opposition to policies, practices, or actions that the individual reasonably believes are in violation of the Policy.

VI. **CONSENT**

**Sexual Consent**

Sexual activity requires consent, which is defined as positive, unambiguous, and voluntary agreement to engage in specific sexual activity throughout a sexual encounter. Consent cannot be inferred from the absence of a “no,”; clear “yes,” verbal or otherwise, is necessary. Consent to some sexual acts does not constitute consent to others, nor does past consent to a given act constitute present or future consent. Consent must be ongoing throughout a sexual encounter and can be revoked at any time.

Consent cannot be obtained by threat, coercion, or force. Agreement under such circumstances does not constitute consent.

Consent cannot be obtained from someone who is asleep or otherwise mentally or physically incapacitated, whether due to alcohol, drugs, or some other condition. A person is mentally or physically incapacitated when that person lacks the ability to make or act on considered decisions to engage in sexual activity. Engaging in sexual activity with a person whom you know -- or reasonably should know -- to be incapacitated constitutes sexual misconduct and is a violation of this policy.

**Guidance Regarding Sexual Consent**
Consent can only be accurately gauged through direct communication about the decision to engage in sexual activity. Presumptions based upon contextual factors (such as clothing, alcohol consumption, or dancing) are unwarranted, and should not be considered as evidence for consent.

Although consent does not need to be verbal, verbal communication is the most reliable form of asking for and gauging consent. Talking with sexual partners about desires and limits may seem awkward, but serves as the basis for positive sexual experiences shaped by mutual willingness and respect.

**Incapacitation**

Incapacitation is defined as the physical and/or mental inability to make informed, rational judgments that voids an individual’s ability to give consent. Incapacitation may be caused by a permanent or temporary physical or mental impairment. Incapacitation may also result from the consumption of alcohol or the use of drugs.

The use of alcohol or drugs may, but does not automatically affect a person’s ability to consent to sexual contact. The consumption of alcohol or drugs may create a mental incapacity if the nature and degree of the intoxication go beyond the stage of merely reduced inhibition and reach a point in which the victim does not understand the nature and consequences of the sexual act. In such case, the person cannot consent.

A person violates this policy if he or she has sexual contact with someone he or she knows or should know is mentally incapacitated or has reached the degree of intoxication that results in incapacitation. The test of whether an individual should know about another’s incapacitation is whether a reasonable, sober person would know about the incapacitation.

A responding party student or employee cannot rebut a sexual misconduct charge merely by arguing that he or she was drunk or otherwise impaired and, as a result did not know that the other person was incapacitated.

A person who is asleep or who is passed out or unconscious as a result of the consumption of alcohol or drugs is physically helpless and is not able to consent.

**VI. VIOLATIONS OF LAW**

Behavior that violates the Webster University Policy on Sexual Assault, Harassment and Other Sexual Offenses may also violate the laws of the city, state or country where the incident occurred and subject the perpetrator to criminal prosecution by the presiding authority. The University will comply with laws of these various jurisdictions.


2. **State:** Sex offenses are defined by laws of individual states which are referenced (a hyperlink to state laws for each for each of the University’s domestic campuses can be found at [http://www.webster.edu/human-resources/policies/sexual-harassment-policy.html](http://www.webster.edu/human-resources/policies/sexual-harassment-policy.html)).

3. **Global Campuses:** Students studying and employees working at one of the University’s global campuses should be aware that they are subject to the laws of that country with regard to what constitutes sexual assault or a sexual offense.
NOTE: Some countries and states have less stringent laws than others concerning sexual misconduct. Engaging in any sexual offense described in this policy will result in disciplinary action, even if the conduct at issue occurred in a country, state or municipality where such conduct was not prohibited by law.

VIII. UNIVERSITY TITLE IX COORDINATOR, DEPUTY TITLE IX COORDINATORS, AND “LEAD” TITLE IX COORDINATORS

A. The Title IX Team

The Title IX Coordinator is the person Webster University has designated to ensure Webster complies with Title IX. The Title IX Coordinator’s duties include overseeing all Title IX complaints and identifying and addressing any pattern or systemic problems that arise during the review of such complaints.

The Title IX Coordinator has ultimate oversight responsibility, and works with Deputy Title IX Coordinators who assist in fulfilling the Title IX Coordinator’s responsibilities. The Deputy Title IX Coordinator assigned to a specific case is referred to the “Lead” Title IX Coordinator for that case.

Members of this Title IX team receive training at least on an annual basis related to carrying out their roles and responsibilities.

B. Webster’s designated Title IX Coordinator and the Title IX Coordinator for Employees Reporting Sexual Offenses:

Betsy M. Schmutz, Associate Vice President and Chief Human Resources Officer
University Title IX Coordinator
Webster University
470 E. Lockwood Ave.
St. Louis, MO 63119
314-968-6960
schmutz@webster.edu

C. Webster’s Deputy Title IX Coordinators for Students Reporting Sexual Offenses:

Maureen Stroer, Student Affairs Coordinator
Deputy Title IX Coordinator for Student Sexual Misconduct Cases
470 E. Lockwood Ave.
St. Louis, MO 63119
314-968-6980
mstroer@webster.edu

Ted F. Hoef, Associate Vice President for Student Affairs and Dean of Students
Deputy Title IX Coordinator for Student Sexual Misconduct Cases
Webster University
470 E. Lockwood Ave.
St. Louis, MO 63119
314-968-6980
hoeftl@webster.edu
Webster also reserves the right to engage additional trained Deputy Title IX Coordinators on an ad-hoc basis as necessary.

D. Other Reporting Contacts

Sexual Offense Advocate (24/7)
470 E. Lockwood Avenue
St. Louis, MO 63119
314-968-7030 (office)
314 422-4651 (mobile)

Office of Public Safety (24/7)
527 Garden Avenue
(Next to Entrance to Garden Ave. Garage)
St. Louis, MO 63119
314 968-7430
314 968-6911 (Emergency)

IX. REPORTING A SEXUAL OFFENSE

A. Reports to the Sexual Offense Advocate

A person who is the reporting party of a sexual offense, or who witnesses a sexual offense, is encouraged to make a report to the Sexual Offense Advocate. Individuals are encouraged to first report any issues to the Sexual Offense Advocate as such initial reports will be kept completely confidential as the Sexual Offense Advocate is not required to report any information about an incident to the Title IX Coordinator without a reporting party’s permission. The Sexual Offense Advocate can advise reporting parties regarding their options in making a report about any sexual offense pursuant to these policies and procedures to the Title IX Coordinator.

The Sexual Offense Advocate can be reached 24 hours a day, seven days a week by mobile phone at 314-422-4651, through Public Safety at 314-246-7430 or 314-968-6900, or during office hours in the Counseling and Life Development Office at 314-968-7030. International students and U.S. citizens living abroad to U.S. Campus: Phone: international access code+314-968-7030 or international access code + 314-422-4651.

The Sexual Offense Advocate is designated by the University as the support and resource person for all students and employees who believe they have experienced sexual assault or a sexual offense. The Sexual Offense Advocate is available to assist campus community members with the following areas of concern:

- The Sexual Offense Advocate has training in crisis intervention and support techniques, and provides emotional, medical, and/or judicial support either directly or through on- or off-campus referral.
- The Sexual Offense Advocate informs the person of all rights under this policy and provides procedural information and support as needed. The Advocate also works with Public Safety Officers when necessary to advise the person regarding options available for filing civil and/or criminal charges related to the offense. Those who believe they have experienced a sexual offense may also report the offense directly to Campus Public Safety or to the appropriate Title IX Coordinator or Deputy Title IX Coordinators as indicated above.
- The Sexual Offense Advocate may serve as the reporting party’s support person during all proceedings carried out under University auspices. The Sexual Offense Advocate, in consultation with the reporting party, may designate an alternate to act as representative in the event the Sexual
Offense Advocate is unable to perform the duties due to illness or other professional conflicts. The Advocate’s role is separate from the administrative functions associated with the Hearing Board or other hearing procedures.

When any incident of sexual offense occurs on campus (or to a member of the Webster University community—even if off-campus), we strongly encourage reporting to the Sexual Offense Advocate and/or the Office of Public Safety. When contacted first, Public Safety will automatically contact the Sexual Offense Advocate.

These people are trained to provide assistance in making decisions about pursuing medical attention, counseling/support services, filing campus disciplinary procedures, preserving evidence, and filing criminal and/or civil charges. In cases where the alleged perpetrator poses a perceived threat to the campus community, the Advocate and Office of Public Safety may work with the appropriate administrators to issue a temporary ban from or restricted access to campus for that person.

