



## MANUAL OF SECURITY POLICIES IN THE CAMPUS

REVISED SEPTEMBER 4, 2023

### 1.1. Introduction

Emma's Beauty Academy Manual of security policies on campus constitutes the document that provides the procedure to be followed in cases of emergencies within the institutional premises. The same applies to students, faculty, visitors and administrative staff.

The objective of this policy is to establish a basic emergency procedure that guarantees the protection of life and property in the institutional

The policy covers emergency such as:

- Negligent murder / involuntary manslaughter
- Forced sexual offense (including rape)
- Unforced sexual offense
- Robbery or theft
- Theft of vehicle accessories
- arson
- Simple attack
- violations of alcohol laws
- violations of controlled drug laws
- Operation of illegal weapons
- Threats
- Discrimination / crimes for causes of discrimination based on race, religion, sexual orientation, country of origin or others.

### 1.2 Campus Safety Act

The institution recognizes as an institutional interest the protection of the life and security of its members. Any institution that receives funds from the programs titles IV. is required to provide information to all students or prospectus is required to comply with the law known as "Crime Awareness and Campus Security Act of 1992, this requires the establishment of a policy that allows a safe study and work environment, free of risks, acts of violation and danger. It recognizes the right of students, potential students and the community in general to be informed about criminal acts that have taken place within the institution and keeps the community informed about the criminal nature of the institution. By the 1st of September each year, the institutions are required to publish an annual report on the incidence of criminal acts in and on the premises.

The statistics of the criminal acts must include:

Negligent murder / involuntary manslaughter

- Forced sexual defense (including rapes)
- Unforced sexual defense
- Robbery or theft
- Theft of vehicle accessories
- arson
- Simple attack
- violations of alcohol laws
- violations of controlled drug laws
- Operation of illegal weapons
- Threats
- Discrimination / crimes for causes of discrimination based on race, religion, sexual orientation, country of origin or others.

### 1.3 Procedure for intervention in complaints

#### 1.3.1 Student

During the day students may direct their complaints to the Academic Director or the Dean of Students. During the night the complaints may be addressed to the Academic Director or the person appointed by the Academic Director. Students involved in criminal acts will be subject to the procedures and disciplinary sanctions outlined in the **Student Handbook**.

#### 1.3.2 Administrative staff

The daytime administrative staff will be able to address their complaints to the administrator. During the night the complaints may be addressed to the Academic Director or to the person appointed.

The administrative personnel involved in criminal acts will be subject to the procedures and disciplinary sanctions concealed in the manual of the teaching and non-teaching personnel.

#### 1.3.2.1 The process is the following:

Once the complaint has been notified to the designated personnel, the form to report criminal incidents will be completed. The same will be available in the booth of the security guard, reception, administrator and Academic Director.

The institution has security guards 24 hours, seven days a week. The crimes that occur during the hours in which the institution remains closed to the public, the assigned security personnel, or the administrator will inform in writing the event in the expected form. In addition, it should be summarized in the corresponding shift registration.

Depending on the type of crime, it will be reported to the relevant authorities and notify the persons designated in the list prepared for these purposes.

#### 2.1 Access to facilities

The institution has controlled access through a duty guard located in the main gate 24 hours a day, seven days a week. All staff, both teaching and administrative, must carry their identification card with photo. In the case of visitors, the security personnel will direct them to the reception area where they will be channeled to the contact person.

**3.1 Declaration to enforce safety regulations.** In the institution there are general provisions that apply to all security personnel which establishes the rules and procedures to be followed by these personnel.

#### 4.1 Description of the procedures used to encourage students and employees to take responsibility for their own safety.

The Administrator is responsible for providing security through a coordinated action plan between the different institutional components. The security unit is made up of a group of security guards. The fundamental mission of this group is to provide a safe environment that enables the performance of the functions of students, teachers, employees and visitors on the premises of the institution.

The security area provides the following services:

Advises us to improve access control measures

It provides for the students, employees and other members of the community to be responsible for their safety.

It monitors the property and protects the campus 24 hours, 7 days a week through continuous patrols. Promotes order and discipline within the campus.

**5.1 Crime prevention programs**

**5.1.1 Students**

Through our admissions office, conversations and orientations are coordinated in relation to criminal acts, both individually and as a group. The day of the orientation is responsible for the distribution of the following documentaries among others.

- Students right to know
- Drug and alcohol policies
- Sexual harassment policies
- Security policies on campus

**5.1.1.1 Uniforms, Compulsory use**

Emmas Beauty Academy requires their students to attend classes in their proper uniform. The admissions office will provide you with a copy of it. In addition, you will be required to use the identification card. This is for the purpose of identifying all of our students from our visitors.

**The institution reserves the right to suspend any student who does not comply with these rules.**

**5.1.2 Administrative staff**

The Administrator in coordination with the offices of the Dean and Accounting are responsible for providing information and guidance to the staff referring to crimes and criminal offenses. The offices of the dean and accounting of our institution count

They have literature on the subject. Accounting is responsible for distributing the following manuals to the staff, among others.

