ANNUAL SAFETY, SECURITY, AND FIRE SAFETY REPORT
2014-2015
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ABOUT THE SAFETY, SECURITY AND FIRE REPORT

The Student Right to Know and Campus Security Act was signed into law in November 1990. Title II of this act was known as the Crime Awareness and Security Act. It requires institutions participating in the student financial aid program under Title IV of the Higher Education Act of 1965 to disclose information about campus safety policies and procedures and to provide statistics concerning certain crimes that occur on campus. It was amended and renamed the Jeanne Clery Act in October 1998. In compliance with the act, the Public Safety Department publishes and distributes this information by October 1st of each year.

Babson College’s annual security report includes statistics for the previous three years concerning reported crimes and violations of College policy that occurred on campus, in certain non-campus buildings owned or controlled by Babson College, and on public property within or immediately adjacent to and accessible from the campus. The report also includes institutional policies concerning campus security, reporting of crimes, safety notification procedures, crime prevention and educational programs and policies concerning alcohol and drug use, sexual assault, Title IX violations or complaints and other matters. The procedures for preparing the annual disclosure of crime statistics to the college community include written requests for statistical information obtained from the following sources: the Babson College Public Safety Department, Wellesley and Needham Police Departments, Boston Police Department, San Francisco, California Police Department and all other mandated Babson College Campus Security Authorities. For statistical purposes, crime statistics reported to any of these sources are recorded in the calendar year the crime was reported. You can obtain a copy of this report by contacting the Public Safety Department or accessing the following website:


This document should be read in conjunction with the Undergraduate/Graduate Catalog and Handbook.
ABOUT BABSON COLLEGE

Babson College is the educator, convener, and thought leader for Entrepreneurship of All Kinds. The College is a dynamic living and learning laboratory, where students, faculty, and staff work together to address the real-world problems of business and society—while at the same time evolving our methods and advancing our programs. We shape the leaders our world needs most: those with strong functional knowledge and the skills and vision to navigate change, accommodate ambiguity, surmount complexity, and motivate teams in a common purpose to create economic and social value. As we have for nearly a half-century, Babson continues to advance Entrepreneurial Thought and Action as the most positive force on the planet for generating sustainable economic and social value.

An independent, not-for-profit institution, Babson is accredited by the Association to Advance Collegiate Schools of Business (AACSB), the New England Association of Schools and Colleges, and the European Quality Improvement System (EQUIS). In the 2014-2015 academic year, more than 2,100 undergraduate and 900 graduate students attended Babson, representing more than 80 countries. With over 38,000 alumni around the world, Babson is educating entrepreneurial leaders who create economic and social value – everywhere.

THE BABSON COLLEGE PUBLIC SAFETY DEPARTMENT

The Babson College Public Safety Department provides law enforcement, security, emergency services, medical services, safety escorts, fire safety detection, one card management, parking enforcement and crime prevention initiatives for all property owned by the College, 24 hours a day, seven days a week. The Babson College Public Safety Department continues to follow best practices and is a fully accredited police department through the Massachusetts Police Accreditation Commission.

The Department is dedicated to creating an inclusive environment that students, staff, faculty and visitors feel they are treated fairly and with respect. The Department focuses efforts on a team building approach with community members and groups to promote resiliency and the overall wellness and safety of the community. Annually, the department recognizes numerous strategic goals for the Department and the College including:

- Further development and implementation of the Babson College Emergency Preparedness Plan with a focus on training and exercise.
- Continue expanding partnerships with facilities and ITSD staff to provide the College with new and improved physical and technological infrastructure.
- Focus on the professional development and training programs of all Department staff members
- Through Community Policing develop a college wide overall wellness program for both Department members and the community.

Upon completion of the Police Academy or other recognized equivalencies, Babson College Police Officers have full law enforcement powers on College property as special state police officers under Massachusetts General Law Chapter 22c section 63. As stated in M.G.L. c. 22C, s. 63, police officers have jurisdiction "in or upon lands or structures owned, used, or occupied by… Babson and Olin College.” The main campus of Babson College is located in Wellesley, Massachusetts. Parts of the campus do extend into Needham, Massachusetts. The College owns or leases lands and buildings at other sites in the towns of Wellesley and Needham and elsewhere within the states of Massachusetts and California. Officers are expected to learn the
specific boundaries of all College sites to which they may be sent and they are to be completely familiar with
the boundaries of the main campus. Each employee must also complete at least 40 hours of additional
classroom and practical training a year, and must demonstrate safety and proficiency with issued equipment,
such as firearms, twice each year. In addition, all employees are frequently assigned to specialized training
programs to enhance their professional development. If you have a complaint about the service provided by
the Public Safety Department please contact the Shift Supervisor 781-239-5555 or the Office of the Chief of
Police.

The Public Safety Department maintains a close working relationship with the surrounding jurisdictions
including Wellesley and Needham Police Departments, which includes regular meetings and training initiatives.
Additionally, campus police officers are granted full law enforcement powers throughout the municipality as
special municipal officers by the town of Wellesley. In addition to Babson College’s main residential
campus in Wellesley, Massachusetts the College also leases classroom space utilized by faculty and
students at 253 Summer Street, 3rd Floor Boston, MA 02210, 135 Main Street, 3rd Floor San Francisco, CA
94105, 240 O’Farrell St. San Francisco 94102 (Spaulding Hotel.) Babson College also leases office space used
by faculty and staff of the Babson Global Program, located at 372 Washington St, Wellesley, MA. The Public
Safety Department is closely involved with the safety and security plans developed for these spaces as well as
local municipality response and reporting for these spaces utilized by the College. Through coordination with
local law enforcement agencies, any reported criminal activity engaged by students at an off campus locations is
monitored and reported to the Office of Community Standards.

A Memorandum of Understanding agreement exists between the towns of Wellesley and Needham Police
Departments and the Babson College Public Safety Department, outlining the reporting and investigative
responsibilities for each department. The allocation of responsibilities is reviewed periodically and
administrators of the Public Safety Department meet regularly with both the Wellesley and Needham Police
Departments. The Public Safety Department also maintains a working relationship with other law enforcement
agencies including, but not limited to, the Massachusetts State Police, the Norfolk County District Attorney’s
Office, the Wellesley and Needham Fire Departments, and the Massachusetts State Fire Marshal’s Office. The
department has radio communications interoperability through the Boston Area Police Emergency Radio
Network (BAPERN) and has access to law enforcement databases as a member of the Massachusetts
Department of Criminal Justice Information Services.

**CAMPUS POLICIES AND PROCEDURES REGARDING REPORTING CRIMINAL ACTIONS
OR OTHER EMERGENCIES**

The Babson College Public Safety Department is charged with providing law enforcement and other
emergency services to the College community. All complaints will be investigated and any violations of law or
College policy (as outlined in the *Undergraduate/Graduate Catalog and Handbook*) can result in the filing of
criminal charges and/or referral to the Office of Community Standards. Actual crimes or suspected criminal
activities are reported to and investigated by the Public Safety Department. In certain cases, such investigations
are carried out in conjunction with local, state, and federal law enforcement agencies. The Babson College
Public Safety Department will investigate and prosecute crimes and will work closely with the Wellesley and
Needham Police Departments.
The College community can contact this department at 781-239-5555 or extension 5555 from any campus telephone. A number of well-marked exterior emergency telephones are also located throughout the campus. These telephones can be used to report a criminal incident, a fire, or any other type of emergency, or to request a personal safety escort from the Public Safety Department. The Public Safety Department Communications Center is staffed 24 hours a day, 365 days a year.

The Public Safety Department recognizes the importance of having the Babson community’s assistance in order to effectively perform its duties. In an effort to encourage calls from those members of the community who would not normally contact the department with concerns, information, or complaints, a confidential caller telephone line has been installed. Although the members of the department prefer to converse with individuals, we acknowledge that some people wish to leave information anonymously. To protect the identity of callers, all calls received on the confidential caller telephone line will be directed to an answering machine that does not have caller ID. The telephone number for this line is 781-237-8164.

In addition, members of the Student Affairs/Residence Education staff, live on campus. Residents may discuss community concerns and issues of security and safety with these staff members, who may then relay the information to this Department.

In the event of an emergency, the College has a comprehensive Emergency Preparedness Plan which includes an on demand Emergency Notification System (Send Word Now) and response system from members of the Crisis Response Team. In appropriate circumstances, the department issues Public Safety advisories and emergency notifications by utilizing texts, phone calls and emails throughout the campus to advise members of the campus community of actual or suspected criminal activity and other emergencies.

POLICIES THAT ENCOURAGE ACCURATE AND PROMPT REPORTING OF ALL CRIMES TO THE CAMPUS POLICE AND THE APPROPRIATE POLICE AGENCIES

The Public Safety Department presents various crime prevention programs throughout the year. These education and awareness efforts encourage the reporting of ALL incidents and any suspicious activity to the proper authority. Student contacts may include the Public Safety Department, Student Affairs, Office of Academic Services, Graduate Programs and Student Affairs of the F.W. Olin Graduate School of Business, Human Relations Services or the Wellesley or Needham Police Department. Employee contacts may include the Public Safety Department, the Office of Human Resources, or the Wellesley or Needham Police Department. Although there is no written policy encouraging pastoral and professional mental health counselors to inform clients of voluntary, confidential crime reporting procedures, there is an understanding and knowledge of the proper procedures to be followed should their client wish to report a crime that may have occurred. When a victim of a crime elects to or is unable (physically/mentally) to make such a report, the Department will make all attempts to document and investigate.

The Public Safety Department is responsible for the enforcement of College rules and regulations and investigating violations of local, state and federal laws. Staff and students can help prevent crime on campus by keeping doors and windows locked and reporting any suspicious activity to the Public Safety Department immediately. If there is a problem in your building that can be handled by a Residence Education
staff member—e.g., noise complaints, disruptive parties, etc.—please call that person first. If you have an emergency situation, dial 781-239-5555.

When crimes are reported to the Public Safety Department that require the investigative services or assistance by the Wellesley or Needham Police Department, the Public Safety Department and the appropriate municipal department conduct a joint investigation into the incident.

**SECURITY AND ACCESS TO CAMPUS FACILITIES**

Most campus buildings and facilities, with the exception of residence halls, are accessible to members of the community as well as guests and visitors during normal hours of business, Monday through Friday, and for designated hours on Saturdays and Sundays during the school year (excluding holiday periods). Exterior doors on residence halls are locked 24 hours a day. Classroom and administrative buildings are secured at the conclusion of normally scheduled business hours.

Electronic card readers control access to residence halls and access is available to all authorized resident students via their Babson One Card ID. Guests and visitors who wish to enter residence halls should call their undergraduate/graduate hosts on a campus information phone located at the main entrances of each residence hall or by cell phone. The residence halls are equipped with annoyance alarms, which will detect unauthorized access as well as doors that have been propped open and these alarms are monitored at the Public Safety Department Communications Center. The Residence Education staff also randomly checks resident hall exterior doors on evening rounds. The Office of Facilities Management and Planning in coordination with Public Safety controls key requests and maintains all door hardware, including locking mechanism repairs.

Security cameras monitored at Public Safety have been installed in all Residential Building card access entry/exit points for improved safety and security and investigative purposes as needed. The Public Safety Department, the Office of Residence Life and the Office of Facilities Management and Planning are involved in making decisions about the maintenance and security of campus facilities and should be contacted with questions regarding these areas.

**FIRE SAFETY**

All Babson College buildings are equipped with fire pull-boxes, alarms, emergency strobe lights, and emergency lighting. When activated these warnings should direct those occupants and other people affected to evacuate the building immediately via the evacuation route indicated on the evacuation diagram located on each floor of all Babson facilities. The College has provided the residence halls with automated fire prevention systems that are monitored 24 hours a day and seven days a week. Fire protection systems in residence halls consist of sprinkler systems, both wet and dry, tied to master boxes and fire alarm panels. Some buildings are equipped with emergency generators and battery back-ups that automatically activate whenever there is a power loss. These back-ups will operate life safety systems including all fire safety equipment, sprinkler systems, hallway lighting, exit doors, and lighting in all emergency exit stairwells. Each room has an early detection smoke alarm and the hallways are equipped with both smoke and heat detector units. Additionally, there are emergency pull stations in every hallway, chemical fire extinguishers in every kitchen area, and dry powder extinguishers in hallways. The College also permits students to have an all-purpose fire extinguisher in their room. A dry-powder extinguisher is the only type of extinguisher permitted.
Fire egress drills for the residence halls are conducted once a year in coordination with the Wellesley and Needham Fire Departments and administrative building fire egress drills are conducted every other year. All students, faculty and staff receive an email notification regarding the fire egress drills as well as detailed overview of fire safety education. Health and safety inspections are conducted twice during each academic year by the Office of Residential Education in conjunction with the Public Safety Department. Several fire safety programs are presented each year during RA training and also with resident students, including basic fire safety instruction and cooking safely within the residence halls.

The setting of fires is strictly prohibited. Due to the serious risk of injury to persons and property and to minimize fire and safety hazards within the residence halls, the following items, including but not limited to, are prohibited: air conditioners, sunlamps, candles, hookahs*, incense, space heaters, halogen lamps, fog/smoke machines, foam machines, electric blankets, and other heat-producing appliances, hot plates, toaster ovens, toasters, and coil immersion heaters for cooking. Compact refrigerators (up to 5.0 cubic feet) are permitted. Popcorn poppers, coffeemakers, and small microwaves (0.8 cubic feet, 700 watts or less) are permitted, if they are properly cleaned and maintained. In using extension cords, students must use grounded (3 prong) surge-protected plug strips with an off/on switch.