It is especially important that a reporting party preserve any evidence that may assist in proving the alleged offense occurred so that authorities and relevant administrators may ultimately take appropriate action against the responding party. Such evidence may include, but is not necessarily limited to, physical evidence or electronic or written communications. Individuals may also obtain a confidential forensic examination by a Sexual Assault Nurse Examiner at St. Mary’s Health Center, 6420 Clayton Rd, Richmond Heights, MO 63117, (314) 768-8360. The YWCA also provides a Rape Crisis Hotline (314) 531-7273, which can provide support and resources about sexual assault and forensic exams.

B. Reports to the Title IX Coordinator.

The Sexual Offense Advocate will strongly recommend that all individuals confidentially reporting sexual offenses to the Sexual Offense Advocate file a written statement with the Title IX Coordinator or Deputy Title IX Coordinator. Once reported to the Title IX Coordinator or Deputy Title IX Coordinator, any necessary interim steps will be taken pursuant to Section XI of this Policy. Additionally, such reports will be handled consistent with this Policy regarding investigation, adjudication, and resolution.

C. Reports to the Local Authorities.

Behaviors defined above such as sexual assault, dating violence, domestic violence and stalking constitute potential criminal acts that could be grounds for criminal and/or civil action. Reporting parties of sexual offenses have the right to file a criminal complaint against the perpetrator of the sexual offense and a complaint with Webster University simultaneously.

Webster University encourages reporting parties of sexual misconduct to make a formal report to the appropriate local law enforcement authorities for the purpose of filing a criminal complaint and/or seeking and enforcing a no contact, restraining or similar Court Order and has the right to be assisted by the University in exercising this option. Visit [http://www.webster.edu/public-safety/non-emergency-numbers.html](http://www.webster.edu/public-safety/non-emergency-numbers.html) for contact information for law enforcement offices near Webster University’s domestic campuses.

In cases where individuals are interested in pursuing criminal and/or civil charges, it is especially important to work with these officers so that statements can be taken and evidence can be collected immediately. If a person experienced sexual intrusion or sexual penetration, one is encouraged to seek medical attention immediately. A medical examination can identify any internal trauma, test for sexually transmitted diseases, as well as obtain appropriate medical evidence should one choose to pursue legal charges at some later date.
The Sexual Offense Advocate can assist the reporting party in understanding options related to pressing civil and/or criminal charges as well as in the process of working with Public Safety and/or local authorities. The Webster University Office of Public Safety can be reached at 314-968-6911 (emergency) or 314-968-7430.

D. Reports Involving Minors or Suspected Child Abuse

Under most state laws, an individual must make a mandatory report of suspected child abuse and neglect, including sexual assault, when that individual, in his/her professional capacity or within the scope of his/her employment, has knowledge of or observes a minor whom the individual knows or reasonably suspects has been the victim of child abuse or neglect, including sexual assault.

All University employees, whether designated as a mandatory reporter under state law or not, are required to immediately report any suspected child abuse and neglect to the Title IX Coordinator and the Director of Campus Safety. The source of abuse does not need to be known in order to file a report.

The University will report all suspected child abuse and neglect, including sexual assault, to law enforcement as required by the state in question. The University must act quickly regarding all reasonable suspicions of sexual or physical abuse. It is not the responsibility of any employee, student, or volunteer to investigate suspected child abuse. This is the role of and law enforcement and other authorities. Timeliness of the reporting is critical.

E. Bystander Intervention

Students and employees are encouraged to engage in safe and positive options to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual misconduct, or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene. All students are encouraged to report suspected sexual offenses as detailed above, and in no case should intervene directly in a situation without assistance from the administration or authorities if doing so risks harm to the bystander or victim. Bystander intervention should be carried out only where safe and positive results are warranted. In all cases, bystanders should report any observed sexual offense. Employees are also required to comply with the reporting requirements for responsible employees.

X. CONFIDENTIALITY OF INFORMATION

Webster University will make every effort reasonably possible to preserve the privacy of an individual who makes a report under this policy and to protect the confidentiality of the information reported consistent with applicable legal requirements. The degree to which confidentiality can be protected, however, depends upon the University’s legal duty to respond to the information reported and the professional role of the person being consulted. The professional being consulted should make these limits clear before an individual reporting under this policy discloses any facts to the professional.

As required by law, disclosures to any Webster University employee of a sexual offense are tabulated for statistical purposes without personal-identifying information. The University must report annually the number of occurrences on-campus of forcible sex offenses (forcible rape, forcible sodomy, sexual assault with an object, forcible fondling) and non-forcible offenses (incest and statutory rape).
Reporting and Confidentially Disclosing Sexual Assault and Other Sexual Offenses: Know Your Options

Webster University encourages reporting parties of sexual assault and offenses to talk to somebody about what happened – so reporting parties can get the support they need, and so Webster University can respond appropriately.

Different employees on campus have different abilities to maintain a reporting party’s confidentiality.

- Some are required to maintain near complete confidentiality; talking to them is sometimes called a “privileged communication.”

- Some employees are required to report all the details of an incident (including the identities of both the reporting party and responding party) to the Title IX Coordinator or a Deputy Title IX Coordinator. A report to these employees (called “responsible employees”) constitutes a report to the University – and generally obligates Webster University to investigate the incident and take appropriate steps to address the situation.

A. Privileged and Confidential Communications - Reporting to Professional and Pastoral Counselors

1. Professional, licensed counselors and pastoral counselors who provide mental-health counseling to members of the university community (and including those who act in that role under the supervision of a licensed counselor) are not required to report any information about an incident to the Title IX Coordinator without a reporting party’s permission.

2. Following is the contact information for these individuals:

3. Gladys Smith, Assistant Director of Counseling, Sexual Offense Advocate
   314-968-7030 or mobile: (314) 422-4651 (24 hours)
   gmsmith@webster.edu

4. Patrick Stack, Director of Counseling
   314-968-7030; stackpa@webster.edu

5. International students and U.S. citizens living abroad to U.S. Campus: Phone: international access code+314-968-7030 or international access code + 314-422-4651.

6. A reporting party who speaks to a professional or non-professional counselor or advocate of the Office of Counseling must understand that, if the reporting party does not permit the professional or non-professional counselor to report the incident to a Title IX Coordinator, Webster University will be unable to conduct an investigation into the particular incident or pursue disciplinary action against the alleged perpetrator.

7. Even so, these counselors and advocates will still assist the reporting party in receiving other necessary protection and support, such as reporting party advocacy, academic support or accommodations, disability, health or mental health services, and changes to living, working or course schedules.

8. A reporting party who at first requests confidentiality may later decide to file a complaint with the university or report the incident to local law enforcement, and thus have the incident fully
investigated. These counselors and advocates will provide the reporting party with assistance if the reporting party wishes to do so.

NOTE: While these professional counselors and advocates may maintain a reporting party’s confidentiality vis-à-vis the University, they may have legal reporting or other obligations under federal or state law, or laws in the country in which the incident occurred.

ALSO NOTE: If Webster University determines that the alleged perpetrator(s) pose a serious and immediate threat to the Webster University community, the Office of Public Safety may be called upon to issue a timely warning to the community. Any such warning should not include any information that identifies the reporting party.

B. Off-campus counselors, advocates and health care providers

a) Off-campus counselors, advocates, and health care providers will also generally maintain confidentiality and not share information with Webster University unless the reporting party requests the disclosure and signs a consent or waiver form.

b) NOTE: While off-campus counselors and advocates may maintain a reporting party’s confidentiality vis-à-vis the University, they may have reporting or other obligations under federal and/or state law or the laws of the country in which the incident occurred.

C. Reporting to “Responsible Employees”

1. A “responsible employee” is a University employee who has the duty to report incidents of sexual violence or other student misconduct, or who a student could reasonably believe has this authority or duty.

2. The following employees (or categories of employees) are the University’s responsible employees for purposes of this policy:

   a) Any member of the University’s administrative and academic leadership
   b) Student Affairs staff, except licensed counselors
   c) Coaches and athletic department staff
   d) Resident Assistants (RAs), Orientation Leaders (OLs), and Connection Leaders
   e) Supervisors of student employees
   f) Public Safety officers
   g) Extended campus directors and extended campus staff
   h) All Faculty – full-time and adjunct
   i) Academic advisors and student support services staff

3. When a reporting party tells a responsible employee about an incident of sexual violence, the reporting party has the right to expect Webster University to take immediate and appropriate steps to investigate what happened and to resolve the matter promptly and equitably.

