MGH INSTITUTE OF HEALTH PROFESSIONS

Title IX – Sexual Harassment & Misconduct Policy

Applies to All Forms of Harassment Based on Sex or Gender, Sexual Assault, Sexual Exploitation, Intimate Partner Violence and Stalking for Students, Staff, Faculty

FEBRUARY 2020
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The MGH Institute of Health Professions
Mission and Core Values

Mission Statement

As an independent, interprofessional graduate school of health sciences, the MGH Institute of Health Professions prepares health professionals and scientists to advance care for a diverse society through leadership in education, clinical practice, research, and community engagement.

Core Values

As members of the MGH Institute community, we collectively commit to reflect the following core values in all we do:

- The highest standards of professional, academic, and scientific excellence, ethical conduct, integrity, and personal responsibility,
- An inclusive and welcoming environment where every person is treated with dignity and respect,
- Mutual trust and collegiality in our relationships with each other, those we serve in health care, and the community,
- Productive partnerships among faculty, staff, and students that support learning and work, and foster interprofessional and global collaboration,
- A connected, engaged, and diverse learning community where students develop a passion for lifelong learning and become graduates of choice for employers,
- An environment that embraces and rewards inquiry, ingenuity, innovation, resourcefulness, and continuous learning,
- A rewarding work environment where talented people thrive, and
- Accountability for our work and for prudent, efficient stewardship of our resources.

Notice of Non-Discrimination

- The MGH Institute of Health Professions is committed to ensuring a welcoming academic community for all. Our inclusive environment is enriched by our differences including age, color, disability, gender identity and expression, genetic information, marital status, national and ethnic origin, race, religion, sex, sexual orientation, status as a parent, socio-economic background, veteran or active military status.
- The Institute prohibits discrimination in admissions, financial aid, employment and administration of its programs and activities.
Title IX – Sexual Harassment & Misconduct Policy Resource Page

Title IX of the Education Amendments of 1972

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in any federal funded education program or activity. Harassment based on sex or gender, which includes sexual assault, is a form of sex discrimination.

The MGH Institute of Health Professions (“the Institute”) will not tolerate any type of harassment based on sex or gender, sexual assault, sexual exploitation, intimate partner violence, or stalking. For any information about Title IX compliance, please contact the appropriate Title IX Coordinator, **students should contact Jack (John) B. Gormley, Dean of Student & Alumni Services** (617) 726-3177 or jbgormley@mghihp.edu and employees should contact **Sarah Welch, Associate Vice President of Human Resources** (617) 643-6316 or shwelch@mghihp.edu.

Section 304 of the Violence against Women Reauthorization Act of 2013

Section 304 of the Violence against Women Reauthorization Act of 2013 prohibits sexual assault, dating violence, domestic violence, and stalking. Under this IHP policy, dating violence and domestic violence are collectively referred to as intimate partner violence. These behaviors are sometimes a form of sex discrimination or harassment but will always be resolved under this policy even where not based on sex or gender.

**What to do if you are a victim or a survivor of harassment based on sex or gender, sexual assault, sexual exploitation, intimate partner violence, or stalking:**

Any student, employee, or member of the Institute community who has experienced any type of harassment based on sex or gender, sexual assault, sexual exploitation, intimate partner violence, or stalking is encouraged to immediately seek medical assistance and/or notify law enforcement.

MGH Police, Security, and Outside Services (“MGH Police & Security”) will provide transportation upon request.

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<td>Boston Area Rape Crisis Center 24-Hour Hotline (800) 841-8371</td>
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<td>MGH Police &amp; Security (617) 726-5400</td>
<td>Brigham and Women’s Hospital (617) 732-5500</td>
<td>National Sexual Assault 24-Hour Hotline (800) 656-4673</td>
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<td>Boston Police Department (617) 343-4888</td>
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MGH Police & Security serves all students, staff, faculty, and guests of the Institute. In addition, the campus and community professionals include medical providers, mental health providers, clergy, and rape crisis counselors, all of whom have privileged confidentiality recognized by law.

Confidential Resources and Reporting Options

Any student, employee or member of the Institute community may seek the confidential support and resources identified below, and any information shared will not be provided to the Institute, except as noted.