*Please note: Possession or use of hookah pipes or equipment on campus (inside and outside of the residence halls) is prohibited. As with other prohibited items that violate the College’s fire safety regulations, items found to be in violation of this policy will be confiscated and students found to be in possession of those items will be subject to the disciplinary process.

Appliances such as toasters, toaster ovens, and other heat-producing cookware are permitted in residential living areas and suites that currently have working cooktop ranges. These items can be stored in the room (not plugged in) but may only be used in the residential living areas and suites that have working cooktop ranges. Excessive appliances in these areas will be evaluated and may result in removal of appliances by Student Affairs.

- Prohibited Items
- Smoking/Cigarettes
- Fireworks
- Hookahs
- Incense, Incense Burners, Candles, other types of open flame devices
- Flammable Liquid
- Propane Tank
- Halogen Lamp
- String Lights
- Fog, Smoke or Foam Machines
- Hanging items from pipes or ceiling
- Extensions cords (must be grounded three prong surge protected plug strips with an off/on switch)
- Fireplaces
- Personally Owned Space Heaters
- Electric Blankets
- Hot plates
- Toaster ovens
- Toasters
- Rice Cooker
- Coil Immersion heaters for Cooking
- Water boiler without an automatic shut off feature
- Fire Pits
- Air Conditioners
- Dishwashers
- Covered Smoke Detectors or Sprinkler Heads
- Microwaves larger than .8 cubic feet/700 watts (must be kept proper cleaned and maintained)
- Coffee Maker (Keurig/One Cup machines are permitted)
- Popcorn Popper
- Flag, Banner or Satellite Dish hanging out of window
- Plug in Air Fresheners
- Coffee mug electric warmers
- Electric flying pan or skillet
- Waffle iron
- Fondue pot
- Deep fat fryer
- Sandwich maker
- Hot pots
- Grills (gas, charcoal, electric) not supplied by the college
- Lava lamp
- George Foreman grill
- Paper lanterns with bulb
- Oil lamp
- Cut trees, branches or greens
- Heating pads with automatic shutoff
- Irons without automatic shutoff
- Slow cookers

Violators are subject to immediate referral to the College judicial process and/or the appropriate law enforcement agency for possible legal action. When a fire alarm is sounded, whether established as actual or false, the building must be evacuated immediately. Any individual failing to vacate a building during a fire alarm is subject to disciplinary action and a College fine. A second offense may result in suspension from housing or the College. Tampering with fire extinguishers, fire protection equipment, or fire exits is a criminal offense. Students found responsible for doing so may be subject to criminal prosecution and College disciplinary action if malicious damage is done to fire equipment, including but not limited to pull boxes, hoses, smoke alarms, heat sensors, and fire extinguishers.
In the event that a pulled alarm box or activation of the fire alarm system is determined to be malicious, disciplinary action may be taken including revocation of campus housing privileges, suspension or expulsion from Babson. Violators will be reported to the Wellesley or Needham Fire Department and will be subject to criminal prosecution.

Babson College upgrades life safety systems during scheduled construction and renovation projects and allocates additional funding each fiscal year for the installation or upgrade of the existing life safety systems as determined necessary. Babson College maintains its buildings at or above regulatory requirements. Over the last year, the Public Safety Department in coordination with the Facilities department upgraded the fire alarm digitizer systems throughout campus.

**FIRE STATISTICS COLLECTED FOR CALENDAR YEARS 2012, 2013, 2014**

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**Workplace Threats and Violence**

Babson College is committed to providing a safe, healthful workplace that is free from violence or threats of violence. This applies to all persons—employees, students, affiliates, business associates, vendors, and all visitors—as well as all locations—in or on our campus facilities, at an off-campus class, seminar, or event we sponsor, or elsewhere. Babson strictly prohibits behavior, whether direct or through the use of College resources, property, or facilities, that:

- Is violent;
- Threatens violence;
- Harasses or intimidates others;
- Interferes with an individual's legal rights of movement or expression; or,
- Disrupts the workplace, the academic environment or the College’s ability to provide services.

Violent or threatening behavior can include, but is not limited to, physical acts, oral or written statements, harassing email messages, harassing telephone calls or texts, obscene or abusive gestures and expressions, or behaviors such as stalking. Violence in the workplace includes relationship or domestic violence that may follow an employee into the workplace, endangering the employee and others in the workplace.

Reporting Workplace Threats and Violence: It is the responsibility of all Babson College personnel to notify the Public Safety Department of any threats they have witnessed, received, or have been told that another person has witnessed or received. All complaints will be fully investigated. Babson will promptly respond to
any incident or suggestion of violence. Violations of the policy can lead to disciplinary action up to and including dismissal and criminal prosecution. Public Safety has partnered with Human Resources in creating and presenting a Workplace Safety Program for staff and faculty across campus.

SECURITY AWARENESS AND CRIME PREVENTION

Crime awareness and prevention is a primary objective of the Public Safety Department. To achieve this goal, the Department stresses eliminating or minimizing criminal opportunities and encourages members of the campus community to be cognizant of their own safety and the safety of others. Community cooperation and involvement in campus safety is absolutely necessary. Students must assume responsibility for their own personal belongings by taking simple, commonsense precautions. The Public Safety Department is continually involved in discussion groups and presentations regarding residence hall security during all first year orientation programs as well as community policing initiatives throughout the year. Annual presentations such as Situational Awareness, Workplace Safety are available that focus on issues such as keeping doors locked, etching identification numbers on valuable possessions, and reporting suspicious persons or activities to the Public Safety Department so crimes can be prevented.

The Public Safety Department makes information and recommendations in the area of crime awareness and crime prevention available to various campus publications through the Department’s website, email messages and social media. The Public Safety Department posts information, leaflets and posters regarding crime prevention and community policing inside the lobby of the Public Safety Department as well as throughout the College. The following is a list of programs and services provided by Public Safety Department to promote crime prevention and awareness:

**Police and Fire Log:** The Public Safety Department provides a daily crime log that is accessible to the public 24 hours a day which gives students and all community members information on complaints and criminal incidents that have occurred on campus. This log is provided to promote community awareness of incidents occurring on campus and assist in their prevention.

**Website and Social Media:** The Public Safety Department utilizes the website and social media (Facebook) to promote crime prevention initiatives as well as information sharing

**Crime Prevention Message:** If it is appropriate, a crime prevention message may be included in the student newspaper suggesting future preventative measures to avoid the occurrence of further incidences.

**Community Advisory Program:** The Public Safety Department’s Community Advisory Program sends messages to the campus community through the College computer electronic mail service. The Community Advisory Program may provide information pertaining to a crime prevention initiative and education or a timely notice to the College community regarding current information on incidents occurring on campus whenever such incidents are considered by the college to represent a threat to the community and offers crime prevention suggestions.

**New Student and Parent Orientation:** During Orientation for new students, the Public Safety Department, in conjunction with Academic Services and the Office of Residence Education, presents programs for students regarding residence hall and community security. As part of these programs, officers visit residence halls to discuss various issues regarding campus safety with students.
**Group Meetings:** Community policing members regularly meet with student groups and organizations to discuss different topics of concern or safety issues.

**Personal Safety Escort Service:** The Public Safety Department has provided a personal safety escort program upon request. The Public Safety Department will dispatch a police officer or Community Service Officer to any location on campus to accompany community members to their destinations on campus. Public Safety staff will make every effort to accommodate your request in a timely manner. There may be times when this service is delayed. Contact the Public Safety Department anytime at extension 5555 if you are in need of an escort.

**Rape Aggression Defense (R.A.D.) Training Classes:** The Public Safety Department has several police officers who are specially trained instructors certified to teach this unique self-defense program. The R.A.D. program, specifically designed for women, offers self-defense tactics and training designed to assist women in defending themselves against sexual assault.

**Workplace Safety Program:** Public Safety in coordination with Human Resources has put together a presentation that covers basic safety tips to response surrounding an act of violence.

**Emergency Blue Light Phones:** These two-way emergency call boxes are strategically located around the campus. They allow an individual in need of assistance to speak directly with a dispatcher. A Babson College Police Officer will then be dispatched to the caller.

**Lighting Surveys:** Annually, the Public Safety Department works closely with Facilities to inspect, assess and recommend the appropriate means of safe lighting throughout campus.

### CAMPUS SEX OFFENDER REPORTING

The federal Campus Sex Crimes Prevention Act requires that when a sex offender becomes employed, enrolls as a student, or volunteers at an institution of higher education in the state of Massachusetts, he/she must register with the Massachusetts Sex Offender Registry Board (SORB). The SORB procedures ensure this registration information is promptly made available to law enforcement agencies having jurisdiction over the area where the institution of higher education is located. For Babson College the Wellesley, Needham, Boston and San Francisco, California Police Departments are responsible for maintaining the SORB registry. Sex offender information may be obtained upon request at these local police department or through the Sex Offender Registry Board which can be accessed on the Babson College Public Safety website [http://www.babson.edu/offices-services/public-safety/safety-crime-prevention/Pages/campus-safety.aspx](http://www.babson.edu/offices-services/public-safety/safety-crime-prevention/Pages/campus-safety.aspx)

### MISSING STUDENT PROTOCOL

The purpose of this protocol is to establish procedures for the College’s response to reports of missing students. This protocol applies to any actively enrolled student (including commuter or resident on campus) and is determined through a third-party report to be a “missing person.” For purposes of this protocol, a student may be considered to be a missing person if the person’s absence is contrary to his/her usual pattern of behavior and unusual circumstances may have caused the absence. Such circumstances could include, but not be limited to, a report or suspicion that the missing person may be the victim of foul play, has expressed suicidal thoughts, is drug dependent, is in a life-threatening situation, or has been with persons who may endanger the student’s welfare. This protocol does not impose any obligation upon the College to continuously
“check” on the whereabouts of any student.

I. Summary of Protocol

In the case of a student determined to be a missing person, the Dean of Students, Graduate Dean, the Director of Public Safety/Chief of Police and their respective staff will work to ensure that appropriate members of the campus community (staff, faculty and students) and parents are notified and services and resources are effectively used. Outside law enforcement assistance will be sought appropriately and College services and resources will be made available to assist in finding the missing person as soon as possible.

II. Procedures for designation of emergency contact information

A. Students age 18 and above, emancipated minors and those who have not identified a contact person

Students will be given the opportunity during each year to designate an individual or individuals to be contacted by the College no more than 24 hours after the time the student to be determined to be missing in accordance with the procedures set forth below. A designation will remain in effect until changed or revoked by the student. All contact information provided by the student will be registered confidentially. This information will be accessible only to authorized campus officials and it may not be disclosed, except to law enforcement personnel in furtherance of a missing person investigation.

B. Students under the age of 18

In the event a student who is not emancipated is determined to be missing pursuant to the procedures set forth below, the College shall notify a custodial parent or guardian no more than 24 hours after the student is determined to be missing in accordance with the procedures set forth below.

C. Timeframes for reporting to emergency contacts, parents or spouse

The above stated time frames shall be accelerated under appropriate circumstances. If foul play is suspected, contact should be made as soon as sufficient information has been confirmed. Such contact shall be made by the Vice President for Student Affairs/Dean of Students or the Director of Public Safety/Chief of Police. Name and phone numbers should be left with the emergency contact. If the student is a graduate student, the contact should be made in consultation with the Graduate Dean.

III. Notification procedures for a missing student

A. A missing person report may be initiated by any member of the campus community or by a third party. For example, it may begin with a roommate notifying a resident assistant or the Office of Residence Education or with a parent notifying the Office of Student Affairs.

B. The Public Safety Department and VP/Dean of Students shall be promptly advised of any such report. The Graduate Dean shall be advised if the student is a graduate student.

C. The Public Safety Department will gather all essential information about the missing student from the reporting person and from the student’s acquaintances: description, clothes last worn, where the student might be, who the student might be with, vehicle description/license and information about the student’s physical and mental well-being. The Public Safety Department has a detailed Missing Person Well Being Checklist that
Officers shall follow and fill out appropriately throughout the investigation.

D. The following specific information and materials shall be promptly assembled, and contacts made, in response to any such report:

1. Personal information: Student’s full name, ID, mailbox, residence hall assignment/local address, room, phone number, cell phone number, class, date of birth, country of citizenship and any e-mail addresses (College and secondary).

2. Home address, parents’ names, address, phone numbers and cell phone numbers.

3. Recent photograph.

4. Class schedule: Last known class attended, faculty name.

5. Meal card: Location and time of last known meal eaten.

6. OneCard: Last known swipe in a residence hall or other building.

7. Roommate(s): Names, phone numbers, cell phone numbers.

8. Resident assistant: Name, phone number, cell phone number.

9. Identity of last known person in contact.

10. Health Services: any medical conditions or medication that student needs, any mental health services the student may have sought.

11. Athletic facilities: Last known use of facilities.

12. Class Dean.

13. Area hospitals contacted.

E. Appropriate campus staff will be notified to aid in the search for the student.

F. Arrangements for the parents to come to campus should be made, if necessary.

IV. Communications about missing students

A. In cases involving a missing student, law enforcement personnel are best situated to provide information to the media that is designed to elicit public assistance in the search for a missing person. Therefore all communications regarding a missing student will be handled by the Office of Public Relations in coordination with the Public Safety Department in consultation with the Vice President of Student Affairs/Dean of Students (and the Graduate Dean if the student is a graduate student and by outside law enforcement authorities.

B. All inquiries to the College regarding missing students, or information provided to any individual at the College about a missing student, shall be referred to the Public Safety Department who shall refer such inquiries and information to other law enforcement authorities or Office of Public Relations.
C. Prior to providing the College community with any information about a missing student, the Public Safety Department and, as appropriate, external law enforcement authorities shall be consulted to ensure that communications do not hinder the investigation.