4. A responsible employee must report to the Title IX Coordinator or a Deputy Title IX Coordinator all relevant details about the alleged sexual violence shared by the reporting party and that Webster University will need to determine what happened – including the names of the reporting party and alleged perpetrator(s), any witnesses, and any other relevant facts, including the date, time and specific location of the alleged incident.
5. To the extent possible, information reported to a responsible employee will be shared only with people responsible for handling the University’s response to the report. A responsible employee should not share information with law enforcement without the reporting party’s consent, or unless the reporting party has also reported the incident to law enforcement.

6. A “responsible employee” includes any employee who:
   a) has the authority to take action to redress the harassment;
   b) has the duty to report to appropriate school officials sexual assault, sexual harassment or any other sexual offenses by students or employees; or
   c) who a student could reasonably believe has the authority or responsibility to take action.

7. Using this lens, employees with supervisory and leadership responsibilities on campus are considered “responsible employees.” This may include, for example, faculty, coaches, administrators, resident advisors (RAs) and other student employees with a responsibility for student welfare. The University requires that all “responsible employees” share a report of misconduct with the appropriate Title IX Coordinator or Deputy Title IX Coordinator. The appropriate Title IX Coordinator, or designee under the direction of a Title IX Coordinator, will conduct an initial assessment of the conduct, the reporting party’s expressed preferences, if any, as to course of action, and the necessity for any interim remedies or accommodations to protect the safety of the reporting party or the community.

8. Before a reporting party reveals any information to a “responsible employee,” the “responsible employee” should ensure that the reporting party understands the employee’s reporting obligations – and, if the reporting party wishes to maintain confidentiality, direct the reporting party to confidential resources.

9. If the reporting party wants to tell the responsible employee what happened but also maintain confidentiality, the responsible employee should tell the reporting party that Webster University will consider the request, but cannot guarantee that Webster University will be able to honor it. The “responsible employee” is required, by law, to report the incident to the Title IX Coordinator or a Deputy Title IX Coordinator. In reporting the details of the incident to the Title IX Coordinator or a Deputy Title IX Coordinator, the responsible employee will also inform the Coordinator of the reporting party’s request for confidentiality.

10. Responsible employees will not pressure a reporting party to request confidentiality, but will honor and support the reporting party’s wishes, including for Webster University to fully investigate an incident. By the same token, responsible employees will not pressure a reporting party to make a full report if the reporting party is not ready to. However, even without a full report from the reporting party, responsible employees still have an obligation to inform a Title IX Coordinator or Deputy Title IX Coordinator of what they know.

D. Take Back the Night and Other Public Awareness Events

Public awareness events such as “Take Back the Night,” the Clothesline Project, candlelight vigils, protests, “survivor speak outs” or other forums in which students or employees disclose incidents of sexual violence, are not considered notice to Webster University of sexual violence for purposes of triggering its obligation to investigate any particular incident(s). Such events may, however, inform the need for campus-wide education and prevention efforts. Webster University will provide information at these events about students’ and employees’ Title IX rights,
requirements of the Violence Against Women Act, and other educational and victims’ rights information related to sexual assault and other sexual offenses.

E. Requesting Confidentiality from the University: How Webster University Will Weigh and the Request and Respond

If a reporting party discloses an incident to a responsible employee, but wishes to maintain confidentiality or requests that no investigation into a particular incident be conducted or disciplinary action taken, Webster University must weigh that request against the University’s obligation to provide a safe, non-discriminatory environment for all students and employees, including the reporting party.

If Webster University honors the request for confidentiality, a reporting party must understand that the University’s ability to meaningfully investigate the incident and pursue disciplinary action against the alleged perpetrator(s) may be limited. There are times when Webster University may not be able to honor a reporting party’s request in order to provide a safe, non-discriminatory environment for all students and employees.

Webster University has designated its Title IX Coordinator and Deputy Title IX Coordinators to perform initial evaluations of requests for confidentiality once a responsible employee is on notice of alleged sexual violence. The Deputy Title IX Coordinator evaluating a request for confidentiality will then make a recommendation to the Associate Vice President and Chief Human Resources Officer or the Associate Vice President for Student Affairs and Dean of Students. The Associate Vice President and Chief Human Resources Officer and the Associate Vice President for Student Affairs and Dean of Students will consider a range of factors in evaluating requests for confidentiality, including but not necessarily limited to the following:

- The increased risk that the alleged perpetrator will commit additional acts of sexual or other violence;
- whether there have been other sexual misconduct complaints about the same responding party;
- whether the responding party has a history of arrests or records from a prior college or university indicating a history of sexual misconduct;
- whether the responding party threatened further sexual offenses or other violence against the reporting party or others;
- whether the sexual misconduct was committed by multiple perpetrators;
- whether the sexual misconduct was perpetrated with a weapon;
- whether the reporting party is a minor;
- whether Webster University possesses other means to obtain relevant evidence of the sexual misconduct (e.g., security cameras or personnel, physical evidence); and
- whether the reporting party’s report reveals a pattern of perpetration (e.g., via illicit use of drugs or alcohol) at a given location or by a particular group;
- whether there is any other evidence suggesting predatory behavior by the responding party;
- whether there is a likelihood of ongoing contact between the responding party individual and reporting party;
- whether there is a possibility of the responding party individual exerting ongoing undue influence on the reporting party (e.g. domestic violence situations);
whether there is a need for ongoing protection of the reporting party and any significant risk of retaliation.

The University will weigh the above factors in deciding whether to investigate and, if appropriate, pursue disciplinary action. If the factors indicate no increased risk to other students, faculty, and staff or to the reporting party, Webster University will likely respect the reporting party’s request for confidentiality.

If, for example, the University has credible information that the alleged perpetrator has committed one or more prior rapes, the balance of factors would compel the University to investigate the allegation and, if appropriate, pursue disciplinary action.

If Webster University determines that it cannot maintain a reporting party’s confidentiality, Webster University will inform the reporting party prior to starting an investigation and will, to the extent possible, only share information with people responsible for handling the University’s investigation and response.

Webster University will remain ever mindful of the reporting party’s well-being, and will take ongoing steps to protect the reporting party from retaliation or harm, and work with the reporting party to create a safety plan. Retaliation against the reporting party, whether by students or University employees, will not be tolerated. Webster University will also:

- assist the reporting party in accessing other available advocacy, academic support, counseling, disability, health or mental health services, and legal assistance both on and off campus (see portion of policy identifying these);
- provide other security and support, which could include issuing a no-contact order, helping arrange a change of living or working arrangements or course schedules (including for the alleged perpetrator pending the outcome of an investigation) or adjustments for assignments or tests; and
- inform the reporting party of the right to report a crime to campus or local law enforcement and provide the reporting party with assistance if the reporting party wishes to do so.

Webster University may not require a reporting party to participate in any investigation or disciplinary proceeding.

Because Webster University is under a continuing obligation to address the issue of sexual assaults, sexual violence and sexual offenses campus-wide, reports of sexual offenses (including non-identifying reports) will also prompt Webster University to consider broader remedial action – such as increased monitoring, supervision or security at locations where the reported sexual offenses occurred; increasing education and prevention efforts, including to targeted population groups; conducting climate assessments/surveys; and/or revisiting its policies and practices.

If Webster University determines that it can respect a reporting party’s request for confidentiality, Webster University will also take immediate action as necessary to protect and assist the reporting party.

XI. INTERIM REMEDIES AVAILABLE TO REPORTING PARTIES OF SEXUAL ASSAULT, SEXUAL HARASSMENT AND OTHER SEXUAL OFFENSES

Working in conjunction with the Sexual Offense Advocate, the Associate Vice President and Chief Human Resources Officer and the Associate Vice President for Student Affairs and Dean of Students, there is the option of making interim remedies/options available to the reporting party of sexual assaults and offenses before the report is resolved, or in special circumstances even if the reporting party chooses not to file a complaint. These options include modifications to: academic schedules, campus housing, student leadership, working situations, as well as
providing academic support or making special arrangements for withdrawing or dropping classes without penalty, if requested and reasonably available, regardless if the reporting party chooses to file a formal report. No contact measures may also be implemented. Any interim remedies imposed should avoid any lasting negative effects on the responding party before any findings of responsibility are made as much as is possible in the circumstances presented.

XII. AMNESTY FROM DRUG, ALCOHOL, AND RELATED UNIVERSITY POLICIES

The University encourages reporting and seeks to remove any barriers to reporting by making the procedures for reporting transparent and straightforward. The University recognizes that an individual who has been drinking or using drugs at the time of the incident may be hesitant to make a report because of potential consequences for his/her/their own conduct, which may violate other University policies and codes of conduct.

