**Campus Security**

GCC Annual Campus Security report is handed out to each student during the enrollment process prior to admission. The Campus Coordinator has a copy on file that is available upon request. If a crime should occur on campus, the Campus Coordinator, or the employee with the most immediate knowledge of the crime, will notify local authorities immediately. If a crime should occur after school hours, the Campus Coordinator will notify local authorities immediately upon discovery of occurrence. (Please refer to the Annual Security Report and the Health and Safety Plan section of this handbook for more information on campus security which can be found in hard copy on campus or online at www.genesiscareer.edu)

**Sexual Harassment and Assault**

Sexual harassment is illegal under federal, state and local laws. It is defined by the Equal Employment Opportunity Commission (“EEOC”) as any unwelcome sexual advance, request for sexual favors, or other verbal or physical conduct of a sexual nature when:

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

The types of behaviors that constitute sexual harassment may include, but are not limited to:

- unwelcome sexual flirtations, advances or propositions;
- derogatory, vulgar, or graphic written or oral statements regarding one’s sexuality, gender or sexual experience;
- unnecessary touching, patting, pinching or attention to an individual’s body;
- physical assault;
- unwanted sexual compliments, innuendos, suggestions, or jokes; or
- the display of sexually suggestive pictures or objects.

Unwelcome sexual advances, requests for sexual favors, or other verbal, visual or physical conduct of a harassing nature will constitute harassment when the person involved feels compelled to submit to that misconduct in order to keep his or her position, to receive appropriate pay, or to benefit from a certain employment decision. If this type of misconduct interferes with an employee’s or student’s work, or creates an intimidating, hostile, or offensive work environment for an employee or student, it may be considered harassment.

**Harassment Complaint Procedure**

GCC expects that everyone will act responsibly to establish a pleasant and friendly teaching environment. However, if an employee/student feels he or she has been subjected to any form of harassment or assault, the employee/student should firmly and clearly tell the person engaging in the harassing or discriminating conduct that it is unwelcome, offensive, and should stop at once.

The employee/student also should report any assault or harassment to his or her immediate supervisor/instructor. Likewise, if an employee/student witnesses another employee/student harassing or assaulting another individual, the employee/student should report that conduct as well. The investigation of the assault or harassment claim will begin immediately by locally appointed staff or faculty. It is important to preserve the evidence for proof of the harassment or assault. If the victim of harassment or assault feels the incident was criminal in nature a school official will immediately notify the proper law enforcement agencies. Students and employees have the option to notify the local police directly. School personnel will assist the student in notifying the local police upon request.
GCC will conduct its investigation in as confidential a manner as possible. An investigation of a harassment or assault complaint will include an interview with the accuser and the accused. Both are entitled to the same opportunities to have others present during disciplinary proceedings, and both will be informed of the outcome of any disciplinary proceeding. A final determination from the investigation will be made the Genesis Board of Directors. Sanctions imposed as a result of the final determination may include disciplinary action including and up to termination of enrollment. If there is suspicion or evidence of criminal activity found during the investigation GCC will notify the local police immediately.

GCC will change the academic situation, as reasonable, of a student victim of an alleged sexual offense. In doing so, the student must request the changes in writing. Options for those changes will be discussed confidentially with the Director of Education.

A timely resolution of each complaint will be reached and communicated to the employee/student and the other parties involved. Appropriate corrective action, up to and including termination, will be taken promptly against any employee engaging in discrimination or harassment. **Retaliation against any employee/student for filing a complaint or participating in an investigation is strictly prohibited.** However, any employee/student who knowingly makes a false claim of harassment or discrimination will be subject to corrective action, up to and including, termination.

Occasionally, talking with a supervisor about harassment is not an option. If an employee or student feels uncomfortable approaching one of these individuals, or feels that his or her complaint has not been or cannot be properly handled, he or she may report the complaint to the company President, Richard Bundy at rbundy@genesiscareer.edu.

Please note that it is the schools responsibility to take calculated actions to ensure a quick response to all harassment and discrimination complaints. This policy has been written to ensure that all GCC students and staff feel that our campuses are a safe and friendly place to learn and work.

Any person, who brings a claim or complaint of discrimination or harassment, or who assists in the investigation of such claim or complaint, will not be adversely affected in the terms and conditions of employment/enrollment, or discriminated against or discharged because of the complaint or assistance. Complaints of such retaliation will be promptly investigated and, when warranted, the persons engaging in the retaliatory conduct will be subject to disciplinary action up to and including termination.