D. Where appropriate, paper flyers, e-mail and the Emergency Notification System (Send Word Now) may be used to assist in seeking information about a missing student.

V. Follow-up:

A. If the student is found quickly with minimum response, all offices that were contacted should be notified the student has been located. After contacting the parents, if they have been contacted, the Dean of Students or Graduate Dean, as the case may be, should meet with the student and arrange for any follow-up actions.

B. If the student is found, but after law enforcement has been notified, the Public Safety Department should report the student has been located. After contacting the emergency contact and various offices on campus, if they have been contacted, the VP/Dean of Student or Graduate Dean, as the case may be, should meet with the student and arrange for any follow-up actions.

C. If the student is found dead/seriously injured, the appropriate crisis response protocols should be followed.

VI. Off-campus or commuter students

A. When an off-campus and/or commuter student is believed to be missing, the Public Safety Department should immediately notify the appropriate external law enforcement authorities. The Public Safety Department will assist external authorities with these investigations as requested.

**EMERGENCY RESPONSE AND EVACUATION PROCEDURES**

Within its educational framework, Babson College has in place plans for appropriate response to all types of emergencies and disasters. The Emergency Evacuation Plan is incorporated into the All Hazards Emergency Operations Plan that the College has instituted to provide for the safety of students, faculty, staff, and visitors in the event of an emergency on campus. Members of the Crisis Response team including members at the Executive Level meet regularly throughout the year to discuss procedures and debrief incidents as well as participate in an annual Emergency Preparedness tabletop exercise and other extensive training within the Public Safety Department. Babson College’s Public Safety Department prepares for and responds to all emergency situations in a safe, effective, and timely manner. Appropriate College personnel and supporting resources are to be used to accomplish the following priorities:

- Protection of students, faculty, staff, and visitors
- Assessment of the situation and damages, dispatch of Public Safety personnel and equipment, and maintenance of life and safety support
- Preservation of campus resources and restoration of general campus operations

The plan’s goal is to preserve life, property, and the continuity of campus operations. The overall objective is to ensure the effective management and coordination of College resources in preparing for and responding to situations requiring minor (e.g. residence hall), moderate (e.g. building or buildings and/or area or areas), or full-scale (entire campus) evacuation.
The Evacuation Plan establishes an organizational structure for evacuation, decision making, general evacuation priorities and guidelines, and specific building evacuation procedures for response to an emergency at the college. The plan describes the roles and operational responsibilities of designated college personnel during an evacuation emergency and the responsibilities of both internal and external departments, including the Wellesley and Needham Police and Fire departments.

The Evacuation Plan revolves around the concept of All-Hazards planning and is intended as a core college response plan that is generic for any type of evacuation incident or situation, and is used as a foundation for more specific evacuation plans layered on this plan for each building on campus. It is organized around the core operational considerations associated with the management of emergencies as outlined by the Federal Emergency Management Agency (FEMA).

The College has a mass emergency notification system (Send Word Now) to provide on-demand alerting and response. The information that each community member enters into their emergency notification page on the Babson Portal is used to notify community members in the event of a crisis. This information will send out messages via text, e-mail, cell phones, and work/home phones at once and the system is tested twice a year (October and February.) Babson College 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. Emergency response and evacuation procedures are accessible to all student and staff members through the Public Safety Department and the Emergency Preparedness website.

**TIMELY WARNING POLICY**

Babson College, in consultation with the Director/Chief of Police or his/her designee is responsible for issuing timely warnings in compliance with the Jeanne Clery Act, 20 U.S.C. A timely warning is defined as what is considered by the institution to represent a serious or continuing threat to students and employees. Timely Warning Notices are usually distributed for the following Uniformed Crime Reporting Program (UCR)/National Incident Based Reporting System (NIBRS) classifications: arson, criminal homicide, and robbery. Cases of aggravated assault and sex offenses are considered on a case-by-case basis, depending on the facts of the case and the information known by campus officials. Accordingly, the Public Safety Department will continuously and diligently work and coordinate with the Wellesley and Needham Police Departments and other law enforcement agencies to address exigent public safety concerns. Anyone with information warranting a timely warning should report the circumstances to the Public Safety Department.

**TIMELY WARNING PROCEDURE**

When determining if a timely warning should be issued appropriate college officials will communicate promptly to the Public Safety Department to assess the information and establish the most appropriate means of communication while at the same time considering ongoing law enforcement efforts. This may include; taking one or more appropriate steps to ensure timely notification: Emergency Notification System (Send Word Now), issue a broadcast email to the community of the timely warning notice; utilize the college website and social media sources; distribute fliers around campus; post the warning on the computerized electronic screens throughout campus; place a recorded message on the INFO line 781-239-4636 (HELP) Such warnings may include but are not limited to: description of what occurred, type of crime, date, time, location of the incident
and suspect description.

**DEFINITIONS OF REPORTABLE CRIMES**
Crime definitions from the Uniform Crime Reporting Handbook

**Arson:** Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

**Criminal Homicide–Manslaughter by Negligence:** The killing of another person through gross negligence.

**Criminal Homicide–Murder and Non-negligent Manslaughter:** The willful (non-negligent) killing of one human being by another.

**Robbery:** The taking or attempting to take anything of value from 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.

**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 and probably would result in serious personal injury if the crime were successfully completed.)

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

**Motor Vehicle Theft:** The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned including joyriding.)

**Domestic Violence:** Felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or 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.

**Dating Violence:** Violence committed by a person - (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (B) where the existence of such a relationship shall be determined based on a consideration of the following factors: the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

**Stalking:** Willfully and maliciously engaging in a knowing pattern of conduct or series of acts over a period of time directed at a specific person which seriously alarms or annoys that person and would cause a reasonable person to suffer substantial emotional distress and makes a threat with the intent to place the person in imminent fear of death or bodily injury

**Weapons 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; and all attempts to commit any of the aforementioned.

**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 nonnarcotic drugs (barbiturates, Benzedrine).

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

**SEX OFFENSES DEFINITIONS FROM THE NATIONAL INCIDENT-BASED REPORTING SYSTEM EDITION OF THE UNIFORM CRIME REPORTING PROGRAM**

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

**A. Rape:** The carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity

**B. Sodomy:** Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

**C. Sexual Assault With An Object:** To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

**D. Fondling:** The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

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

**F. Statutory Rape:** Non-Forcible sexual intercourse with a person who is under the statutory age of consent.
## Incidents Reported to the Public Safety Department as Mandated by Title II of Public Law

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**On Campus**: Total campus crime (On campus residential crimes plus on campus crimes)

**On Campus Residential**: Residential crimes only

**Non-Campus**: Crimes occurring at Boston location (253 Summer St, 3rd Floor)

**Public Property**: Crimes occurring on public property immediately adjacent to & accessible from Wellesley, MA campus
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<td>TOTAL</td>
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<td></td>
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<tr>
<td>Domestic Violence</td>
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<td>0</td>
<td>4</td>
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<td></td>
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<td>0</td>
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<tr>
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<td>Public Property</td>
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<td>Dating Violence</td>
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<td>On Campus</td>
<td>0</td>
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<tr>
<td></td>
<td>On Campus Residential</td>
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<td>Non-Campus</td>
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<tr>
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<td>0</td>
<td>1</td>
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<td></td>
<td>On Campus</td>
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<td></td>
<td>On Campus Residential</td>
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<td></td>
<td>Public Property</td>
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</tbody>
</table>

**On Campus**: Total campus crime (On campus residential crimes plus on campus crimes)  
**On Campus Residential**: Residential crimes only  
**Non-Campus**: Crimes occurring at Boston location (253 Summer St, 3rd Floor)  
**Public Property**: Crimes occurring on public property immediately adjacent to & accessible from Wellesley, MA campus

*Per the Violence Against Women Act enacted in 2013, Domestic Violence, Dating Violence and Stalking are now Clery reportable crimes. Statistics for these crimes are not applicable for year 2012. Statistics for these three new crime categories for year 2012 are marked with a “0” due to this.*
Title II of Public Law 101-542 mandates the reporting of statistics concerning the number of arrests for the following crimes. The law also was amended to include those not arrested.

<table>
<thead>
<tr>
<th>Offense</th>
<th>Location</th>
<th>2012</th>
<th>2013</th>
<th>2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Liquor Law Arrests</td>
<td>TOTAL</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>On Campus</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<tr>
<td></td>
<td>On Campus Residential</td>
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<tr>
<td></td>
<td>Non-Campus</td>
<td>0</td>
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<tr>
<td></td>
<td>Public Property</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Liquor Law Referrals</td>
<td>TOTAL</td>
<td>55</td>
<td>124</td>
<td>86</td>
</tr>
<tr>
<td></td>
<td>On Campus</td>
<td>55</td>
<td>124</td>
<td>86</td>
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<tr>
<td></td>
<td>On Campus Residential</td>
<td>35</td>
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<td>72</td>
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<td></td>
<td>Public Property</td>
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<td>0</td>
</tr>
<tr>
<td>Drug Law Arrests</td>
<td>TOTAL</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<td></td>
<td>On Campus</td>
<td>0</td>
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<td>On Campus Residential</td>
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<td>Non-Campus</td>
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<td>Drug Law Referrals</td>
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<td></td>
<td>On Campus</td>
<td>31</td>
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<tr>
<td></td>
<td>On Campus Residential</td>
<td>29</td>
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<td>Non-Campus</td>
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<td>Public Property</td>
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<td>0</td>
</tr>
<tr>
<td>Weapon Law Arrests</td>
<td>TOTAL</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<td></td>
<td>On Campus</td>
<td>0</td>
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<tr>
<td></td>
<td>On Campus Residential</td>
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<td></td>
<td>Non-Campus</td>
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<tr>
<td></td>
<td>Public Property</td>
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<td>0</td>
</tr>
<tr>
<td>Weapon Law Referrals</td>
<td>TOTAL</td>
<td>1</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>On Campus</td>
<td>1</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>On Campus Residential</td>
<td>1</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Non-Campus</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<tr>
<td></td>
<td>Public Property</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

**On Campus**: Total campus crime (On campus residential crimes plus on campus crimes)

**On Campus Residential**: Residential crimes only

**Non-Campus**: Crimes occurring at Boston location (253 Summer St, 3rd Floor)

**Public Property**: Crimes occurring on public property immediately adjacent to & accessible from Wellesley, MA campus

**Note**: All liquor, drug and weapon law/policy violations are referred to the Office of Community Standards. Per the Clery Act requirements, the liquor, drug and weapon statistics reported in this Safety & Security Report only include Massachusetts law violations that were referred to the Office of Community Standards, they do not include college policy violations alone. For example, possession of an ounce or less of marijuana is no longer Clery reportable due to its decriminalization in the state of Massachusetts. To ensure compliance with continual Clery Act updates, the Public Safety Department has implemented reporting system updates and advanced Clery training for its personnel as well as Campus Security Authorities.
During the 2014 calendar year, no hate crimes were reported for any of the following categories of prejudice: race, gender identity, national origin, religion, ethnicity, disability, or sexual orientation.

BABSON COLLEGE SAN FRANCISCO CAMPUS

Babson San Francisco expands Entrepreneurial Thought and Action® to the West Coast through an innovative MBA program, an undergraduate semester experience, and custom executive education, while connecting Babson students, faculty, and alumni to the broader entrepreneurial ecosystem of the Bay Area. The San Francisco campus offers both undergraduate programs and Blended learning graduate academic programs at the 135 Main St San Francisco location and residential agreement at 606 Post St. San Francisco (Dakota Hotel.) Staff on-site as well as Public Safety work closely with building management to communicate any safety and security protocols and concerns. Those Babson community members on site at this location are provided the same services and resources as the main campus in Wellesley, Massachusetts and have additional established facilities and on-site procedures that are differentiated. Please see the Babson College San Francisco Campus Student/Staff Use Policy and Utilization Agreement below:

I. Purpose: To provide guidelines for student use of the Babson San Francisco campus suite (hereafter referred to as “suite”) and facilities at 135 Main Street, San Francisco, California. The suite is comprised of classrooms, conference rooms, a kitchenette and a café/common area.

II. General Guidelines:

A. Office hours: Monday-Friday, 9:00 AM – 5:00 PM.

B. Babson reserves the right to preempt student usage of the suite when it conflicts with the academic calendar or any scheduled Babson event. Students may be required to relinquish use of the suite without notice if needed for class or other purposes.

C. The main common room area and conference rooms are available on a first-come, first-served basis. No heat or A/C is available in the suite on weekends except during scheduled class sessions. Use of audio/visual equipment (including telepresence and classroom podium computers) is prohibited by anyone not employed by Babson College unless prior approval and training has been given. Conference room phone usage is permitted for local calls only.

D. Babson assumes no responsibility for any loss or damage to personal property used or left in the suite. Students are responsible for safeguarding their personal property at all times. In consideration of the permissions granted, the undersigned agrees that Babson College and its employees are hereby expressly released and discharged from any and all liability for any loss, injury or damage to persons or property which may be sustained by student use of the suite.

E. Every student agrees that he/she will pay for all damages to any property resulting directly or indirectly from his/her conduct or that of any individual and/or group using the suite at his/her invitation (“guests”).

F. Guests are allowed only with prior permission. A guest list should be provided to staff in advance. The student host is responsible for their guest(s).

G. Absolutely no alcohol consumption is permitted except during Babson-sponsored events. Smoking is
prohibited at all times.