An individual who reports sexual misconduct, either as a reporting party or a third party witness, will not be subject to disciplinary action by the University, for his/her/their own personal consumption of alcohol or drugs at or near the time of the incident, provided that any such violations did not and do not place the health or safety of any other person at risk. The University may, however, initiate an educational discussion or pursue other educational remedies regarding alcohol or other drugs. This amnesty policy applies to the University’s student conduct process as well as related policies applicable to students, faculty and staff.

While the University may waive disciplinary action under its policies related to use of alcohol and drugs as indicated above, it retains the responsibility to report any illegal use of these substances as required by law and will act in compliance with those laws.

XIII. POLICY ENFORCEMENT, INVESTIGATION, COMPLAINT AND ADJUDICATION PROCEDURES

Webster is committed to providing prompt, fair, and impartial investigation and resolution of complaints of violations under this policy. The University offers both an Administrative Process and a Hearing Board Process in reporting sexual assault, harassment or other sexual offenses. The decision on which of these two procedures to follow is at the sole discretion of the reporting party. These Procedures and their related Appeal Procedures are located in Appendix A – Administrative Process, and Appendix B – Hearing Board Process. In all cases, Title IX Coordinators, administrators and the Hearing Board members will avoid participating in any matters where a conflict of interest or material bias for or against the reporting party or the responding party is present.

XIV. SANCTIONS

In determining sanctions, Lead Title IX Coordinators, administrators and the Hearing Boards will consider the nature and seriousness of the offense. Sanctions are determined by the administrator or the Hearing Board and implemented by the appropriate administrator. Sanctions include: written reprimand, mandatory educational and/or counseling programs, restriction of campus access, disciplinary probation, suspension, or termination (in the case of employees), or expulsion (in the case of students).

Administrators and/or the Hearing Board will also consider environmental remedies beyond sanctions for the responding party.

Either the reporting party or the responding party may appeal the decision of the administrator to the Hearing Board or the decision of the Hearing Board to the Provost. The Procedures for Appeals are addressed in Appendix A – Administrative Process and Appendix B – Hearing Board Process.
XV. **TIME FRAME FOR RESOLUTION**

The University seeks to resolve all reports within a timely manner. All time frames expressed in this policy are meant to be guidelines rather than rigid requirements. Extenuating circumstances may arise that require the extension of time frames, especially due to the geographic spread of the University’s campuses in various states, countries, and time zones. Extenuating circumstances may include the complexity and scope of the allegations, the number of witnesses involved, the availability of the parties or witnesses, any intervening school break or vacation, or other unforeseen circumstances. The University intends to complete a typical investigation within sixty (60) days following receipt of the complaint. Further, both the reporting party and responding party will be updated throughout the investigative process, including with timely notice of meetings where either or both the reporting party and the responding party may be present.

In general, a reporting party and responding party can expect that the process will proceed according to the time frames provided in this policy. In the event that the investigation and resolution exceed this time frame, the University will attempt to notify all parties of the reason(s) for the delay and the expected adjustment in time frames. Best efforts will be made to complete the process in a timely manner by balancing principles of thoroughness and fundamental fairness with promptness. However, due to the geographic spread of the University’s campuses, it may be difficult to complete the process within the time frames provided in this policy depending on the circumstances.

In all cases of allegations of violations of this Policy, the reporting party and responding party will receive simultaneous notification, in writing, of: (1) any result of a disciplinary proceeding; (2) procedures for the reporting party and responding party to appeal the result of the disciplinary proceeding; (3) any change in the result of a disciplinary proceeding; and (4) when the results of any disciplinary proceeding become final.

XVI. **FALSE REPORTS**

The University will not tolerate intentional false reporting of incidents. Webster University takes the accuracy of information very seriously as a charge of sexual assault, harassment, and other sexual offenses may have severe consequences. A good-faith complaint that results in a finding of not responsible is not considered a false or fabricated accusation of sexual misconduct. However, when a reporting party or third party witness is found to have fabricated allegations or given false information with malicious intent or in bad faith, the reporting party or third party witness may be subject to disciplinary action. It is a violation of the Code of Student Conduct to make an intentionally false report of any policy violation, and it may also violate state criminal statutes and civil defamation laws.
APPENDIX A to the Sexual Offense Policy

ADMINISTRATIVE PROCESS FOR STUDENTS AND EMPLOYEES

The following Administrative Process will be followed for all complaints of sexual assault, sexual harassment or other sexual misconduct filed pursuant to this Policy regardless of whether the complaints involve students and/or employees:

1. The reporting party has the option of meeting with a Sexual Offense Advocate or a Title IX Coordinator or Deputy Title IX Coordinator to discuss options available under this policy. During this meeting, the Sexual Offense Advocate or Title IX Coordinator will give the reporting party a copy of this policy, review it, discuss interim remedies, and he or she will make the reporting party aware of his or her option to report the alleged sexual offense(s) to the police and assist if the reporting party desires. The reporting party will also be informed that she/he may decline to notify local authorities.

2. A written statement must be completed by the reporting party. The written statement will describe the reporting party’s allegations, the facts relevant to the complaint, the name(s) of the responding party, and it will identify witnesses with information relating to the allegations. Absent extenuating circumstances, the University will obtain a written statement within ten (10) days of the Title IX Coordinator or Deputy Title IX Coordinator learning of a reporting party’s complaint.

3. The Sexual Offense Advocate’s, Title IX Coordinator or Deputy Title IX Coordinator will promptly review the reporting party’s written statement to ensure a complete understanding of the nature of the complaint. This review will occur within one business day of the Sexual Offense Advocate’s, Title IX Coordinator’s or Deputy Title IX Coordinator’s receipt of the reporting party’s complaint, unless extenuating circumstances prevent a review of the complaint within this time frame. In this event, the review will occur as soon as possible.

4. If a Sexual Offense Advocate or a Deputy Title IX Coordinator receives reporting party’s written statement, she or he will promptly inform the University Title IX Coordinator that a report has been received. The Title IX Coordinator will be informed within one working day of the Sexual Offense Advocate’s or Deputy Title IX Coordinator’s receipt of the reporting party’s written statement, unless extenuating circumstances prevent him or her from communicating this information within this timeframe. In this event, the Title IX Coordinator is to be informed as soon as possible.

5. The Sexual Offense Advocate and/or a Title IX Coordinator will refer the reporting party to the appropriate Title IX Coordinator (the “Lead Title IX Coordinator” for the case), who will be responsible for oversight of the investigation and resolution of the complaint. The Sexual Offense Advocate and/or Title IX Coordinator will make this referral within two days of receipt of the reporting party’s written complaint, unless extenuating circumstances prevent him or her from completing the referral within this timeframe. In this event, the referral is to be made as soon as possible.

When the reporting party and responding party are both students, the Lead Title IX Coordinator is a Deputy Title IX Coordinator assigned to the Dean of Students Office. When the reporting party and responding party are both employees, the Lead Title IX Coordinator is the Title IX Coordinator or a Deputy Title IX Coordinator assigned to the Human Resources Office. When the reporting party and responding party include both a student and an employee, a Title IX
Coordinator from the Dean of Students Office and Human Resources Office will be jointly responsible for oversight, investigation and resolution of the complaint.

6. After receiving the written statement, the Lead Title IX Coordinator or designee will meet with the reporting party within ten working days and:

   a. Clarify his/her statement,
   b. ask what the reporting party would like to achieve as an outcome,
   c. reiterate that the reporting party may simultaneously pursue a complaint via the University’s procedures and a criminal complaint with the appropriate police department,
   d. explain the University’s investigative and adjudicative process, and
   e. provide the reporting party with a copy of this policy.

7. The Lead Title IX Coordinator or designee will next inform the responding party of the complaint in writing and in person (or by phone) and will instruct the responding party that he/she is to have no contact with reporting party (unless the reporting party’s identity can be maintained as confidential pursuant to Section X.C. above while still providing the responding party a meaningful and fair defense). The Lead Title IX Coordinator will also schedule a meeting with the responding party and invite him or her to bring an advisor to the meeting.

8. The Lead Title IX Coordinator or designee then meets with the responding party, ideally within five working days of informing the responding party of the complaint, and:

   a. shares the written complaint (or meaningful summary of the complaint if Section X.C. regarding the reporting party’s confidentiality is being maintained) with the responding party,
   b. explains the process,
   c. provides a written copy of the policy;
   d. asks for written response within 72 hours (which can include any documents or witness information supporting the responding party’s response to the complaint); and
   e. again informs the responding party that they are to have no contact with the reporting party and that violation of this instruction can result in discipline.