- Staff manual
- Drug and Alcohol Policy
- Sexual harassment policies
- Security policies on campus

All our staff is properly identified with your ID cards which has your photo.

**6.1 Safety management in extracurricular activities**

The institution promotes safety in each of our activities on and off campus.

The institution ensures safety in all activities that take place.

**7.1 Statistics on criminal acts.**

Statistics can be compiled from the following sources:

- . **Security record book**- This details each shift changes of the security personnel and in case of an incident is summarized in it.
- . **Disciplinary Event Report** - Constitutes the evidence of any officially reported criminal act. The office of the administrator is custodian of the same.

At the end of the academic year (mid-August) the statistics of the events that occurred will be compiled. This will be published on the bulletin boards and a copy of it will be delivered together with the campus security policy on October 1 or at the beginning of each year's program.

**8.1 Policies related to the use, possession and distribution of controlled substances.**

The institution has an Institutional policy to keep the Academy free of drugs and alcohol it is distributed to students in the orientation that is offered at the beginning of their studies, is reviewed periodically. Once the administrative staff is part of the institution a copy of the policy is also given to them.

**9.1 Sexual abuse prevention program**

The institution has a policy against sexual harassment which is distributed to students and administrative staff. It is revised to include new guidelines established by the Department of Federal Education.

**9.2 Protocol of domestic violence, of couple and Stalking**

**Violence against women reauthorization Act of 2013**

On March 7, 2013, President Obama approved the "Violence Against Women Reauthorization Act of 2013" or VAWA amends Section 485 (f) of the Higher Education Act 1965 better known as "Jeanne Clery Disclosures of Campus Security Policy and Crime Statistics Act (Clery) Act) It requires academic institutions to collect statistics on incidents of domestic violence, violence in romantic dates, sexual assault and stalking. It also requires the establishment of certain policies and procedures for the management of such situations. For these purposes Emma's Beauty Academy developed the policy and protocol for the management of these cases of violence against women. We encourage students, teachers and administrative staff to review the policy. They are placed in the bulletin boards of the academy.

**STATISTICS OF INCIDENTS OCCURRED WITHIN THE ACADEMIC YEAR 2022**  
**FACTS**

Criminal Offenses - On campus/Public Property						
	On Campus 2020	Public Property 2020	On Campus 2021	Public Property 2021	On Campus 2022	Public Property 2022
a. Murder/Non-negligent manslaughter	0	0	0	0	0	0
b. Manslaughter by Negligence	0	0	0	0	0	0
c. Rape	0	0	0	0	0	0
d. Fondling	0	0	0	0	0	0
e. Incest	0	0	0	0	0	0
f. Statutory rape	0	0	0	0	0	0
g. Robbery	0	0	0	0	0	0
h. Aggravated assault	0	0	0	0	0	0
i. Burglary	0	0	0	0	0	0
j. Motor vehicle theft	0	0	0	0	0	0
k. Arson	0	0	0	0	0	0

Hate Crimes on Campus/Public Property						
	On Campus 2020	Public Property 2020	On Campus 2021	Public Property 2021	On Campus 2022	Public Property 2022
a. Murder/ Non-negligent manslaughter	0	0	0	0	0	0
c. Rape	0	0	0	0	0	0
d. Fondling	0	0	0	0	0	0
e. Incest	0	0	0	0	0	0
f. Statutory rape	0	0	0	0	0	0
g. Robbery	0	0	0	0	0	0
h. Aggravated assault	0	0	0	0	0	0
i. Burglary	0	0	0	0	0	0
j. Motor vehicle theft	0	0	0	0	0	0
k. Arson	0	0	0	0	0	0
l. Simple assault	0	0	0	0	0	0
m. Larceny-theft	0	0	0	0	0	0
n. Intimidation	0	0	0	0	0	0
o. Destruction/damage/vandalism of property	0	0	0	0	0	0
VAWA Offenses - On Campus/Public Property						
	On Campus 2020	Public Property 2020	On Campus 2021	Public Property 2021	On Campus 2022	Public Property 2022
a. Domestic violence	0	0	0	0	0	0
b. Dating violence	0	0	0	0	0	0
c. Stalking	0	0	0	0	0	0
Arrests - On campus/Public Property						
	On Campus 2020	Public Property 2020	On Campus 2021	Public Property 2021	On Campus 2022	Public Property 2022
a. Weapons: carrying, possessing, etc.	0	0	0	0	0	0
b. Drug abuse violations	0	0	0	0	0	0
c. Liquor law violations	0	0	0	0	0	0
Disciplinary Actions - On Campus/ Public Property						
	On Campus 2020	Public Property 2020	On Campus 2021	Public Property 2021	On Campus 2022	Public Property 2022
a. Weapons: carrying, possessing, etc.	0	0	0	0	0	0
b. Drug abuse violations	0	0	0	0	0	0
c. Liquor law violations	0	0	0	0	0	0
Unfounded Crimes						
	2020	2021	2022			
Total unfounded crimes	0	0	0			

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