**H. Amenities such as coffee, tea and filtered water are available to you at any time.**

**I. The suite must be left in clean, orderly condition. The individual or group using the suite is responsible for all clean-up, including the kitchenette, common areas, conference rooms, and classrooms. White boards should be cleaned after use.**

**III. Hours of Operation:**

**A. Undergraduate Students:** Unless otherwise noted on the academic calendar (including holidays and building closures), the suite is open for undergraduate students with key card access Sunday through Thursday, 7:00 AM to 10:00 PM, and Friday and Saturday from 9:00 AM to 5:00 PM.

**B. Graduate Students:** Unless otherwise noted on the academic calendar (including holidays and building closures), the suite is open for graduate students with key card access daily, from 7:00 AM to 10:00 PM, except on face-to-face days when the suite will open 45 minutes prior to the start of class.

**IV. Special Event Requests:**

**A. All student event requests require a Babson sponsor who is a current employee (faculty, staff, or adviser). This sponsor must sign off on the event and also be on site during the event. Bookings must be in alignment with the curricular and co-curricular mission of the student’s respective program.**

**B. Event requests may be submitted by emailing BabsonSF@babson.edu. Events must booked at four weeks in advance.**

Failure to adhere to these expectations may result in loss of privileges and possible disciplinary sanctions.
Clery Reportable Statistics for the Babson College San Francisco Campus
135 Main St, San Francisco, California
606 Post St. San Francisco, California

<table>
<thead>
<tr>
<th>Offense</th>
<th>Location</th>
<th>2012</th>
<th>2013</th>
<th>2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Burglary</td>
<td>TOTAL</td>
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<td>1</td>
<td>2</td>
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<tr>
<td></td>
<td>On Campus</td>
<td>0</td>
<td>1</td>
<td>0</td>
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<tr>
<td></td>
<td>On Campus Residential</td>
<td>0</td>
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<td></td>
<td>Non-Campus</td>
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<tr>
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<td>Public Property</td>
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<tr>
<td>Motor Vehicle Theft</td>
<td>TOTAL</td>
<td>0</td>
<td>1</td>
<td>0</td>
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<tr>
<td></td>
<td>On Campus</td>
<td>0</td>
<td>0</td>
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<tr>
<td></td>
<td>On Campus Residential</td>
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<td></td>
<td>Non-Campus</td>
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<tr>
<td></td>
<td>Public Property</td>
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<td>1</td>
<td>0</td>
</tr>
</tbody>
</table>

On Campus: Total campus crime (On campus residential crimes plus on campus crimes)
On Campus Residential: Residential crimes only
Non-Campus: 606 Post St. San Francisco, CA
Public Property: Crimes occurring on public property immediately adjacent to & accessible from the San Francisco, CA campus (135 Main St)

CRIMINAL ACTIVITY AT NON-CAMPUS STUDENT ORGANIZATIONS

The College currently has no recognized non-campus student organizations. All student organizations are housed in campus buildings.

DRUG-FREE SCHOOLS AND COMMUNITIES ACT (Public Law 101-226)

Students at Babson College must be aware their behavior with respect to alcohol and other drugs is constrained by two sets of rules: Massachusetts state law and the College’s policies, which reflect the concern for the health and well-being of its students. The policies adopted by the College in order to comply with the Drug-Free Schools and Communities Act are set forth in the Undergraduate Handbook and in the Graduate Student Handbook.

Persons who violate the College’s policy regarding alcohol and drugs, as described below, are subject to appropriate disciplinary action, counseling, education, probation, suspension, expulsion, and referral to proper law enforcement authorities for prosecution. Under appropriate circumstances, the College may refer violations to the Wellesley or Needham Police Department and the offices of the Norfolk District Attorney, the Middlesex District Attorney, or the United States Attorney, as appropriate, for investigation and/or prosecution. A new law suspends federal student aid eligibility for students convicted under federal or state law of possession or sale of drugs (not including alcohol or tobacco).
DRUG AND ALCOHOL POLICIES

In addition to maintaining strict compliance with all state and federal laws, Babson College has established its own drug and alcohol policies. The following acts are prohibited on College premises or at College-sponsored activities and events: distribution, possession, or use of any illegal drug and/or the use, possession, or distribution of any controlled substance without legal authorization; providing alcoholic beverages to individuals under 21 years of age; unauthorized use of prescription drugs; possession of drug paraphernalia; possession of alcoholic beverages by individuals under 21 years of age; illegal or unauthorized possession of an open container of an alcoholic beverage; public intoxication; driving while intoxicated; drinking alcoholic beverages in an unauthorized public place; drinking games and drinking paraphernalia; the possession of a central source of alcohol and the commercial delivery of alcohol to the residence halls.

MASSACHUSETTS STATE LAW

POSSESSION OF WEAPONS

Babson College strictly prohibits the possession of illegal or dangerous weapons on campus. Such weapons include, but are not limited to, revolvers, pistols, rifles, shotguns, BB or pellet guns, stun guns/tazer, paint ball guns, replica guns, chemical weapons such mace or pepper spray, swords, knives (other than those used for cooking or small pocket knives), slingshots, martial arts weapons, bows and arrows, and others as deemed such by the dean of student affairs or his or her designee. Possession or use of firearms, fireworks, ammunition, dangerous chemicals, bombs, and infernal devices on a college campus also is prohibited by Massachusetts state law. Any violation will result in immediate and permanent confiscation of the weapon and can result in immediate referral to the College student conduct process, or the appropriate law enforcement agency (which may result in criminal court action).

ALCOHOL

Massachusetts state law subjects an individual to fines ranging from $300 to $1,000, loss of driver’s license, and/or imprisonment for the following acts:

- Sale or delivery of alcohol to anyone under 21 years of age
- Possession, purchase, delivery, or transportation of alcohol by anyone under 21 years of age
- Misrepresentation or falsification of identification in order to purchase alcohol

No person shall possess or consume an alcoholic beverage as defined by M.G.L. Chapter 138, Section 1, as amended, within the limits of any park, playground, public land or public building owned or under the control of the Town of Wellesley and Needham.

The law further states anyone who wishes to purchase alcohol must show, upon request, a valid Massachusetts driver’s license indicating that he or she is 21 years of age or older.

DRUG LAWS

The possession, use, or distribution of illegal drugs is prohibited by federal law. There are strict penalties for drug convictions, including mandatory prison terms for many offenses. The following information, although not complete, is an overview of federal penalties for first convictions. All penalties are doubled for any subsequent
Massachusetts has criminal penalties for use of controlled substances, or drugs, with penalties varying with the type of drug. In general, use of narcotic and addictive drugs, and drugs with high potential for abuse, have heavier penalties. Possession of drugs is illegal without valid authorization. While penalties for possession are generally not as great as for manufacture and distribution of drugs, possession of a relatively large quantity may be considered distribution. Under both state and federal laws, penalties for possession, manufacture, and distribution are much greater for second and subsequent convictions. Many laws dictate mandatory prison terms and the full minimum term must be served.

MARIJUANA

Massachusetts Marijuana Law

On January 2, 2009, the Commonwealth of Massachusetts enacted a change in the law regarding the possession of marijuana. The new law amends the possession of one (1) ounce or less of marijuana or THC from a criminal offense to a civil infraction, punishable by a $100 civil penalty and forfeiture of the contraband. The law does not change the criminal status for those offenders who are in possession of marijuana or THC that exceeds one (1) ounce.

Offenders who are found to be in possession of one ounce or less of marijuana or THC may receive a civil citation to appear in court. The marijuana or THC will also be seized.

Babson College is committed to encouraging and facilitating responsible student decision making and focusing on the overall wellness of the community. The College provides educational programs on alcohol and drugs as well as counseling services. The College recognizes there are serious health risks associated with the misuse and abuse of mind-altering drugs, including all controlled substances and alcohol. These risks include, but are not limited to, physical and psychological dependence; damage to the brain, pancreas, kidneys, and lungs; high blood pressure; heart attacks and strokes; ulcers; birth defects; diminished immune system; and death.

In addition to health risks, the misuse and abuse of mind-altering drugs, including all controlled substances and alcohol, impacts the safety of students, respect for College property, and the educational mission of the institution. Alcohol and drug abuse among students has been shown to have serious negative effects on the abilities of students to reach their educational goals. While students have the primary responsibility for maintaining their academic progress and their overall health, Babson College seeks to, in all of its programs, services, and activities, enforce the legal and responsible use of alcohol on its campus and among its community members.

Alcohol and Other Drug Services

The Wellness Department, within the Division of Student Affairs, provides health and wellness education and strives to create an environment that promotes, encourages and supports healthy decisions and behaviors. Services include prevention and education in the following areas: alcohol and other drugs, sexual assault, sexual health, sleep hygiene, and stress management. Working in collaboration with various College departments such as Academic Services, Athletics, Community Standards, Counseling Services, Faith & Service, Fraternity & Sorority Life, Health Services, Public Safety, Residence Education, and Student Activities and Leadership, the department seeks to provide resources, programming and continuity of care for Babson
students and the community.

The newly-created Office of Alcohol & Other Drug Services (AODS) provides leadership for a comprehensive substance abuse prevention program focused on education, intervention services, policy initiatives, and coordination with treatment providers. In addition to providing training and educational programs for the community, AODS provides confidential consultations for students who have been referred for alcohol and drug-related concerns and for students who have concerns about someone else’s substance use.

The following is a description of the various intervention services provided by AODS:

**Individual Consultations**

AODS offers free and confidential consultations by appointment. These sessions usually last 50 minutes and provide students with an opportunity to explore the nature of their relationship with alcohol and/or drugs, discuss concerns for self or others, receive personalized feedback, and gather information and resources.

**BASICS**

BASICS (Brief Alcohol Screening & Intervention for College Students) is a two-session assessment designed specifically for college students. Developed at the University of Washington, BASICS has been found to significantly reduce negative consequences resulting from drinking, as well as alcohol consumption rates. The first session typically includes an intake interview and the completion of an online assessment that gathers information about the student’s relationship with alcohol. A comprehensive personalized feedback profile is generated for the second session, which features comparisons to campus norms, consequences and student goals. The provider guides the student through their profile, using principles of Motivational Interviewing throughout the process.

**SUBSTANCE ABUSE EVALUATION**

If the College believes a student could benefit from a more in-depth evaluation of their alcohol or other drug use, the Director of Counseling Services works with the student directly to connect him/her to a clinician that can conduct a thorough evaluation.

**GENDER-BASED MISCONDUCT POLICY**

I. **INTRODUCTION**

II. **SCOPE OF POLICY/JURISDICTION**

III. **DEFINITIONS**

IV. **OPTIONS FOR INITIAL ASSISTANCE**

V. **INTERIM MEASURES**

VI. **REPORTING OPTIONS AND CONFIDENTIALITY OF INFORMATION**

VII. **INVESTIGATION/RESOLUTION PROCESS**

VIII. **SANCTION GUIDELINES**

IX. **APPEAL PROCESS**

X. **NOTICE OF RIGHTS**

XI. **OTHER PROVISIONS**

XII. **PREVENTION, EDUCATION AND TRAINING**

XIII. **TITLE IX COORDINATOR CONTACT**
I. **INTRODUCTION**

Babson College (the “College”) is committed to preserving a learning environment that promotes the health and safety of our community members. This community must be free from gender-based discrimination and the College therefore strictly prohibits gender-based discrimination in any and all forms, including harassment and misconduct. Such misconduct is considered to be one of the most serious violations of the College’s community standards.

Title IX of the Education Amendments of 1972 prohibits discrimination based on sex in educational programs and activities that receive federal financial assistance. To ensure compliance with Title IX and other applicable laws, the College has developed the following policy that prohibits discrimination on the basis of gender, including but not limited to sexual misconduct, sexual violence, sexual harassment, intimate partner violence, stalking, and any other gender-based harassment or misconduct.

Whether or not a complaint or report has been filed, the College will promptly and effectively respond to allegations of gender-based misconduct and take immediate action to eliminate the harassment, prevent its recurrence, and address its effects in accordance with this policy. When a community member is found to have violated this policy, sanctions may be implemented in an effort to ensure that such actions are not repeated. This policy is intended to define community standards and to outline the investigation and grievance procedures when those standards are alleged to have been violated. Any attempt to engage in conduct prohibited under this policy will be treated as a violation unless the attempt is abandoned or the prohibited conduct is prevented from occurring under circumstances that demonstrate a voluntary change of behavior. Aiding or cooperating in the violation of this policy is also prohibited.

The policy applies regardless of an individual’s sex, sexual orientation, gender identity, age, race, nationality, religion, disability, or other protected status. Additionally, harassment or discrimination based upon an individual’s sexual orientation is considered gender-based and shall be subject to this policy.

II. **SCOPE OF POLICY/JURISDICTION**

The scope and jurisdiction of this policy are the same as set forth in the Community Standards section of this Handbook. To the extent that additional alleged violations of the College’s community standards other than gender-based misconduct arise in the context of this policy, such related allegations may be addressed hereunder in the sole discretion of the Assistant Dean for Community Standards.

This policy relates specifically to student behavior and applies when the accused (hereafter referred to as “respondent”) is a student or a student group. When the respondent is a Babson faculty or staff member, the matter will be addressed in accordance with the policies set forth in the College’s Employment Guidelines.

III. **DEFINITIONS**

The following are definitions of prohibited conduct under this policy.

**Gender-Based Misconduct** – Gender-based misconduct is a broad term which encompasses unwelcome conduct of a sexual nature that is prohibited by Title IX and the College. The term includes but is not limited to sexual harassment, sexual assault, sex discrimination, sexual violence, rape, intimate partner violence, and stalking. Gender-based misconduct also includes any conduct of a sexual nature that lacks Effective Consent, or that has the purpose or effect of threatening, intimidating, or coercing an individual.
**Sexual Harassment** – Any unwelcome and/or unsolicited gender-based verbal, written or physical conduct of a sexual nature. Sexual harassment must also fall within the definition of hostile environment harassment and/or quid pro quo sexual harassment.