9. The Lead Title IX Coordinator or designee (or in the case of an employee, a Human Resources representative designated by the Title IX Coordinator) interviews any potential witnesses and will review any documents concerning the complaint, including but not limited to emails and text messages relating to the complaint. In most situations, the Lead Title IX Coordinator or designee will attempt to complete all necessary interviews within thirty (30) working days of receipt of the written statement.

10. The Lead Title IX Coordinator or designee will meet again with the reporting party.

11. The Lead Title IX Coordinator will share the responding party’s written response with the reporting party and discusses any additional information the reporting party provides.

12. The Lead Title IX Coordinator will make a recommendation on the case using the preponderance of the evidence (more likely than not) standard and he or she will make a recommendation to the appropriate administrator for action, including the imposition of sanctions and/or environmental remedies. The determination as to who is the appropriate administrator is based on the concrete
circumstances of each individual case. The administrator may not be an individual who has had prior involvement in the case.

13. The administrator must then accept or modify the Lead Title IX Coordinator’s recommendation. When evaluating the evidence used to support the Lead Title IX Coordinator’s recommendation, the administrator must also use the preponderance of the evidence (more likely than not) standard.

14. The administrator, absent any extenuating circumstances, will communicate a final decision to the Lead Title IX Coordinator within five working days of receipt of the Lead Title IX Coordinator’s recommendations.

15. Absent extenuating circumstances, the Lead Title IX Coordinator will communicate the decision, in writing, to the reporting party and then the responding party, in separate meetings, within 1 working day of the administrator’s decision.

16. The Lead Title IX Coordinator will make the reporting party and the responding party aware of the appeal process and the requirement that written appeals are due to the Lead Title IX Coordinator for that matter within 10 calendar days of the date of the written decision. The University intends to complete a typical investigation and Administrative Process within sixty (60) days following receipt of the complaint.

**APPEAL** of a determination and/or sanctions reached during the Administrative Process if both parties are students or if the responding party is a student

Either party may file a written appeal with the Lead Title IX Coordinator within 10 calendar days of receipt of the determination from the Administrative Process.

Upon receipt of a written appeal from either party:

1. The Lead Title IX Coordinator will contact one of the Sexual Offense Hearing Board hearing officers.

2. The Lead Title IX Coordinator will present to the Hearing Board officer a written summary of the case along with the appeal letter(s) and letters describing the initial finding(s) and sanction(s).

3. The Sexual Offense Hearing Board hearing officer has 10 working days to decide on the legitimacy of the appeal, with the following possible outcomes:
   a. Find that there are no grounds for an appeal and uphold the decision of the administrator, or
   b. Hold a meeting of the Sexual Offense Hearing Board to review the appeal and make a decision on the appeal

4. The act of filing an appeal usually postpones the action required by the initial decision until the appeal process is completed, unless the Lead Title IX Coordinator determines that postponement of the sanction may result in a serious threat to the University community.

5. At the conclusion of the Administrative Process and appeal process, the Hearing Board officer will provide a determination report to the Lead Title IX Coordinator, including sanctions, who will then communicate it, in writing, to both/all parties in separate meetings simultaneously.
The decision(s) rendered through this appeal procedure are final.

APPEAL of a determination and/or sanctions reached during the Administrative Process if both parties are employees or if the responding party is an employee

Either party may file a written appeal with the Lead Title IX Coordinator within 10 calendar days of receipt of the written determination from the Administrative Process. Grounds for filing an appeal are limited to:

- Procedural error(s)
- New evidence
- Excessive or too lenient sanctions

Upon receipt of a written appeal from either party:

1. The Lead Title IX Coordinator contacts the Chief Human Resources Officer who will convene a 5-member Administrative Hearing Board for Sexual Offenses comprised of appropriate members of the University leadership team. This may include deans of academic units or designated administrators from administrative units. A dean or administrator who has been involved in the complaint in any way will not sit on the Hearing Board for a given case.

2. The Administrative Hearing Board for Sexual Offenses meets within 10 working days of being convened. Their first order of business is to appoint a chair.

3. The Lead Title IX Coordinator provides the Hearing Board members with a written summary of the case, copy of the initial decision(s)/sanction(s), and a copy of the written appeal.

4. The Administrative Hearing Board for Sexual Offenses meets and reviews all reports and documentation submitted and renders decision to the Lead Title IX Coordinator for the case.

5. The act of filing an appeal usually postpones the action required by the initial decision until the appeal process is completed, unless the Lead Title IX Coordinator determines that postponement of the sanction may result in a serious threat to the University community.

6. At the conclusion of the Administrative Process and appeal process, the Hearing Board chair will provide a written determination report to the Lead Title IX Coordinator, including sanctions, who will then communicate it, in writing, to both/all parties in separate meetings simultaneously.

The decision(s) rendered through this appeal procedure are final.
APPENDIX B to the Sexual Offense Policy

HEARING BOARD PROCESS The decision to pursue the Administrative Process described previously or to follow the Hearing Board Process described below is at the sole discretion of the reporting party.

Hearing Board Process when Both Parties are Students or the Responding party is a Student

The following Hearing Board Process Procedure will be followed for all complaints of sexual misconduct filed pursuant to this policy when both parties are students or the responding party is a student:

1. The reporting party has the option of meeting with a Sexual Offense Advocate or a Title IX Coordinator to discuss options available under this Policy. During this meeting, the Sexual Offense Advocate or Title IX Coordinator will make the reporting party aware of this policy and interim remedies and he or she will make the reporting party aware of his or her option to report the alleged sexual offense(s) to the police.

2. A written statement must be completed by the reporting party. The written statement will describe the reporting party’s allegations, the facts relevant to the complaint, and it will identify witnesses with information relating to the allegations. Absent extenuating circumstances, the University will obtain a written statement within ten (10) days of the Title IX Coordinator or Deputy Title IX Coordinator learning of a reporting party’s complaint.

3. The Sexual Offense Advocate or Title IX Coordinator/Deputy Coordinator will promptly review the reporting party’s written statement to ensure a complete understanding of the nature of the complaint. This review will occur within one business day of the Sexual Offense Advocate, Title IX Coordinator/Deputy Coordinator’s receipt of the reporting party’s complaint, unless extenuating circumstances prevent a review of the complaint within this time frame. In this event, the review will occur as soon as possible.

4. If a Sexual Offense Advocate or a Deputy Title IX Coordinator receives reporting party’s written statement, he or she will promptly inform the Title IX Coordinator that a report has been received. The Title IX Coordinator will be informed within one working day of the Sexual Offense Advocate or Deputy Title IX Coordinator’s receipt of the reporting party’s written statement, unless extenuating circumstances prevent him or her from communicating this information within this timeframe. In this event, the Title IX Coordinator is to be informed as soon as possible.

5. The Sexual Offense Advocate and/or Title IX Coordinator will refer the reporting party to a Lead Title IX Coordinator, who will be responsible for oversight of the investigation and resolution of the complaint. The Sexual Offense Advocate and/or Title IX Coordinator will make this referral within two working days of receipt of the reporting party’s written complaint, unless extenuating circumstances prevent him or her from completing the referral within this timeframe. In this event, the referral is to be made as soon as possible.

a. When the reporting party and responding party are students, the Lead Title IX Coordinator is a Deputy Title IX Coordinator assigned to the Dean of Students Office. When the reporting party and responding party are employees, the Lead Title IX Coordinator is the Title IX Coordinator or a Deputy Title IX Coordinator assigned to the Human Resources Office. When the reporting party and responding party include both a student and employee, Title IX Coordinators from the Dean
of Students Office and Human Resources Office will be jointly responsible for oversight, investigation, and resolution of the complaint.

6. After receiving the written statement, the Lead Title IX Coordinator or designee will meet with the reporting party within ten working days and:
   a. Clarify his/her statement,
   b. ask what the reporting party would like to achieve as an outcome,
   c. reiterate that the reporting party may simultaneously pursue a complaint via the University’s procedures and a criminal complaint with the appropriate police department,
   d. explain the University’s investigative and adjudicative process, and
   e. provide the reporting party with a copy of this policy.

7. The Lead Title IX Coordinator or designee will next inform the responding party of the complaint in writing and in person (or by phone) and will instruct the responding party that he/she is to have no contact with reporting party (unless the reporting party’s identity can be maintained as confidential pursuant to Section X.C. above while still providing the responding party a meaningful and fair defense). The Lead Title IX Coordinator will also schedule a meeting with the responding party and invite him or her to bring an advisor to the meeting.