Information regarding registered sexual offenders for campus communities can be found by visiting the following web sites:

- **Alabama:** [http://dps.alabama.gov/community/wfSexOffenderSearch.aspx](http://dps.alabama.gov/community/wfSexOffenderSearch.aspx)
- **Kentucky:** [http://kspSOR.state.ky.us/](http://kspSOR.state.ky.us/)

**Services for Victims**
If any student, staff or faculty has been a victim of sexual harassment or assault, counseling services will be available on and off campus. For more information on counseling services and sexual misconduct awareness programs contact Charles Godwin, Director of Student Services at cgodwin@genesiscareer.edu or by calling (678) 591-8115.

**Drugs and Alcohol Policy**

GCC's substance abuse policies are as follows:
GCC is committed to providing a safe, healthy, and efficient working environment for all employees/students. To help achieve this goal, employees/students are prohibited from:

- Possessing, distributing, selling, manufacturing, or being under the influence of any illegal drug;
- Consuming or selling alcoholic beverages while on campus, in company vehicles, or while on company business or time, or bringing alcohol onto campus; and
- Abusing prescription drugs or possessing drugs that have not been prescribed for the employee by physician.

The standards of conduct of this school clearly prohibit the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees on its property or as a part of any of its activities. Possession, use, or distribution as mentioned above can result in prosecution by local, state, or federal authorities and conviction can result in fine, imprisonment, or both. Any student who violates this policy is subject to corrective action up to, and including, termination of enrollment. Use of some drugs is detectable for several days. Detection of such drugs or the presence of alcohol will be considered being “under the influence.”

Violations of this above mentioned polices occur when there is reasonable evidence of illegal prohibited activity. At this point the school will take action against all violators. In addition, all evidence of illegal activities will be turned over to the appropriate law enforcement agencies. Genesis will provide timely written notice to any student who loses financial aid eligibility for violating this drug policy.

GCC reserves the right to request random drug tests for its employees and students. Refusal to submit to a drug and/or alcohol screen is grounds for immediate termination. Law enforcement may also be invited to check our campuses at any time with any means they deem necessary (i.e., drug dogs).

While GCC does not condone the abuse of alcohol, prescription drugs, and/or use of illegal drugs, GCC does recognize that addiction to drugs and/or alcohol can be treated. If a student recognizes a personal addiction or abuse problem and seeks assistance from management in advance of detection, GCC will assist the student in seeking treatment. The confidential nature of the employee’s counseling and rehabilitation for drug and/or alcohol abuse will be preserved. Genesis implements policies to reduce access, identify substance abuse early, and provide students with access within their local community for necessary treatment.

Any employee or student that has been suspended or terminated on the basis of violating this substance abuse policy that wishes to return to our schools must first provide legitimate evidence that he/she has entered into a completed and recognized rehabilitation program. Requests for reinstatement must be in written from and submitted to the President, Richard Bundy. Decisions by the President on these matters are final.

All information relating to drug and/or alcohol screens is to be kept strictly confidential. The information will be kept in the student’s file. These medical files will be kept locked and secured, and access will be limited to certain individuals in the organization. Under no circumstances should the results of a drug and/or alcohol screen be discussed with individuals that do not have a work-related need to know.

Drug abuse is extremely dangerous and can lead to dependency, addiction and death. Drug use and abuse causes approximately 20,000 deaths in the United States annually due to homicide and injuries, overdose, suicide, pneumonia, HIV infection, Hepatitis, and endocarditis.

**Services for Abuse Prevention**

If any student, staff or faculty has questions or is seeking advice for substance abuse and the prevention thereof, confidential counseling services will be available on and off campus. For more information on counseling services and abuse awareness programs contact Charles Godwin, Director of Student Services at cgodwin@genesiscareer.edu or by calling (678) 591-8115.
Health / Safety Plan

Genesis takes pride in providing a safe and healthy atmosphere for students to learn. While Genesis will notify students, staff and faculty annually about campus security procedures, students are encouraged to be responsible for their own security and the security of others. The following procedures should be followed:

Fire Emergency and Evacuation Procedures: If fire is detected, alert all students and staff members. Immediately vacate the building using the route indicated on the “Emergency Evacuation Plan” located in each area of the campus. After leaving the building, call 911 at a neighboring establishment or using a mobile phone. The local area fire department assists in an annual emergency response evacuation drill.