- Hostile environment sexual harassment exists where harassment is sufficiently severe, persistent, or pervasive and objectively offensive such that it unreasonably interferes with, limits or denies the ability to participate in or benefit from the College’s educational or employment program and/or activities.
- Quid pro quo sexual harassment exists when there are unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature where submission to, or rejection of, such conduct results in adverse educational or employment consequences. Quid pro quo harassment may also exist when a threat of adverse action or a promise of a benefit is conditioned on submission to, or rejection of, such requests.
- Behaviors that may constitute sexual harassment include but are not limited to:
  - Sexual advances, regardless of whether or not they involve physical touching;
  - Requesting or demanding sexual favors with respect to employment, academic or other College activities;
  - Lewd or sexually suggestive comments, jokes, gestures, or innuendos;
  - Displaying sexually suggestive objects or pictures;
  - Inquiries into one’s sexual experiences;
  - Discussion of one’s sexual experiences;
  - Unwelcome leering, whistling, gestures, suggestive or insulting comments;
  - Unwelcome communications (verbal, written, electronic, etc.) of a sexual nature;
  - Gossip about one’s sex life or comments about an individual’s sexual activity;
  - Failure to accept the termination of a consensual relationship with repeated and persistent requests and behavior.

**Sexual Misconduct**

- **Non-Consensual Sexual Penetration** – Any sexual penetration (anal, oral, or vaginal), however slight, with any part of one’s body or any object by a person without Effective Consent.

- **Non-Consensual Sexual Contact** – Any intentional sexual touching, however slight, with any part of one’s body or any object by a person without Effective Consent, or any disrobing of another by a person without Effective Consent

- **Sexual Exploitation** – Taking sexual advantage of another person without Effective Consent. Examples include but are not limited to:
  - Causing or attempting to cause the incapacitation of another person to effect Sexual Misconduct through ingestion or use of drugs or alcohol or otherwise;
  - Exposing one’s genitals or other intimate body parts to a particular person and/or to the general public;
  - Electronically recording, photographing, or transmitting intimate or sexual utterances, sounds or images of another person without consent;
  - Allowing third parties to observe consensual or non-consensual sexual acts without the consent of each person being observed;
  - Engaging in voyeurism;
  - Distributing intimate or sexual information about another person without consent;
  - Prostituting or soliciting another person or causing the prostitution of another person; and/or
○ Knowingly exposing another person to a sexually transmitted infection or disease, including HIV

**Effective Consent**

Effective Consent is consent that is informed, knowing **and** voluntary. Effective Consent is mutually understandable words or actions which indicate willingness to participate in mutually agreed-upon sexual activity. Consent obtained as a result of physical force, threats, intimidating behavior, duress or coercion is not Effective Consent.

Effective Consent may never be given by minors (in Massachusetts, those not yet sixteen (16) years of age), mentally disabled persons, those who are unconscious, unaware, and/or otherwise physically helpless and/or those who are in a state of incapacitation as a result of alcohol or other drug consumption (voluntary or involuntary).

Incapacitation - Incapacitation is a state beyond drunkenness or intoxication. Incapacitation is a state where one cannot make a rational, reasonable decision because they lack the ability to understand the nature (i.e., the who, what, when, where, why or how) of their sexual interaction. (For example, an individual may experience a blackout state in which they do not have conscious awareness or the ability to give consent. That person may be considered incapacitated.) A person who engages in sexual activity with another person who they know or should reasonably have known is incapacitated will be in violation of this policy.

In addition, it is important to understand that:

- Consent is mutually understandable when a reasonable person would consider the words and/or actions of the parties to have expressed a mutually understandable agreement to do the same thing, in the same way, at the same time, with one another.
- In the absence of mutually understandable words or actions, it is the responsibility of the initiator, or the person who seeks to engage in the specific sexual activity, to make sure that they have the consent from their partner(s) prior to initiating sexual activity.
- Effective Consent is active, not passive.
- Effective Consent to one form of sexual activity does not constitute Effective Consent to other forms of sexual activity. Effective Consent must be obtained with respect to each form of sexual activity in which parties intend to engage.
- The person who is the object of sexual advances is not required to physically or otherwise resist. The absence of resistance will not, in itself, suffice to demonstrate Effective Consent.
- Silence, previous sexual relationships or experiences, and/or a current relationship may not, in themselves, be taken to demonstrate Effective Consent.
- Intentional use of alcohol or other drugs does not excuse a violation of this policy.
- Consent to sexual activity may be withdrawn at any time, as long as the withdrawal is communicated clearly (as set forth in the definition of Effective Consent). Once consent is withdrawn for some or all sexual activity, such activity must cease without delay.
- Coercion is unreasonable pressure for sexual activity. When someone makes clear that they do not want to go past a certain point of sexual interaction, continued pressure to go beyond that point may be considered coercive.

**Stalking** – Any behaviors or activities occurring typically on more than one occasion that collectively instill fear and/or threaten a person’s safety, mental health, and/or physical health. Such behaviors or activities may include but are not limited to the following:
● Non-consensual communication (e.g., face-to-face communication, telephone calls, voice messages, text messages, email messages, communication via social media networks, written letters, gifts, or any other communications that are unwanted);
● Threatening or obscene gestures;
● Surveillance, trespassing or pursuing; or
● Waiting, or showing up uninvited at a place of residence, classroom, workplace, etc.

**Intimate Partner Violence** – Any abusive behavior, whether emotional, psychological, physical or sexual, that one person in an intimate relationship uses in order to control the other. This type of behavior may be a single act or a pattern of behavior in relationships. Examples include but are not limited to:
● Threats;
● Demeaning or derogatory communications that amount to abusive behavior;
● Preventing contact with family or friends; or
● Actual or threatened physical harm.

**Retaliation** – Any intentional adverse action taken against a person on the basis of their participation in a protected activity. Absent a legitimate nondiscriminatory purpose, retaliation can include intentional action taken by a respondent or allied third party as reprisal for participating in a protected activity, or intentional adverse action taken against a respondent after it was determined that the respondent did not violate this policy.

Examples of protected activity include but are not limited to:
● Participating in or otherwise assisting with a College investigatory procedure or law enforcement investigation;
● Filing a complaint alleging a College policy violation or a violation of law; or
● Filing a complaint about the College’s policy for resolving alleged violations of policy.

Examples of adverse action include but are not limited to:
● Threats, intimidation, continued harassment or other misconduct;
● Discouraging an individual from participation in an investigation or adjudication process; or
● Adverse educational or employment consequences.

The College maintains the right to take action against a student for other legitimate reasons in accordance with College policies and procedures, even if that student has filed a complaint under the gender-based misconduct policy or otherwise participated in a protected activity.

Retaliation by any member of the College community or any person acting on their behalf is strictly prohibited. Retaliation is a serious violation that can result in sanctions independent of the merits of the underlying complaint or allegation. The College will respond immediately to retaliation and impose disciplinary measures as appropriate, including but not limited to interim or longer term suspension from the College.

Retaliation should be promptly reported to the deputy Title IX coordinator as outlined in Section VI B below.

**For information on sanctions, please see Section VIII (Sanction Statement)**

**IV. OPTIONS FOR INITIAL ASSISTANCE**

Individuals who have experienced gender-based misconduct have options and resources available to them regardless of their desire to participate in an internal or criminal investigation. The College wants such individuals to feel supported and safe at all times. The information below outlines on and off-campus resources available to anyone who has experienced gender-based misconduct, whether or not they wish to report the incident.
The College encourages all individuals who have experienced sexual assault to promptly seek appropriate medical attention. Confidential medical care is available regardless of whether an individual feels ready to report the incident to the College or to an external law enforcement agency (e.g., the Wellesley Police Department). If an individual decides to seek hospital care on their own, the College encourages the individual to use an emergency room that is part of the Sexual Assault Nurse Examiner (SANE) program. The SANE program has specifically trained nurses who can examine the individual and collect evidence that could be used in the internal and/or criminal investigation process if the individual later decides to initiate either or both.

Boston-area SANE hospitals include:

- Beth Israel Deaconess Medical Center, 330 Brookline Avenue, Boston, MA
- Boston Medical Center, One Boston Medical Center Place, Boston, MA
- Brigham and Women’s Hospital, 75 Francis Street, Boston, MA
- Cambridge Hospital, 1493 Cambridge Street, Cambridge, MA
- Boston Children’s Hospital, 300 Longwood Avenue, Boston, MA
- Massachusetts General Hospital, 55 Fruit Street, Boston, MA

Babson College Public Safety can provide the individual with transportation to an emergency room that is a part of the SANE program. (Note that, unlike reports to medical professionals, reports to Public Safety Officers are not confidential.) Babson Health Services can also provide students with confidential medical care such as: preventative treatment for sexually transmitted infections and pregnancy. Students can call Health Services and make an appointment to see a nurse practitioner during normal business hours or make an appointment online at babson.medicatconnect.com.

The College encourages all individuals who have experienced an incident of sexual assault to preserve any evidence by:

- Having a SANE exam as soon as possible (preferably within 72 hours of the incident) for purposes including physical evidence collection;
- Placing clothing and other relevant items (sheets, blankets, etc.) in a brown paper bag (not a plastic bag) for preservation;
- Avoiding drinking, bathing, showering, douching, brushing teeth, using mouthwash, combing hair, or changing clothes until physical evidence may be collected;
- Having the individual or a friend promptly write down everything that can be remembered about the incident.

The College encourages the above steps be taken to preserve future options, even if the individual is undecided about whether or not to immediately report the incident.

**Ongoing Assistance**

The deputy Title IX coordinator and the director of sexual assault prevention and response services can provide ongoing assistance to complainants by:

- informing them of, and connecting them to, available victim advocacy, academic support, counseling, disability, health or mental health services, and legal assistance both on and off campus;
- issuing a no-contact order, helping arrange a change to on-campus housing, working arrangements or course schedules or adjustments for assignments or tests; and
- informing the complainant of the right to report a crime to campus or local law enforcement and obtaining protective orders through the courts – and providing the complainant with assistance if the complainant wishes to do so.

Students may also choose to take advantage of off-campus resources. Please see a comprehensive list below of off-campus resources in the Boston area. Off-campus counselors, advocates, and health care providers will
generally maintain confidentiality and not share information with the College unless the individual requests the disclosure and signs a consent or waiver form.

While off-campus counselors and advocates may maintain an individual’s confidentiality by not informing the College, they may have reporting or other obligations under applicable law. These may include making reports to governmental agencies in cases involving minors, persons with disabilities and the elderly; a requirement to provide testimony in response to a subpoena; or where the individual is at risk of imminent harm to self or others.

- **Boston Area Rape Crisis Center ("BARCC"):** offers a 24-hour hotline at 800-841-8371. BARCC provides comprehensive, free services including the hotline, 24-hour medical advocacy, individual and group counseling, legal advocacy, and accompaniment to local hospitals and police stations.

- **Jane Doe Inc.** (Massachusetts Coalition Against Sexual Assault and Domestic Violence confidential and multilingual statewide hotline): offers a 24-hour hotline as well as a website to connect victims of sexual assault to local resources. 1-877-785-2020.

- **Gay Men's Domestic Violence Project ("GMDVP"):** has a 24-hour crisis line: 1-800-832-1901. The GMDVP also offers confidential information and referrals for rape, sexual assault, dating violence, and domestic violence for gay, bisexual, and transgender men in Massachusetts.

- **Fenway Health:** Focused on the LGBTQI community, Fenway Health Violence Recovery Program offers a 24-hour hotline: 1-888-242-0900 (Extension 311). In addition Fenway Health also has confidential individual and group counseling, advocacy, information and referrals for lesbian, gay, bisexual, and transgender men and women.

- **Additional Off-Campus Resources:**
  - Beth Israel Deaconess Medical Center for Violence Prevention and Recovery: 617-667-8141
  - Casa Myrna Vazquez: 1-800-992-2600 (offers a 24-hour shelter hotline)
  - SafeLink (Statewide Domestic Violence Hotline Program of Casa Myrna Vazquez, Inc.): 1-877-785-2020
  - Child at Risk Hotline: 1-800-792-5200
  - Disabled Persons Protection Commission Hotline: 1-800-426-9009
  - Infolink National Victim Resource Line: 1-800-394-2255
  - Llamanos: 1-800-223-5001 (offers a 24-hour Spanish hotline)
  - National Center for Victims of Crime: 202-467-8700
  - Needham Police Domestic Violence Action Committee: 1-781-455-7500 x511
  - RAINN (Rape Abuse Incest National Network): 1-800-656-4673
  - REACH Domestic Violence - 24-hour Hotline: 1-800-899-4000
  - Victims Rights Law Center (VRLC): 1-617-399-6720
  - Voices Against Violence: 1-800-593-1125
  - Wellesley Police Domestic Violence Hotline: 1-781-489-6677
  - 1in6: A resource for men: info@1in6.org

For the most up-to-date information about on and off campus resources, please visit our website: www.babson.edu/sexualassault.

V. **INTERIM MEASURES**

When the College is made aware of an alleged violation of the gender-based misconduct policy, it will promptly take steps to ensure equal access to its programs and activities and protect the safety and well-being of affected individuals. The College will notify the complainant of their options to avoid contact with the respondent and allow the complainant to change extracurricular activities or the complainant’s living, transportation, dining, and working situation as appropriate. The specific interim measures implemented and the process for
implementation will vary depending on the facts and circumstances, but interim measures may include no contact orders, changes in College housing accommodations, changes in academic schedule, withdrawal from a class without penalty, tutoring support, and other actions as appropriate. The College will also inform the student of their right to obtain protective orders through the courts. To the extent possible, interim measures will be imposed in a way that minimizes the burden on the complainant while balancing the rights of the respondent.