8. The Lead Title IX Coordinator or designee will endeavor to meet with the responding party within five working days or as soon thereafter as possible, and no later than ten working days absent extenuating circumstances. At that time, the Lead Title IX Coordinator or designee:
   a. shares the written complaint (or meaningful summary of the complaint if Section X.C. regarding the reporting party’s confidentiality is being maintained) with the responding party,
   b. explains the process,
   c. provides a written copy of the policy;
   d. asks for written response within 72 hours (which can include any documents or witness information supporting the responding party’s response to the complaint); and
   e. again informs the responding party that they are to have no contact with the reporting party and that violation of this instruction can result in discipline.

9. The Lead Title IX Coordinator or designee (or in the case of an employee, a Human Resources representative designated by the Title IX Coordinator) interviews any potential witnesses and reviews any documents concerning the complaint, including but not limited to emails and text messages relating to the complaint. In most situations, the Lead Title IX Coordinator or designee will attempt to complete all necessary interviews within thirty (30) working days of receipt of the responding party’s written statement.

10. The Lead Title IX Coordinator or designee will meet again with reporting party.

11. The Lead Title IX Coordinator or designee will share the responding party’s written response with reporting party and discusses any additional information the reporting party provides.

12. The Lead Title IX Coordinator or designee will work with the Sexual Offense Hearing officer to schedule a hearing. Because of the small size of some campuses and the wide geographic boundaries of the University, it is possible that hearings for personnel at extended and/or international campus locations may be held via conference call, skype, video teleconferencing or other means of technology.
13. The Lead Title IX Coordinator or designee will inform the reporting party and responding party of the Sexual Offense Hearing Board meeting and the protocols that will be used during the hearing and will notify named witnesses of the same. The Lead Title IX Coordinator or designee will also provide a summary of investigation to be presented to the Hearing Board, and allow for questions by the Hearing Board regarding the investigation.

14. A Sexual Offense Hearing Officer will conduct the hearing.

15. The reporting party will be offered the opportunity to make an impact statement.

16. The responding party will be offered the opportunity to make an impact statement.

17. The members of the Hearing Board will be given the opportunity to question the reporting party, the responding party and any witnesses.

18. The Sexual Offense Hearing Board will make a decision on the case using the preponderance of the evidence standard (i.e. more likely than not standard) and determine sanctions and/or environmental remedies and inform the Lead Title IX Coordinator assigned to the case, in writing, of the same.

19. The Lead Title IX Coordinator or designee, absent any extenuating circumstances, will communicate the decision in writing to the reporting party and then the responding party, in separate meetings, within 1 working day of the decision of the Hearing Board.

20. The Lead Title IX Coordinator or designee will provide a letter to the responding party and reporting party that outlines the decision and resolution, makes them aware of the appeal process and informs them that appeals are due within 10 calendar days of the date of the letter. The University intends to complete a typical investigation and Hearing Board Process within sixty (60) days following receipt of the complaint.

**APPEAL of a determination reached during the Hearing Board Process Complaint Procedure when both parties are students or the responding party is a student**

Either party may file a written appeal with the Lead Title IX Coordinator within 10 calendar days of receipt of the written determination from the hearing board process complaint procedure. Grounds for filing an appeal are limited to:

- Procedural error(s)
- New evidence
- Excessive or too lenient sanctions

If either party files a written appeal within 10 calendar days of the determination:

1. The Lead Title IX Coordinator will contact the Provost, Senior Vice President and Chief Operating Officer and will present a written summary of the case, the earlier decision, and the appeal letter(s).

2. The Provost, Senior Vice President and Chief Operating Officer has 10 working days to decide on the appeal, with the following possible outcomes:

   a. Find that there are no grounds for an appeal and uphold the decision of the Sexual Offense Hearing Board
b. Refer the case to a hearing before an alternate Sexual Offense Hearing Board

3. The act of filing an appeal usually postpones the action required by the initial decision until the appeal process is completed, unless the administrator determines that postponement of the sanction may result in a serious threat to the University community.

4. The Provost, Senior Vice President and Chief Operating Officer must provide a report to the Title IX Coordinator describing his/her decision.

5. The Lead Title IX Coordinator will report the decision, in writing, to the involved parties simultaneously.

The decision of the Provost, Senior Vice President and Chief Operating Officer or the alternate Sexual Offense Hearing Board is final.

Hearing Board Process when Both Parties are Employees or the Responding party is an Employee

The following Hearing Board Process Complaint Procedure will be followed for all complaints of sexual misconduct filed pursuant to this policy when both parties are employees or the responding party is an employee:

1. The reporting party has the option of meeting with a Sexual Offense Advocate or a Title IX Coordinator to discuss options available under this Policy. During this meeting, the Sexual Offense Advocate or Title IX Coordinator will make the reporting party aware of this policy and interim remedies and he or she will make the reporting party aware of his or her option to report the alleged sexual offense(s) to the police.

2. A written statement must be completed by the reporting party. The written statement will describe the reporting party’s allegations, the facts relevant to the complaint, and it will identify witnesses with information relating to the allegations. A written statement is required even if the reporting party chooses not to participate in a preliminary meeting with a Sexual Offense Advocate or a Title IX Coordinator in the manner set forth in paragraph 1 above.

3. The Sexual Offense Advocate or Title IX Coordinator/Deputy Coordinator will review the reporting party’s written statement to ensure a complete understanding of the nature of the complaint.

4. If a Sexual Offense Advocate or a Deputy Title IX Coordinator receives reporting party’s written statement, he or she will promptly inform the Title IX Coordinator that a report has been received.

5. The Sexual Offense Advocate and/or Title IX Coordinator will refer the reporting party to a Lead Title IX Coordinator, who will be responsible for oversight of the investigation and resolution of the complaint.

a. When the reporting party and responding party are students, the Lead Title IX Coordinator is a Deputy Title IX Coordinator assigned to the Dean of Students Office. When the reporting party and responding party are employees, the Lead Title IX Coordinator is the Title IX Coordinator or a Deputy Title IX Coordinator assigned to the Human Resources Office. When the reporting party and responding party include both a student and employee, Title IX Coordinators from the Dean of Students Office and Human Resources Office will be jointly responsible for oversight, investigation, and resolution of the complaint.
6. After receiving the complaint, the Lead Title IX Coordinator or designee will meet with the reporting party and:
   a. Clarify his/her statement,
   b. ask what the reporting party would like to achieve as an outcome, and
   c. reiterate that the reporting party may simultaneously pursue a complaint via the University’s procedures and a criminal complaint with the appropriate police department,
   d. explain the University’s investigative and adjudicative process, and
   e. provide the reporting party with a copy of this policy.

7. The Lead Title IX Coordinator or designee will next inform the responding party of the complaint in writing and in person (or by phone) and will instruct the responding party that he/she is to have no contact with the reporting party (unless the reporting party’s identity can be maintained as confidential pursuant to Section X.C. above while still providing the responding party a meaningful and fair defense). The Lead Title IX Coordinator will also schedule a meeting with the responding party and invite him or her to bring an advisor to the meeting.

8. The Lead Title IX Coordinator or designee then meets with the responding party and:
   a. shares the written complaint (or meaningful summary of the complaint if Section X.C. regarding the reporting party’s confidentiality is being maintained) with the responding party,
   b. explains the process,
   c. provides a written copy of the policy;
   d. asks for written response within 72 hours (which can include any documents or witness information supporting the responding party’s response to the complaint); and
   e. again informs the responding party that they are to have no contact with the reporting party and that violation of this instruction can result in discipline.

9. The Lead Title IX Coordinator or designee (or in the case of an employee, a Human Resources representative designated by the Title IX Coordinator) interviews any potential witnesses and reviews any documents concerning the complaint, including but not limited to emails and text messages relating to the complaint.

10. The Lead Title IX Coordinator or designee will meet again with the reporting party.

11. The Lead Title IX Coordinator or designee will share the responding party’s written response with reporting party and discusses any additional information the reporting party provides.

12. The Lead Title IX Coordinator or designee will work with the Administrative Hearing Board to schedule a hearing. Because of the small size of some campuses and the wide geographic boundaries of the University, it is possible that hearings for personnel at extended and/or international campus locations may be held via conference call, skype, video teleconferencing or other means of technology.

13. The Lead Title IX Coordinator or designee will inform the reporting party and responding party of the Administrative Hearing Board for Sexual Offenses meeting and the protocols that will be used during the hearing and will notify named witnesses of the same.