Emergency Response Procedure: Genesis has multiple media outlets to timely notify the campus community of threatening or emergency situations. Once the situation has been confirmed by the President, The Director of Technology will immediately send a notification via mass texts, email, social media, and local media outlets in television / radio to reach not only students and employees, but the larger community as well. The information to be included in the notification will be:

- The nature of the potential or existing threat
- The area of campus the threat is occurring
- Whether or not the campus is safe to return
- Information on the cancellation of classes, if necessary
- Who to contact regarding more information

Notification of Threatening Emergency on Campus: Should a threatening situation arise on campus alert the nearest staff or faculty member. The staff or faculty member will immediately notify the local police department, the Director of Technology and the President by email or phone. The Director of Technology will immediately post safety notification alerts via mass email, social media, and local news media notifying students, patrons, and employees of the threatening emergency IF the notification will not compromise efforts to contain the emergency. The President will confirm with local law enforcement and, if possible, a local campus employee of the threatening or dangerous situation. If it’s safe to do so, immediately vacate the building using the route indicated on the “Emergency Evacuation Plan” located in each area of the campus. The local area fire department assists in an annual emergency response evacuation drill.

Reporting Criminal Activity on Campus: Should any student, staff, or faculty member become victim or witness criminal activity on campus he/she has the option to either notify the local police or notify the Campus Coordinator immediately. The notification should include the nature of the crime, who was involved, and where the crime occurred. Notification is voluntary and will be held confidential. School personnel will assist the student if he/she requests to notify the police directly. The Campus Coordinator will report the criminal activity to the Chief Executive Officer who will immediately notify the police department.

Timely Warning and Emergency Notification: Genesis will report in a timely manner to the campus community on crimes that:

- Are included in the campus crime statistics report (see the consumer information report)
- Are reported to local police agencies
- Considered by Genesis to represent a threat to students and employees

Genesis has multiple media outlets to timely notify the campus community of threatening or emergency situations. Once the situation has been confirmed by the President, The Director of Technology will immediately send a notification via mass texts, email, social media, and local media outlets in television / radio to reach not only students and employees, but the larger community as well. The information to be included in the notification will be:

- The nature of the potential or existing threat
Genesis Career College: Bowling Green Campus
2012-2013 Annual Security Report

- The area of campus the threat is occurring
- Whether or not the campus is safe to return
- Information on the cancellation of classes, if necessary
- Who to contact regarding more information

Emergency procedures are tested on an annual basis.

**Facility Security:** Genesis facilities are maintained regularly by the Director of Facility Maintenance to ensure safety and security for students, staff, and faculty while on campus. Only Genesis employees will have access to keys and students are not allowed on campus unless Genesis personnel are present.

**Accident:** In the event that an accident occurs (i.e. broken glass, electrical hazard, chemical spill), please remove all students from the area and notify the nearest administrative staff member. Proper help will be contacted.

**Bodily Injury/Serious Illness:** If a student, staff member, or patron is injured on school premises immediately contact the nearest administrative staff member. A first aid kit is available near the cash register for minor injuries. For serious injuries or illnesses, call 911. Contact the nearest administrative staff member no matter how minor the injury might be.

**Break-In:** If you see that the campus has been broken into, call the police department immediately. Keep all students and patrons away from the area, and do everything in your power to keep the crime scene exactly as you found it. Call the School Director after the police have been notified.

**Weapons or Firearms:** Possession of weapons or firearms of any kind are prohibited on campus by anyone other than authorized security personnel. Students, unauthorized staff, or faculty found in possession of weapons or firearms on campus will be subject to disciplinary action up to immediate termination.
**Annual Campus Crime Statistics**

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act

<table>
<thead>
<tr>
<th>Total Crimes Reported For:</th>
<th>Campus</th>
<th>Non-Campus Building or Property</th>
<th>Total</th>
</tr>
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<tbody>
<tr>
<td><strong>Type of Offense Including Attempts:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Murder/Non-Negligent Manslaughter</td>
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<tr>
<td>Negligent Manslaughter</td>
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<tr>
<td>Forcible Sex Offenses</td>
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<tr>
<td>Non-Forcible Sex Offenses</td>
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<td>Robbery</td>
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<tr>
<td>Aggravated Assault</td>
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<tr>
<td>Burglary*</td>
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</tr>
<tr>
<td>Larceny*</td>
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<tr>
<td>Motor Vehicle Theft</td>
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<td>Simple Assault</td>
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<td>Intimidation</td>
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<td>Destruction, Damage, or Vandalism of Property</td>
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<td>Any Crime Involving Bodily Injury</td>
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<tr>
<td><strong>Arrests or Referrals of:</strong></td>
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<td>Illegal Weapons Possession</td>
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<tr>
<td>Liquor Law Violations</td>
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<td>0</td>
</tr>
</tbody>
</table>

*An incident must meet three conditions to be classified as a burglary. There must be evidence of unlawful entry (trespass). Both forcible entry and unlawful entry – no force are counted. The unlawful entry must occur within a facility. The unlawful entry into a structure must show evidence that the entry was made in order to commit a felony or theft. If the intent was not to commit a felony or theft, or if the intent cannot be determined, the proper classification is larceny.*