Interim measures will be provided irrespective of whether the individual reports a crime to law enforcement or files a formal complaint with the College. If confidentiality is requested, interim measures will still be implemented as feasible while preserving the privacy of the complainant as much as is possible.

At any point during the investigative process, the College may take other actions to stop the alleged harassment or discrimination, and protect the safety and well-being of any individual and/or the College community. These actions include, but are not limited to, College housing suspensions, campus access restrictions and College suspensions in accordance with applicable policies and procedures. Interim action is preliminary, and shall remain in effect only until the gender-based misconduct process is complete and a decision is rendered by the College.

VI. REPORTING OPTIONS AND CONFIDENTIALITY OF INFORMATION

The College encourages individuals who have experienced gender-based misconduct to promptly talk to somebody about what happened, so that they can get the support they need and the College can respond appropriately. The College will take seriously every report of gender-based misconduct, offering appropriate support and allowing individuals to maintain as much control as possible over their situation. When considering who to speak with about something that happened, it is important to understand the difference between confidential, private, and non-confidential reporters.

Confidential Reporting
Some professional staff members at the College are required by law to maintain near complete confidentiality.

Private Reporting
Other employees have been designated by the College to be able to speak privately with individuals who have experienced gender-based misconduct. Generally, a staff person designated as a “private” resource will only report statistical information about the incident without revealing any personally identifying information. Disclosures to these private resources will not generally trigger a College investigation into an incident against the wishes of the individual disclosing the incident.

Non-Confidential Reporting
All other College faculty and staff are “responsible employees” who are required to report all the details of an incident (including the identities of both the reporting party and respondent, when known) to the Title IX coordinator. Disclosure to a responsible employee constitutes a report to the College, and generally obligates the College to review the incident and to take prompt and appropriate steps to address the situation.

REPORTING OPTIONS

A. Confidential and Private Resources
Confidential resources are not required to report any information about an incident to the Title IX coordinator or others at the College without an individual’s permission. Contact information for these individuals follows below:

- The physicians and nurse practitioners in Health Services, on the first floor of Hollister Hall. Health Services can be reached by calling 1-781-239-6363 or students can make an appointment online at babson.medicatconnect.com.
- The counselors, psychologists, psychiatrist, and social workers at Babson Counseling Services (provided by Human Relations Services, Inc.). HRS is located at 11 Chapel Place in Wellesley. However, the Director of Counseling Services and the Assistant Director of Counseling Services both have offices in the Wellness Center in Park Manor South and are on-campus Monday-Friday 8:30am-4:30pm. Students can make an appointment by contacting Lindsay Segar, the Assistant Director of Counseling, at 781-239-4407 or lsegar@babson.edu. Students may also call HRS directly, at 781-235-4950. Please note: the College provides all students with 8 pre-paid counseling sessions per year. Transportation to HRS can be provided by Babson Community Service Officers through Public Safety.
- Ordained chaplains in the Office of Faith and Service located in the Glavin Chapel, who can be contacted by calling 781-239-5623
  - Ecumenical Chaplain, Rev. Jenny Rankin
  - Catholic Priest, Daniel P. Horan, OFM

Private resources. Some professional staff members can generally talk to individuals without revealing any personally identifying information about an incident to the College. Individuals can seek assistance and support from these individuals without triggering a College investigation that could reveal the individual’s identity or that the individual has disclosed the incident.

While maintaining an individual’s confidentiality, these individuals or their office must report the nature, date, time, and general location of an incident to the Title IX coordinator. This limited report – which includes no information that would directly or indirectly identify the individual – helps keep the Title IX coordinator informed of the general extent and nature of sexual misconduct on and off campus so the coordinator can track patterns, evaluate the scope of the problem, and formulate appropriate campus-wide responses. Before reporting any information to the Title IX coordinator, these individuals will consult with the individual to ensure that no personally identifying details are shared with the Title IX coordinator.

Following is contact information for these private resources:

- Babson College Safe Hotline - the Hotline is staffed 24 hours/day, 7 days/week, 781-239-7233(SAFE)
- Ashleigh Hala, Director of Sexual Assault Prevention and Response Services, located in the Wellness Center in Park Manor South, 781-239-5201
- Director of Alcohol and Other Drug Services, TBD
- Denning Aaris, Assistant Director of Faith and Service, 781-239-5969
- Campus Chaplains in the Office of Faith and Service, Glavin Chapel, 781-239-5623:
  - Catholic Chaplain, Crista Mahoney
  - Muslim Chaplain, Bilal Mirza
  - Hillel Director and Jewish Chaplain, Dena Trugman
  - Hindu Chaplain, Vaishali Gupta
  - Undergraduate Christian Chaplain, Ben Pierce
  - Graduate Christian Chaplain, Marianne Smith
- The administrative assistants (professional staff members) who work in Health Services and in the Wellness Center
An individual who speaks to any of the confidential or private resources above must understand that, if the individual wants to maintain confidentiality and or privacy, the College may be unable to conduct an investigation into the particular incident or pursue disciplinary action against the respondent. Accordingly, the scope of the available remedies may be limited.

Nevertheless, confidential and private resources may still assist the individual in receiving other necessary protection and support, such as victim advocacy, academic support or accommodations, disability, health or mental health services, and changes to living, working or course schedules.

An individual who initially requests confidentiality may later decide to file a complaint with the College or report the incident to local law enforcement, and thus have the incident fully investigated.

NOTE: While these resources may maintain confidentiality vis-à-vis the College, they may have reporting or other obligations under applicable law. These may include making reports to governmental agencies in cases involving minors, persons with disabilities and the elderly; a requirement to provide testimony in response to a subpoena; or where the individual is at risk of imminent harm to self or others.

**B. Reporting to “Responsible Employees”**

A “responsible employee” is a College employee who has the authority to redress gender-based misconduct, who has the duty to report incidents of gender-based or other student misconduct, or who a student could reasonably believe has this authority or duty. All such staff and faculty members, with the exception of those listed above are considered responsible employees. **Resident Assistants and Peer Mentors are also considered responsible employees.** When a complainant tells a responsible employee about an incident of gender-based misconduct, the College will take immediate and appropriate steps to review what happened and to address the matter promptly and equitably.

A responsible employee must promptly report to the Title IX coordinator all relevant details about the alleged gender-based misconduct shared by the complainant. The College will then need to determine what happened – including the names of the complainant and respondent(s) (if provided), any witnesses, and any other relevant facts, including the date, time and specific location of the alleged incident.

To the extent possible, information reported to a responsible employee will be shared only with those responsible for handling the College’s response to the report. A responsible employee should not share information with law enforcement without the complainant’s consent or unless the complainant has also reported the incident to law enforcement or the employee is otherwise required by law to do so.

Before a complainant reveals any information to a responsible employee, the employee should ensure that the complainant understands the employee’s reporting obligations – and, if the complainant wants to maintain confidentiality, direct the victim to confidential resources.

If the complainant wants to tell the responsible employee what happened, but also maintain confidentiality, the employee should tell the complainant that the College will consider the request, but cannot guarantee that the College will be able to honor it. In reporting the details of the incident to the Title IX coordinator, the responsible employee will also inform the Title IX coordinator of the complainant’s request for confidentiality.

Responsible employees will not pressure a complainant to request confidentiality or to make a full report if the complainant is not willing to do so. The College will seek to honor and support the complainant’s wishes.
C. Formal Reporting Options:

To formally report an incident of gender-based misconduct, complainants may file a report with the College and/or law enforcement. See below for an explanation of both options:

1. **Reporting to the College:**
   
a. **Title IX Coordinator and Deputy Title IX Coordinators** (during regular business hours)

   Complaints against students and student groups, should be reported to the deputy Title IX coordinator for Student Affairs:

   **Colleen Ryan**  
   Assistant Dean for Community Standards  
   Reynolds 211  
   Cryan10@babson.edu  
   781-239-6344

   Complaints against faculty and staff should be reported to a deputy Title IX coordinator for Human Resources:

   **Barbara Nadeau**  
   Manager, Talent Acquisition and Employee Relations  
   Nichols Hall  
   bnadeau@babson.edu  
   781-239-4419

   **Kate O’Leary**  
   Manager, Compensation & Recognition  
   Nichols Hall  
   koleary@babson.edu  
   781-239-4209

   Complaints against third parties and visitors should be reported to the Title IX coordinator

   **Donna Bonaparte**  
   Vice President of Human Resources  
   Nichols Hall  
   dbonaparte@babson.edu  
   781-239-6434

   b. **Administrator On Call AOC** (after-hours)

   If a student would like to formally report to a College official after-hours, but would prefer not to file a report with Public Safety, they may contact Public Safety at 781-239-5555 and ask to be placed in contact with the Administrator On-Call. The student is not required to indicate why they are contacting the Administrator On-Call. The Administrator On-Call will connect the student with the resource they require. The Administrators On-Call are Student Affairs administrators at the College who rotate on-call to manage after-hour emergencies.
In situations where a complaint is filed against a community member who has more than one status at the College (e.g., the community member is a student and an employee), the Title IX coordinator has the authority to appoint investigators (possibly from different areas of the institution) and determine the appropriate investigation process for the reported incident (student, faculty or staff employee). The selected process shall make final determinations affecting all individual statuses at the College.

2. **Reporting to law enforcement:**

The College strongly encourages prompt reporting to law enforcement. Reporting is best done as soon as possible after an incident, but it may be done at any time.

If the incident occurred on campus and the complainant wants to report the incident to law enforcement, they may file a report with Babson College Public Safety by calling 781-239-5555 and/or Wellesley Police Department by calling 781-235-1212 and/or Needham Police Department at 781-455-7570.

If the incident occurred off-campus, the complainant has the right to file a report with the local law enforcement agency in the jurisdiction where the incident occurred. Babson Public Safety can assist a complainant with identifying the appropriate local law enforcement agency and with the filing of a report with that agency.

Following is a list of other law enforcement reporting options:
- Massachusetts State Police: 1-508-872-8713
- Norfolk County District Attorney Office - Brookline: 1-617-738-5072
- Norfolk Superior Court: 1-781-326-1600
- Dedham District Court: 1-781-329-4777

Law enforcement agencies, including Babson College Public Safety, are generally required to investigate reports of a criminal nature to the extent they are able. However, filing a complaint with law enforcement does not require the complainant to participate in a criminal process if the complainant chooses not to do so.

**Anonymous Reporting**

Any individual may make an anonymous report to the College concerning an act of gender-based misconduct committed by a member of the College community. Any individual may report an incident to the Title IX coordinator anonymously, without disclosing their name, identifying the respondent, or requesting any action. Depending on the level of information provided to the Title IX coordinator about the incident or the individual(s) involved, the College’s ability to respond to an anonymous report may be limited. As described in this policy, the College may have an obligation to respond to the information provided and/or other available information.

**D. Requesting Confidentiality from the College: How the College Will Weigh the Request and Respond**

If a complainant discloses an incident to a responsible employee of the College but wishes to maintain confidentiality or requests that no investigation into a particular incident be conducted or disciplinary action taken, the College must weigh that request against the College’s obligation to provide a safe, non-discriminatory environment for all students, including the complainant.
If the College honors the request for confidentiality, a complainant must understand that the College’s ability to meaningfully investigate the incident and pursue disciplinary action against the respondent may be limited. Additionally, remedies available for the complainant may be limited as well.

There are times when the College may not be able to honor a complainant’s request in order to provide a safe, non-discriminatory environment for all students and employees. The College has designated any one or more of the following individuals to evaluate requests for confidentiality once the College is placed on notice of alleged gender-based misconduct:

- Title IX Coordinator
- Deputy Title IX Coordinator for Student Affairs
- Vice President for Student Affairs and Dean of Students

When weighing a complainant’s request for confidentiality or that no investigation or discipline be pursued, one or more of the above employees will consider a range of factors, including the following:

- The increased risk that the respondent will commit additional acts of gender-based misconduct or other violence, such as:
  - whether there have been other gender-based misconduct complaints about the same respondent;
  - whether the respondent has a history of arrests or records from a prior institution indicating a history of violence;
  - whether the respondent threatened further gender-based or other violence against the complainant or others;
  - whether the gender-based misconduct was committed by multiple perpetrators;
  - whether the gender-based misconduct was perpetrated with a weapon; and
  - whether the complainant is a minor;
- Whether the College possesses other means (e.g., security cameras, witnesses, or physical evidence) to obtain relevant evidence of the gender-based misconduct; or
- Whether the complainant’s report or other documentation reveals a potential pattern of perpetration at a given location or by a particular individual or group (e.g., by intentionally incapacitating an individual without their knowledge via the use of drugs).

The presence of one or more of these factors could lead the College to investigate and, if appropriate, pursue disciplinary action. If none of these factors is present, the College will likely honor the complainant’s request for confidentiality.

If the College has credible information that the respondent was reported, investigated and/or found responsible for gender-based misconduct in the past, the College would likely be compelled to investigate the allegation and, if appropriate, pursue disciplinary action. If the College determines that it cannot maintain a complainant’s confidentiality, the College will inform the complainant prior to an investigation and, to the extent possible, share information only with those responsible for handling the College’s response.

The College will remain mindful of the complainant’s well-being and take ongoing steps to protect the complainant from retaliation or harm. Retaliation against the complainant, whether by students or College employees, will not be tolerated.