14. A Hearing Board chair will conduct the hearing.

15. The reporting party will be offered the opportunity to make an impact statement.
16. The responding party will be offered the opportunity to make an impact statement.

17. The members of the Hearing Board will be given the opportunity to question the reporting party, the responding party and any witnesses.

18. The Hearing Board will make a decision on the case using the preponderance of the evidence standard (i.e. more likely than not standard) and determine sanctions and/or environmental remedies and inform the Lead Title IX Coordinator assigned to the case, in writing, of the same.

19. The Lead Title IX Coordinator or designee will communicate the decision in writing to the reporting party and then the responding party, in separate meetings, within one working day of the hearing.

20. The Lead Title IX Coordinator or designee will provide a letter to the responding party and reporting party that outlines the decision and resolution, makes them aware of the appeal process and informs them that appeals are due within 10 calendar days.

**APPEAL of a determination reached during the Hearing Board Process Complaint Procedure when both parties are employees or the responding party is an employee**

Either party may file a written appeal with the Lead Title IX Coordinator within 10 calendar days of receipt of the written determination from the hearing board process complaint procedure. Grounds for filing an appeal are limited to:

- Procedural error(s)
- New evidence
- Excessive or too lenient sanctions

If either party files a written appeal within 10 calendar days of the determination:

1. The Lead Title IX Coordinator will contact the Provost, Senior Vice President and Chief Operating Officer and will present a written summary of the case, the earlier decision, and the appeal letter(s).

2. The Provost, Senior Vice President and Chief Operating Officer has 10 working days to decide on the appeal, with the following possible outcomes:
   a. Find that there are no grounds for an appeal and uphold the decision of the Hearing Board
   b. Refer the case to a hearing before an alternate Sexual Offense Hearing Board

3. The act of filing an appeal usually postpones the action required by the initial decision until the appeal process is completed, unless the administrator determines that postponement of the sanction may result in a serious threat to the University community.

4. The Provost, Senior Vice President and Chief Operating Officer must provide a report to the Title IX Coordinator describing his/her decision.

5. The Lead Title IX Coordinator will report the decision, in writing, to the involved parties simultaneously.

_The decision of the Provost, Senior Vice President and Chief Operating Officer or the alternate Administrative Hearing Board for Sexual Offenses is final._
APPENDIX C to the Sexual Offense Policy

FUNDAMENTAL ASSUMPTIONS REGARDING THE RESPECTIVE PARTIES TO A HEARING IN THE HEARING BOARD PROCESS

- Both parties will be notified regarding procedures used in the hearings. Information can also be provided regarding legal options; however, it is recommended that legal advice be obtained from a competent attorney.

- Each party may have a support person or process advisor of their choosing present at the hearing (e.g., student, parent, faculty, staff, attorney); however this person may not speak on his/her behalf. If the party wishes to have an attorney present, the party must provide two business days’ notice to the Title IX Coordinator or designee.

- No reference to past consensual sexual relations of the reporting party or the responding party may be introduced at any time during the proceedings.

- The fact that the responding party and/or the reporting party may have been under the influence of alcohol or other drugs or subject to some other sort of mental dysfunction does not excuse or justify the commission of any sexual offense as defined herein, and may not be used as a defense.

- Both parties have the right to a copy of all written witness, reporting party, and responding party statements regarding the complaint (or meaningful summaries of the complaint if Section X.C. regarding the reporting party’s confidentiality is being maintained).

- Both parties have the right to testify either in writing or verbally.

- The reporting party and the responding party may request to have witnesses testify. Such requests are granted at the discretion of the Hearing Officer/Chair. Witnesses must be identified in writing to the Hearing Office/Chair at least 48 hours prior to the hearing. The Hearing Officer will inform both parties within 24 hours of the hearing of the witnesses who may appear at the hearing. Testimony of witnesses that demonstrates a pattern, habit, or routine of sexual misconduct similar to that which is alleged is considered relevant and may be heard as part of the impact statement, only in determining the sanction for a person found responsible for a sexual offense.

- The reporting party and the responding party each have the opportunity to present an impact statement to the administrator or Hearing Officer following a decision of responsibility, but prior to the imposition of sanctions.

- A hearing may only be invoked when both parties are members of the Webster University community. In the event that both parties were members of the Webster University community at the time of the alleged incident and one of the parties is no longer a member of the community, the appropriate administrator will determine the proper means of resolution in consultation with the Dean of Students and Chief Human Resources Officer.
HEARING BOARDS

The University has two separate hearing boards that may be convened to hear complaints regarding violations of this policy: the Sexual Offense Hearing Board and the Administrative Hearing Board for Sexual Offenses. Members of these two boards receive training on this policy and their roles and responsibilities as hearing board members at least on an annual basis.

Sexual Offense Hearing Board

The Sexual Offense Hearing Board hears cases in which the reporting party and responding party are both students or in which the responding party is a student.

The Sexual Offense Hearing Board responsible for any given case consists of a Hearing Officer and six individuals chosen from members of Webster’s students, faculty, administration and staff in consultation with the Associate Vice President and Dean of Students and the Associate Vice President and Chief Human Resources Officer.

When a hearing is called, the Associate Vice President and Dean of Students or designee, will convene a meeting of potential Hearing Board members to review the Policy on Sexual Assault, Harassment and Other Sexual Offenses and its related procedures.

The Hearing Board is responsible for hearing cases of alleged violations of this policy and and/or appeals of decisions from the Administrative Process or the Hearing Board Process and determining and administering disciplinary actions up to and including expulsion from the University.

Administrative Hearing Board for Sexual Offenses

The Administrative Hearing Board for Sexual Offenses hears cases in which the reporting party and responding party are both employees or in which the responding party is an employee.

The Administrative Hearing Board for Sexual Offenses responsible for any given case consists of a chair and four other individuals chosen from members of Webster’s Administrative and Academic leadership team. Members appointed will not have been involved in the initial complaint or its appeal.

When a hearing is called, the Chief Human Resources Officer will convene a meeting of Hearing Board members to review the Policy on Sexual Assault, Harassment and Other Sexual Offenses and its related procedures.

The Hearing Board is responsible for hearing cases of alleged violations of this policy and/or appeals of decisions reached during the Administrative Process or the Hearing Board Process Complaint Procedure and recommending disciplinary actions up to and including termination from the University. Consideration of sanctions and disciplinary actions will be made in conjunction with other University policies related to employment matters.
APPENDIX D to the Sexual Offense Policy

DESCRIPTION OF THE HEARING IN THE HEARING BOARD PROCESS
FOR STUDENTS AND EMPLOYEES

This section applies to both the Sexual Offense Hearing Board and the Administrative Hearing Board for Sexual Offenses.

The Hearing Officer/Chair schedules a hearing within 10 working days after the complaint has been referred to him/her. The respective parties are notified of the time, place, and procedures of the hearing by the Hearing Officer/Chair. The Hearing Officer/Chair presides over the hearing.

The reporting party presents the complaint and provides any further information, evidence, or corroborating testimony pertinent to the incident. Members of the Hearing Board may then ask questions of the reporting party.

The responding party responds to the accusation providing any further information, evidence, or corroborating testimony pertinent to the incident. Members of the Hearing Board may then ask questions of the responding party.

At the discretion of the Hearing Officer/Chair, witnesses who have been previously identified to the Hearing Officer/Chair may be called to offer testimony. Members of the Hearing Board may ask questions of witnesses following their testimony.

Either the reporting party or the responding party may submit a list of suggested questions to the Hearing Officer/Chair at least 24 hours prior to the hearing. The use of these questions is at the discretion of the Hearing Board.

Questions from the parties must be relayed through the Hearing Officer/Chair. There will be no direct questions from the responding party to the reporting party, or vice versa. All questions will be directed to the Hearing Officer/Chair who will relay the question to the other party, at his/her discretion.

Generally, even if screened or testifying from a separate location, witnesses, including the reporting party and the responding party, should be visible to the hearing board while testifying.

Evidence may consist of testimony, physical evidence, prior statements concerning the incident in question, or any other evidence that the Hearing Board wishes to consider. The reliability and weight given to such evidence is within the discretion of the Hearing Board.

Either party may request a five to ten (5–10) minute recess at any time during the hearing. Requests are granted at the discretion of the Hearing Officer/Chair.

In determining whether a violation of the Policy on Sexual Assault, Harassment and Other Sexual Offenses has occurred, the Hearing Board will apply a preponderance of evidence standard. The “preponderance” standard is met if the proposition is more likely to be true than not true.