The College will not require a complainant to participate in any investigation or disciplinary proceeding.

Because the College is under a continuing obligation to address the issue of gender-based misconduct campus-wide, reports of that nature (including non-identifying reports) will also prompt the College to consider broader remedial action – such as increased monitoring, supervision or security at locations where the reported acts
occurred; increasing education and prevention efforts, including to targeted population groups; and/or revisiting its policies and practices.

If the College determines that it can grant a complainant’s request for confidentiality, the College will also discuss other actions that might be implemented to protect and assist the complainant.

**Reporting Obligations:**
The College has a duty to report certain crimes to Babson Public Safety for statistical reporting purposes in accordance with applicable law. Personally identifiable information is not provided, but statistical information must be reported depending on the nature of the incident and its general location (on or off-campus, in the surrounding area, but no addresses are given) for publication in the College’s annual Campus Security Report.

Additionally, College administrators must issue *timely warnings* in accordance with applicable law for incidents reported to them that pose a substantial threat of bodily harm or danger to members of the campus community. The College will ensure that a complainant’s name and other identifying information are not disclosed, while still providing enough information for community members to make safety decisions in light of the potential harm or danger posed.

**VII. INVESTIGATION/RESOLUTION PROCESS**

The deputy Title IX coordinator for Student Affairs (“deputy coordinator”), in coordination with the College’s Title IX coordinator, is responsible for the oversight of investigations of gender-based misconduct complaints where the respondent is a student or student group. Formal rules of process and evidence such as those applied in criminal or civil courts are not applicable in these investigations or in the resolution process.

When made aware of a potential violation of the gender-based misconduct policy, the deputy coordinator or designee will open and conduct a preliminary investigation. The preliminary investigation under this policy will be conducted as soon as practicable, and will ordinarily be completed within ten (10) calendar days from the time of reporting. This time period may be shorter or longer depending on the circumstances, including the availability of witnesses and preliminary evidence.

**PRELIMINARY INVESTIGATION**

After reviewing the information received, the deputy coordinator will:

1. Work to determine the identity and contact information of the complainant;
2. Identify what, if any, portion(s) of the gender-based misconduct policy were allegedly violated;
3. Meet the complainant, if feasible, to inquire about and finalize the complaint;
4. Determine if there is cause to proceed with a formal investigation.

If the deputy coordinator determines that there is no reasonable cause to pursue a complaint (e.g., if the information received does not present any potential violation of the gender-based misconduct policy, or if it is so vague or incomplete that no further investigation is possible), the matter will be closed with no further action and that decision will be communicated to the reporting party.

**FORMAL INVESTIGATION**

If the deputy coordinator determines that there is reasonable cause to pursue the complaint, a formal investigation will be initiated. The formal investigation under this policy will be conducted as promptly and equitably as possible without compromising thoroughness. Absent extenuating circumstances, the College’s investigation and resolution process for gender-based misconduct complaints will ordinarily be completed.
within sixty (60) calendar days from the time of reporting (not including the appeal process). This time period may be shorter or longer depending on the circumstances including, but not limited to, the complexity of the case and the availability and number of witnesses. Should this process last longer than 60 days, the deputy coordinator will communicate the reasons and expected timeline for completion to all parties.

At the initiation of the formal investigation, the deputy coordinator or designee will:
1. Notify the respondent and complainant of the investigation and provide an explanation of the investigation process;
2. Provide the respondent and complainant with a written notice of the charges, listing the specific portion(s) of the gender-based misconduct policy alleged to have been violated; and
3. Appoint a trained investigator to lead the investigation. The deputy coordinator may appoint additional investigators in their sole discretion. Concerns relating to any potential bias or conflict of interest of the appointed investigator(s) should be promptly addressed to the deputy coordinator who shall have sole discretion to remove or re-appoint investigator(s) as necessary.

At reasonable intervals throughout the investigation, the deputy coordinator will maintain communication with the complainant and the respondent regarding the status of the investigation and overall process.

The appointed investigator will:
1. Commence a thorough and impartial investigation by developing an investigation plan, including a witness list, intended investigation timeframe, and order of interviews for all witnesses and the respondent;
2. Provide regular updates on the investigation to the Title IX coordinator
3. Determine whether or not one or more specific portions of the policy were violated based on the preponderance of the evidence. Under this standard, the respondent is presumed not to have violated the gender-based misconduct policy unless a preponderance of the evidence supports a finding that a violation occurred. A preponderance of the evidence indicates that it is more likely than not that the identified portion of the policy was violated by the respondent.

Investigations shall proceed generally as follows:
1. The investigator will conduct interviews with the complainant, respondent and any witnesses deemed appropriate by the investigator.
2. All parties will be asked to provide names of relevant witnesses. The investigator will, in their sole discretion, determine which witnesses to interview. Witnesses are typically limited to people with firsthand knowledge of the events being reviewed. Character witnesses and character statements are not permitted.
3. All interviewed parties will be asked to submit relevant documentary evidence (e.g., photographs, video recordings, text messages, reports, phone records, etc.) to the investigator. The investigator will gather and review available documents, materials, or other identified evidence relevant to the investigation. The investigator, in consultation with the Title IX coordinator, will use their discretion about what evidence and information will be included in the case file. Redactions may be made as deemed necessary in the sole discretion of the investigator.
4. After each interview, the investigator will provide the interviewed party a written interview summary. The interviewed party will be afforded a reasonable opportunity to review the summary to confirm its accuracy or to provide written clarifications, comments, and/or corrections. The investigator shall review any written clarifications or comments that are submitted and incorporate those deemed relevant and appropriate into the interview summary. Comments that conflict significantly with information previously submitted by the interviewed party will be noted.
5. During the investigation, the investigator will afford the complainant and respondent an opportunity to respond to information provided by other parties, including witnesses. This information will typically be shared verbally during the interview. Either party may also request an opportunity to review the written interview
summaries and/or documentary information. Such request will be granted if and when deemed appropriate in the sole discretion of the investigator.

6. At the conclusion of the investigation, but before any determinations are made by the investigator, the investigator will schedule separate meetings with the complainant and respondent to review the information included in the case file (including all written interview summaries and documentary evidence deemed relevant by the investigator). The complainant and respondent will have the opportunity to provide corrections, clarifications, comments, new relevant information or documentation, and/or suggest new witnesses who possess material information.
   a. The complainant and respondent will be given an additional two (2) business days after this meeting to provide any additional documentation or written clarifications or comments. The investigator shall review any written clarifications or comments that are submitted and incorporate those deemed relevant and appropriate into the case file. Comments that conflict significantly with information previously submitted by the interviewed party will be noted.

7. If the complainant and/or respondent identify additional relevant evidence, that evidence shall be gathered by the investigator to the extent reasonably possible and will also be included in the case file. Depending on the nature of the new evidence, it may be shared with the complainant and/or the respondent for comment.

8. The investigator will complete the case file to include all relevant evidence obtained during the investigation.

9. The investigator will review the case file and reach written conclusions as to whether or not the respondent violated the gender-based misconduct policy based on a preponderance of the evidence standard.

10. The investigator will send the case file and written conclusions to the deputy coordinator for review.

11. The deputy coordinator will review the case file and written conclusions to ensure the following:
   a. The investigation was thorough, reliable, and impartial;
   b. The conclusions were based on the evidence collected; and
   c. The conclusions were based on the preponderance of the evidence.

If the deputy coordinator determines that any further steps are necessary to meet any of these requirements, the deputy coordinator will so inform the investigator. The investigator will take the necessary steps and return the case file to the deputy coordinator for review.

12. Upon approval of the case file, the deputy coordinator will meet separately with the complainant and the respondent to deliver the outcome. These meetings will be arranged as contemporaneously as possible. At the outcome meetings, the deputy coordinator will:
   a. Make the case file available to both parties for their review (necessary redactions may be made in the discretion of the deputy coordinator); and
   b. Explain the next steps in the process:
      i. Appeal process if the outcome is not responsible (see section IX)
      ii. Sanction process if the outcome is responsible (see below)

Please note: in addition to sharing the outcome with the parties, the deputy coordinator will also work directly with the Title IX coordinator to determine whether additional remedies are necessary for the complainant and/or community, if any, to address the incident.

CONFLICT RESOLUTION OPTIONS
The deputy coordinator may offer conflict resolution options when appropriate based on the facts and circumstances and regardless of the outcome of the preliminary or formal investigation. Such conflict resolution may include mediation, restorative justice, or other options and will only be utilized when both parties consent to the option. Mediation will not be used in cases involving sexual violence.
SANCTIONS PROCESS

1. The complainant and the respondent shall each have two (2) business days from the date of their outcome meeting to submit a written impact statement to the deputy coordinator. The written impact statement is intended to inform the deputy coordinator of relevant information in determining the appropriate sanction(s), including, but not limited to, how the incident has affected the impacted party, and whether they believe any mitigating or aggravating facts and circumstances warrant leniency or enhanced sanctions.

2. Both the complainant and the respondent have the option to meet with the deputy coordinator to discuss potential sanctions either instead of or in addition to a written impact statement. Such a meeting is not an opportunity to challenge or contest the outcome of the investigation.

3. The deputy coordinator will confer with the Title IX coordinator regarding potential sanctions. The deputy coordinator also reserves the right to meet with other relevant parties, including but not limited to the investigator or witnesses, if the deputy coordinator believes it will assist in determining the appropriate sanction(s).

4. Before determining the sanction(s), the deputy coordinator will review: i) the case file and investigator’s conclusions, ii) the respondent’s prior disciplinary record, if any, and iii) any impact statements submitted by either party.

5. The deputy coordinator has three (3) business days from the last meeting with a relevant party to issue a written decision letter to both parties. Decision letters will be sent via email.
   a. All sanctions are enacted immediately (unless otherwise stated) regardless of the status of the appeal.
   b. The College will not require either party to abide by a nondisclosure agreement, in writing or otherwise, that would prevent the re-disclosure of information related to the outcome of the proceeding.

VIII. SANCTION GUIDELINES

Any student found responsible for violating the gender-based misconduct policy provision on non-consensual sexual contact (where no penetration has occurred), sexual exploitation, sexual harassment, intimate partner violence or stalking will receive a sanction up to and including expulsion, depending on the severity of the incident and taking into account any previous disciplinary history. The standard sanction for non-consensual sexual penetration is suspension or expulsion.*

The decision-maker reserves the right to broaden or lessen any range of recommended sanctions in the case of serious mitigating or aggravating circumstances. Neither the initial decision-maker nor any appeals officer will deviate from the range of recommended sanctions unless compelling justification exists to do so.

Please see a list of possible sanctions in the Guide to the Student Conduct Process, Appendix II.[WU2]

IX. APPEAL PROCESS

Both the respondent and the complainant have the opportunity to submit an appeal based on the outcome of the investigation and/or sanction as set forth below.

Guiding principles of the appeal process:

- Appeals are confined to a review of the case file based on one or more of the pertinent grounds for appeal described below. Appeals are not intended to re-hear the allegations or to constitute a de novo review of the investigation.
- Absent clear and material error, appeals determinations are intended to be deferential to the original decision-maker. Findings should be revised by the appeal officer only when remanding for further investigation or granting a new investigation would be insufficient, impractical or unnecessary. Sanctions should be revised by the appeal officer only if there is a compelling justification to do so.
An appeal must be submitted within three (3) business days after the decision letter is delivered to the student’s Babson email account (or non-Babson email account for complainants who are non-Babson students). An appeal may be made solely on the grounds of:

1. Error in the charge and/or investigation or sanctioning process that has materially affected the outcome (e.g., substantiated bias, material deviation from established procedures, etc.),
2. New information that could not have been discovered prior to the investigation or sanctions meeting through the exercise of reasonable diligence and that would have materially affected the outcome. A summary of this new evidence and its potential impact must be included in the written appeal; or
3. The sanctions imposed fall outside the range of sanction guidelines and are grossly disproportionate to the violation(s) committed.

The Vice President for Student Affairs and Dean of Students or designee shall act as the appeal officer. The appeal must be made in writing to the appeal officer and must clearly and succinctly outline and explain how the specific grounds described above have been met. The party submitting the appeal has the burden of demonstrating how the above grounds have been met.

When one party submits an appeal, a copy of the appeal will be provided to the other party by the appeal officer. The other party will have the opportunity to submit a written statement to the appeal officer within three (3) business days, to be considered with the original appeal. The written statement shall be limited to a response to the content of the original appeal.

After reviewing the written appeal(s), written statement(s), and associated case file, the appeal officer will take one of the following actions:

1. Reject the appeal as untimely or improper based on the grounds articulated above.
2. Uphold the original decision and/or sanction.
3. Grant the appeal and:
   - Remand the case with specific instructions to the deputy coordinator for further consideration or, in the rare circumstances in which it would be impractical, improper, or infeasible to remand the case, grant a new investigation.
     - If remanded for further investigation, any resulting sanction may be appealed.
     - If the appeal officer remands to the deputy coordinator for review of the sanction, the reconsideration of the deputy coordinator is final.
   - Modify the sanction(s) by reducing or enhancing the sanction(s). A rationale will be provided by the appeal officer when a sanction is modified.
   - In rare circumstances, revise the outcome of the investigation from a “not responsible” to a “responsible” finding, or from a “responsible” to a “not responsible” finding.
     - If the outcome of the investigation is revised from a “not responsible” to a “responsible” finding, the appeal officer will either determine the final sanction(s) or remand the case to the deputy coordinator to determine the sanction(s). If remanded to the deputy coordinator, the resulting sanction(s) may be appealed.

The complainant and the respondent will receive simultaneous written notification of the appeal officer’s decision regarding the appeal(s) at their Babson email accounts (or non-Babson email account for complainants who are non-Babson students). Except where the case is remanded or a new investigation is granted, the decision of the appeal officer is final and not subject to further review.
X. NOTICE OF RIGHTS

Rights of the Complainant

The complainant has a number of rights under this policy and with respect to a resolution of a complaint. If the College initiates an investigation, the complainant will retain the rights below. They include both those outlined above and the following:

- The right to an investigation and appropriate resolution of all credible complaints of sexual misconduct, gender-based discrimination and/or harassment made in good faith to the College;
- The right to be treated with respect by College employees throughout the process;
- The right to be notified of available counseling, mental and physical health services, on and off-campus;
- The right to be informed of and to report the incident to off-campus authorities and/or law enforcement and to be assisted by College employees in doing so;
- The right to be provided with a written explanation of rights and options with respect to the matter;
- The right to have the investigation and resolution process fully explained;
- The right receive written notice of all allegations for which the respondent is charged;
- The right to be notified of possible sanctions that may result if the respondent is found responsible of violating the policy(ies) in question;
- The right to an outcome based on information the decision-maker finds credible, relevant and convincing by a preponderance of the evidence (i.e., it is more likely than not that a policy violation occurred);
- The right to appeal the outcome of the investigation and/or sanction, in accordance with the appeal guidelines established in this policy;
- The right to privacy, and the assurance that information regarding the complaint will be shared only with those necessary.

Rights of the Respondent

The respondent has a number of rights under this policy and with respect to a resolution of a complaint. They include both those outlined above and the following:

- The right to an investigation and appropriate resolution of all credible complaints of sexual misconduct, gender-based discrimination and/or harassment made in good faith to the College;
- The right to be treated with respect by College employees throughout the process;
- The right to be notified of available counseling, mental and physical health services, on and off-campus;
- The right to be provided with a written explanation of rights and options with respect to the matter;
- The right to have the investigation and resolution process fully explained;
- The right to receive written notice of all charges;
- The right to be notified of possible sanctions that may result if found responsible for violating the policy(ies) in question;
- The right to an outcome based on information the decision-maker finds credible, relevant and convincing by a preponderance of the evidence (i.e., it is more likely than not that a policy violation occurred);
- The right to appeal the outcome of the investigation and/or sanction, in accordance with the appeal guidelines established in this policy;
- The right to privacy, and the assurance that information regarding the complaint will be shared only with those necessary.
XI. OTHER PROVISIONS

ADVISERS
Both the respondent and the complainant have the right to one (1) adviser of their choice. Advisers serve as a support person for the parties during the process, including investigative meetings, meetings with the deputy coordinator and sanction meetings. The adviser’s name and relationship to a party (e.g., student, faculty member, family member, attorney, etc.) must be disclosed to the deputy coordinator prior to the meeting for which they will serve as the adviser. Students who are witnesses to the incident or are otherwise involved in the matter may not typically serve as advisers.

Advisers are not permitted to advocate for a student or speak on their behalf during any of the aforementioned meetings. The College reserves the right to remove an adviser from any meeting should these expectations and guidelines be violated. Meetings are not generally delayed or rescheduled due to an adviser’s schedule or availability. The deputy coordinator will consider requests made to delay or reschedule a meeting and will make the final determination at their sole discretion.

The College reserves the right to have legal counsel present during any meeting.

ATTENDANCE
To enable the most accurate and fair review of the facts, the respondent is expected to attend and participate in meetings during the course of an investigation under this policy. If an individual chooses not to attend one or more meetings, the charges will be reviewed on the basis of the information and evidence available, and a decision will be made. Although no inference may be drawn against a student for failing to attend a meeting or remaining silent, the process will proceed and the conclusion will be based on the evidence presented. No decision shall be based solely on the failure of the respondent to attend one or more meetings, to participate in such meeting(s), or to answer the charges.

HISTORY OF THE PRINCIPLE PARTIES

Sexual History:
Neither the past sexual history nor sexual character of either party will be considered in the investigation or any other proceeding unless such information is determined by the deputy coordinator to be specifically and directly relevant to a pending charge.

Disciplinary History/History of Previous Complaints:
Previous disciplinary history or previously filed complaints may be considered in the course of the investigation only if:
1. The facts related to the previous disciplinary history or complaints are substantially similar to the facts related to the present charge(s);
2. The information indicates a pattern of behavior and substantial conformity with that pattern by the respondent; or
3. There are other reasons deemed by the deputy coordinator to be specifically and directly relevant to the present charge(s).

If any previous disciplinary history or complaints are considered in the course of the investigation, the relevant party will be notified of such and will be permitted to review the information that is to be considered.
EFFECT OF CRIMINAL PROCEEDINGS
Because the standards for determining a violation of criminal law are different from the standards for
determining a violation of this policy, criminal investigations, reports, or outcomes are not determinative of
whether gender-based misconduct has occurred for purposes of this policy. In other words, conduct may
constitute gender-based misconduct under this policy even if there is insufficient evidence of a crime or if law
enforcement agencies decline to prosecute. The filing of a complaint of gender-based misconduct under this
policy is independent of any criminal investigation or proceeding, and the College will not await the conclusion
of any criminal investigation or proceedings to: (i) commence its own investigation; (ii) take interim measures
to protect the complainant and the College community, if necessary; and/or (iii) implement disciplinary
proceedings without regard to any pending criminal proceedings.

FALSE COMPLAINT/FALSE INFORMATION
The College will not tolerate false reporting and reserves the right to discipline members of the College
community who knowingly bring false complaints of gender-based misconduct or provide false information
during an investigation or hearing. No complaint will be considered "false" solely because it cannot be
corroborated. If a respondent is determined to have provided false information during the investigation or
sanctioning process, the respondent may be charged with “false information and misrepresentation” and/or the
false information may be considered an aggravating circumstance during the sanctioning phase.

AMNESTY FOR MINOR VIOLATIONS
The College will extend amnesty for minor violations of policy, including but not limited to the possession
and/or consumption of drugs or alcohol, when the violation is related to a report of gender-based misconduct.
The seriousness of gender-based misconduct is a major concern for the College and the College does not want
any circumstances (e.g., drug or alcohol use) to inhibit the reporting of gender-based misconduct or cooperation
with an investigation. When amnesty is granted for minor violations of policy, the College may refer students
to resources such as alcohol and/or drug education, but there will be no disciplinary record or sanction regarding
the violation for which amnesty was granted. The deputy coordinator will determine what policy violations will
be considered “minor” and therefore eligible for amnesty in this context. Amnesty for minor policy violations
may be extended to all parties involved in the case, including but not limited to, the complainant, the respondent
and witnesses.

ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES
Reasonable accommodations will be provided to students with disabilities in accordance with applicable law. A
student with a disability who requires an accommodation for any meeting or process under this policy must
follow the procedure for requesting an accommodation through Disability Services. Disability Services will
make a determination regarding the request and notify the appropriate parties. A student will not be considered
to have a disability unless the student registers with Disability Services and follows the applicable procedures.
Please contact the Disability Services at 781-239-4508, by email at mpowell@babson.edu or on the hub at
http://studentportal.babson.edu/node/229156 for further information.

POLICY REVIEW
The gender-based misconduct will be reviewed by the College a minimum of every 24 months.

XII. PREVENTION AND EDUCATION AND TRAINING
The College engages in comprehensive educational programming to prevent domestic violence, dating violence,
sexual assault and stalking. Educational programming consists of primary prevention and awareness programs –
including bystander intervention for all incoming students as well as ongoing prevention and awareness
campaigns for all students and the campus community in its entirety. These educational programs and
awareness initiatives have clear goals and objectives, including but not limited to:
- Identify domestic violence, dating violence, sexual assault, stalking, and other forms of Gender-Based Misconduct as prohibited;
- Define the behavior that constitutes domestic violence, dating violence, sexual assault, stalking, and other Gender-Based Misconduct;
- Define what behavior and actions constitute consent to sexual interactions;
- Provide safe and effective options for both active and passive bystander intervention;
- Provide information on both harm reduction and risk reduction to help the college community recognize warning signs of prohibited behavior and to minimize the risk of potential attacks or retaliation;
- Provide an overview of information contained in the Annual Security Report in compliance with Title IX, VAWA, the Campus SAVE Act, the CLERY Act and other applicable laws.

The College has developed an annual educational curriculum consisting of presentations to the following populations (including but not limited to); new and returning students; student leaders (classified as “responsible employees”); on-call and first line access staff; and Public Safety. Specific considerations in regards to education and programming are made in an effort to be culturally competent in practice and approach. The educational curriculum consists of programs throughout the year, including sessions such as:
- Prevalence of Sexual Assault on College Campuses
- Gender-Based Misconduct Policy/Procedure Overview & Reporting
- Contracted Speakers on Healthy Relationships & Sexual Assault
- Bystander Intervention Basics
- Trauma-Informed Practice & Crisis Response

In addition to prevention and education efforts, the College ensures that all investigators, decision-makers and appeal officers receive annual training on the issues related to dating violence, domestic violence, sexual assault, and stalking as well as training on how to conduct an investigation, how the resolution process works and how to protect the safety of complainants and promote accountability.

XIII. TITLE IX CONTACT
Questions or concerns regarding the College’s procedures and Title IX may be directed to one or more of the following resources:

Title IX Coordinator - is responsible for overall compliance with Title IX including the investigation process:
- Donna Bonaparte
- Vice President of Human Resources
- 781-239-6434
dbonaparte@babson.edu

Inquiries may be made externally to and complaints may be filed with:
- Office for Civil Rights (OCR)
- U.S. Department of Education
- 400 Maryland Avenue, SW
- Washington, DC 20202-1100

Customer Service hotline: 800-421-3481
TDD #: 877-521-2172

Email: OCR@ed.gov
Web: http://www.ed.gov/ocr
If a student wishes to report a case of domestic violence, sexual assault, or other gender based related crimes, and to have the matter prosecuted criminally or pursue a protective order, Babson College’s Public Safety Department will investigate in conjunction with other law enforcement agencies. A College representative is available to accompany the student during this process. Babson College will not shield members of the Babson community from the law, nor will it intervene in external legal proceedings initiated against a member of the community. If a victim wants to report the incident to law enforcement, s/he may file a report with Babson Public Safety by calling 781-239-5555 and/or Wellesley Police Department by calling 781-235-1212 or Needham Police Department at 781-455-7570 (if the incident occurred on campus.) If the incident occurred off-campus, a victim has the right to file a report with the local law enforcement agency in the jurisdiction where the incident occurred.

The Public Safety Department has over 10 State certified Sexual Assault Investigators who would be called upon to respond and investigate a reported sexual assault on campus, immediately focusing the priority on the physical and mental well-being of the survivor. It is the policy of the Babson College Public Safety Department in responding to the report of a sexual assault to ensure consistent standardized procedures for the investigation and prosecution of all sexual assaults by providing officers and investigators with guidelines for responding, assisting survivors, collaborating with local health and law enforcement agencies, and conducting interviews with survivors, witnesses, and suspects as well as evidence collection. When a report has been disclosed to a member of the Public Safety Department or other law enforcement agency, a criminal investigation will be launched with the information provided in coordination with local law enforcement and the District Attorney’s Office. This does not require the survivor to participate in prosecution but the priority is to provide all the resources, support and options a survivor may require in moving forward. Babson Public Safety can assist a victim with this process if the victim so chooses.

- Following is a list of other law enforcement reporting options:
  - Massachusetts State Police: 1-508-872-8713
  - Norfolk County District Attorney Office - Brookline: 1-617-738-5072
  - Norfolk Superior Court: 1-781-326-1600
  - Dedham District Court: 1-781-329-4777
# CAMPUS SECURITY AUTHORITIES DIRECTORY

<table>
<thead>
<tr>
<th>Student Affairs Staff</th>
<th>Title</th>
<th>Phone Number</th>
</tr>
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<tbody>
<tr>
<td>Lawrence P. Ward</td>
<td>Vice President for Student Affairs/Dean of Students</td>
<td>781-239-5346</td>
</tr>
<tr>
<td>Caitlin Capozzi</td>
<td>Associate Dean, Student Engagement</td>
<td>781-239-4582</td>
</tr>
<tr>
<td>Kate Deeb</td>
<td>Assistant Dean, Student Affairs</td>
<td>781-239-5767</td>
</tr>
<tr>
<td>Lisa Helmuth-Thomas</td>
<td>Director, Faith &amp; Service</td>
<td>781-239-5354</td>
</tr>
<tr>
<td>Colleen Ryan</td>
<td>Assistant Dean, Community Standards Deputy Title IX Coordinator</td>
<td>781-239-5419</td>
</tr>
<tr>
<td>Ryan Travia</td>
<td>Associate Dean of Students for Wellness</td>
<td>781-239-4218</td>
</tr>
<tr>
<td>Joshua MacArthur</td>
<td>Director, Athletics</td>
<td>781-239-4528</td>
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<tr>
<th>Resource</th>
<th>Phone Number</th>
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<tr>
<td>Babson College SAFE hotline</td>
<td>781-239-7233</td>
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<tr>
<td>Babson College Public Safety Department</td>
<td>781-239-5555</td>
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<tr>
<td>Certified sexual assault investigators available.</td>
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<tr>
<td>Norfolk County Sexual Assault Unit</td>
<td>781-326-1111</td>
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<td>Female investigators and counselors are available.</td>
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<tr>
<td>Norfolk County Victim Witness Advocate</td>
<td>781-830-4800</td>
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<tr>
<td>Wellesley Police Department</td>
<td>781-235-1212</td>
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<tr>
<td>Needham Police Department</td>
<td>781-444-1212</td>
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