The responding party must not be presumed “guilty” (or “responsible”). Instead, guilt, or responsibility, must be established by a “preponderance of the evidence” (e.g., “more likely than not”) standard. The Hearing Board’s decision in this regard requires a conscientious and rational judgment on the whole record. “Preponderance” means
more than half. If, for example, the hearing board concludes that the evidence – considered overall – weighs equally on both sides, the preponderance standard has not been met and the charges have not been proven.

Hearings are confidential and closed to all but the principals of the case. At the discretion of the Hearing Officer/Chair, a transcript may be kept in audio taped or written form. The tape and transcript are the property of the University. Students and/or employees are not permitted to tape or otherwise record the proceedings. Transcripts will be kept by the appropriate administrator and may be reviewed but not copied or removed from the administrator’s office.

Based on a majority vote of the Hearing Board, the Hearing Officer/Chair issues the opinion as to whether a Policy violation occurred. In the event of a tie, the Hearing Officer/Chair will cast the deciding vote.

The written notification of the Board’s decision is made by the Hearing Officer/Chair to the Lead Title IX Coordinator, who will convey the decision, in writing, to the parties within 24 hours of the completion of the hearing. The Hearing Board also determines disciplinary action (if any) to be taken. Disciplinary actions shall be implemented and monitored by the appropriate administrator and, in the event of disciplinary action against any University employee, the disciplinary action will be administered in accordance with other University policies related to employment.

A record of the final decision will be placed in the responding party’s disciplinary and/or personnel file.
APPENDIX E to the Sexual Offense Policy

REQUIREMENTS FOR FILING AN APPEAL
Applies to the Administrative Process and the Hearing Board Process Complaint Procedure

The appeal must be written, addressed to the Lead Title IX Coordinator assigned to the original complaint, and delivered to that individual no more than 10 calendar days after written notification of the decision from the initial complaint.

Grounds for filing an appeal are limited to:

- Procedural error(s)
- New evidence
- Excessive or too lenient sanctions

The individual seeking the appeal must indicate, in writing, the specific bases or reasons for his or her appeal. The appeal statement should include the following: Name, ID#, address, phone number, email address, reason for appeal, and appropriate information regarding why the appeal should be granted. The letter should be of sufficient detail to stand on its own without accompanying testimony to permit the evaluation of the merit of the grounds for appeal. For example, if there were procedural errors, the errors should be identified and it should be noted what effect those errors had on the outcome of the case. If there is new evidence, the nature of that evidence and the potential effect on the outcome of the case should be noted. If the sanction is perceived to be excessive or too lenient, one should note why he or she believes the sanction was excessive or too lenient and should suggest what he or she believes to be a more reasonable sanction.

The Provost, Senior Vice President and Chief Operating Officer or Hearing Officer/Chair shall consider the written statement of appeal and, within 10 working days, recommend action to be taken.

The individuals involved will receive written notification of the decision from the Lead Title IX Coordinator for the case. If the result of the appeal is an order for a rehearing, the hearing procedures described herein shall apply.
APPENDIX F to the Sexual Offense Policy

EXPEDITED PROCESS FOR SUSPENSION OR DISMISSAL OF STUDENTS OR EMPLOYEES

In the most serious, “high risk” cases, in which the responding party student or employee may pose a serious threat to the health and safety of students and/or employees, the following process may be enacted, in consultation with the Associate Vice President and Dean of Students (related to responding party students) or in consultation with the Associate Vice President and Chief Human Resources Officer (related to responding party employees). Steps 1-3 can take place within a single day.

1. The responding party student or employee is informed of the charges against him/her via email, letter, or phone call.

2. The responding party student or employee has the opportunity to respond to these charges via email, letter, or phone call but must respond within no more than 72 hours or it will be deemed that no response is being made.

3. The responding party student or employee will have the opportunity to submit questions to be answered by his/her accuser(s).

4. The Associate Vice President and Dean of Students, or his/her designee, in consultation with University leadership, determines if the responding party student is responsible for a violation of the Policy on Sexual Assault, Harassment, or Other Sexual Offenses.

5. The Chief Human Resources Officer or designee, in consultation with appropriate administrative/academic leadership, determines if the responding party employee is responsible for a violation of the Policy on Sexual Assault, Harassment and Other Sexual Offenses.

6. In consultation with appropriate members of leadership, and with consideration of other University policies, a decision is rendered on the appropriate decision/action to be taken.

7. The responding party is notified of the decision in writing.

8. The responding party student or employee has ten calendar days in which to forward a written appeal to the Associate Vice President and Dean of Students (for students), or the Associate Vice President and Chief Human Resources Officer (for employees). Any such appeal must set out the specific reasons supporting the appeal, including any contested finding of facts which are set out in the initial determination of sanctions. The written appeal will be reviewed by the appropriate body, or the Sexual Offense Hearing Board or the Administrative Hearing Board for Sexual Offenses.

Due to the seriousness of this kind of case, all requirements for advance notification are hereby waived.

*Examples of these “high risk” cases include:

- violent crimes against a person,
- behavior resulting in felony charges or convictions (equivalent to Class A, B, or C felonies in Missouri).

[References to the laws in other states where Webster has campuses and for reporting requirements]
if the reporting party is a minor are available on the right hand side of the following website:

- threats or harassment of such an egregious nature that campus safety is affected
- any behavior that strongly suggests the responding party may be a serious threat to the health and safety of students, faculty, or staff.
APPENDIX G to the Sexual Offense Policy

SEXUAL ASSAULT RESOURCES, PREVENTION AND EDUCATION

RESOURCES:
Multiple resources are made available to reporting parties and victims of sexual assault, either directly through the University or through various community resources. Below are some of those resources.

The Sexual Offense Advocate
The Sexual Offense Advocate can be reached 24 hours a day, seven days a week by mobile phone at 314-422-4651, through Public Safety at 314 968-6911 or 314 968-7430, or during office hours in the Counseling and Life Development Office at 314-968-7030.

Sexual Offense Support Groups
The Sexual Offense Support Group is established and maintained by the Counseling Center with assistance from the Advocate as needed. Support groups are led by qualified persons who are trained and supervised by the Advocate and Director of Counseling.

The Wellness Center
Any professional counselors working in the Wellness Center must attend an approved program on the counseling of sexual offense reporting parties.

Community Resources
There are a number of resources in the St. Louis community for those who have experienced a sexual offense. Such resources include: ALIVE, The Men’s Center of St. Louis, and the Women’s Self-Help Center.

Visit http://www.webster.edu/human-resources/policies/sexual-harassment-policy.html for a hyperlink to similar resources for the University’s domestic campuses. The Sexual Offense Advocate can assist in locating additional resources.

PREVENTION AND EDUCATION:
The University places a strong emphasis on prevention and education programs and communications as effective ways to minimize sexual assault, harassment and other sexual offenses; to inform students and employees of key definitions of all types of sexual misconduct, the importance and meaning of consent in sexual relations and the role that incapacity plays in these offenses; strategies to stay safe, and bystander education. On-line training for employees also includes roles as responsible employees and campus security authorities, and responsibilities under Title IX, The Clery Act, The Violence Against Women Act and Title VII.
APPENDIX H to the Sexual Offense Policy

CONTACT INFORMATION FOR POLICY VIOLATIONS RELATED TO SEXUAL ASSAULT, HARASSMENT AND OTHER SEXUAL OFFENSES

Sexual Offense Advocate (24/7)
470 E. Lockwood Ave.
St. Louis, MO 63119
314-968-7030 (office)
314 422-4651 (mobile)

Office of Public Safety (24/7)
527 Garden Avenue
(Next to Entrance to Garden Ave. Garage
St. Louis, MO 63119
314 968-7430
314 968-6911 (Emergency)

Webster’s Deputy Title IX Coordinators for Students Reporting Sexual Offenses

Maureen Stroer, Student Affairs Coordinator
Title IX Deputy Coordinator for Student Sexual Misconduct Cases
470 E. Lockwood Ave.
St. Louis, MO 63119
314-968-6980
mstroer@webster.edu

Ted F. Hoef, Associate Vice President for Student Affairs
Dean of Students
Title IX Deputy Coordinator for Student Sexual Misconduct Cases
Webster University
470 E. Lockwood Ave.
St. Louis, MO 63119
314-968-6980
hoeftl@webster.edu

Webster’s Title IX Coordinator for Employees Reporting Sexual Offenses

Betsy M. Schmutz, Associate Vice President
Chief Human Resources Officer
University Title IX Coordinator
Webster University
470 E. Lockwood Ave.
St. Louis, MO 63119
314-968-6960
schmutz@webster.edu

Approved by the Administrative Council
September 1, 2015