We encourage all individuals to make a prompt report of prohibited conduct to the Institute using the reporting options below, but we recognize that individuals may choose to make a report of prohibited conduct to any employee of the Institute. With the exception of confidential resources, all other employees of the Institute are trained to share the report with the appropriate Title IX Coordinator to ensure a prompt and equitable review, investigation, and resolution.

| CONFIDENTIAL RESOURCES AND SUPPORT |
|-----------------------------------|--------------------------------|
| On Campus                         | Off Campus                     |
| The Institute Student Assistance Program (SAP) (866) 724-4327 | Boston Area Rape Crisis Center (BARCC) 1-800-841-8371 [www.barcc.org](http://www.barcc.org)
| PHS Employee Assistance Program (EAP) (617) 726-6976       | Intimate Partner Violence Support and Advocacy – Jane Doe, Inc. (617) 248-0922 [www.janedoe.org](http://www.janedoe.org)

| Reporting Options |
|--------------------|---------------------|
| On Campus          | Off Campus          |
| MGH Police & Security (617) 726-5400 | Boston Police Dept. (617) 343-4888 |
| Student Title IX Coordinator (617) 726-3177 | Mass General Hospital (617) 726-2000 |
| Employee Title IX Coordinator (617) 643-631 | |

www.barcc.org

www.fenwayhealth.org

www.nwh.org
Executive Summary

The Institute’s Title IX Sexual Harassment & Misconduct Policy (“Policy”) uses certain defined terms which may be found in Section X of the Policy.

Purpose of the Policy

The Institute will not tolerate any type of harassment based on sex or gender, sexual assault, sexual exploitation, intimate partner violence, or stalking. The Institute is committed to taking all appropriate steps to eliminate this prohibited conduct, prevent its recurrence, and address its effects. This Policy outlines the Institute’s core values, prohibited conduct, resources, reporting options, and Complaint Resolution Procedures for the review, investigation and resolution of reports of harassment based on sex or gender, sexual assault, sexual exploitation, intimate partner violence, and stalking.

Scope of the Policy

This Policy applies to all members of the Institute community, including students and employees. This Policy also applies to a third party, i.e., those outside of the Institute community, such as vendors, independent contractors, guests, clients and visitors, to the extent that any member of the Institute community is affected by such third party’s misconduct as prohibited under this Policy.

This Policy applies to all conduct on campus and to conduct off campus in the context of an education program or activity. This also may include off-campus conduct that has continuing adverse effects on campus or, in the context of an education program or activity, or where the conduct has the potential to adversely affect any member of the Institute community or the Institute.

All employees, including faculty, staff and administrators, are required to comply with this policy. Reports of sexual misconduct from an employee against another employee will be handled through Human Resources in accordance with the Sexual Harassment Policy procedures for following employee complaints.

Notice of Non-Discrimination

The MGH Institute of Health Professions is committed to ensuring a welcoming academic community for all. Our inclusive environment is enriched by our differences including age, color, disability, gender identity and expression, genetic information, marital status, national and ethnic origin, race, religion, sex, sexual orientation, status as a parent, socio-economic background, veteran or active military status.

The Institute prohibits discrimination in admissions, financial aid, employment and administration of its programs and activities.
Title IX Coordinator

The President of the Institute has appointed Title IX Coordinators to oversee the Institute’s compliance with Title IX, including the review, investigation and resolution of reports of harassment based on sex or gender, sexual assault, sexual exploitation, intimate partner violence, and stalking. For any information about Title IX compliance, please contact the appropriate Title IX Coordinator: students should contact Jack (John) B. Gormley, Dean of Student & Alumni Services (617) 726-3177 or jbgormley@mghihp.edu, and employees should contact Sarah Welch, Associate Vice President of Human Resources (617) 643-6316 or shwelch@mghihp.edu.

Reporting

The Institute will take prompt action in response to every report of harassment based on sex or gender, sexual assault, sexual exploitation, intimate partner violence, or stalking to protect the safety of the community and individuals involved.

The Institute encourages anyone who has experienced, witnessed, or has information pertaining to a potential violation of the Title IX Policy to take an active role in reporting this behavior to the following designated Institute employees: (1) the appropriate Title IX Coordinator; or (2) MGH Police & Security. The Institute recognizes, however, that an individual may choose to report to any employee of the Institute. Consistent with this Policy, all employees, including student employees, who receives such a report are required to share the report with the appropriate Title IX Coordinator to ensure that all Institute resources and resolution options are consistently made available, as provided for by this Policy.

Any individual who provides intentionally or maliciously false information as part of a report or investigation under this Policy will be subject to disciplinary action under applicable policies and procedures. Faculty and staff are subject to the Human Resources Policies or Faculty Handbook, as relevant, and students are subject to their respective academic program handbooks and the Institute’s Student Handbook. This provision does not apply to a good faith report that is later not substantiated or not proven by a preponderance of the evidence to violate this Policy.

The Institute encourages all community members to take reasonable and prudent actions to prevent or stop any act of harassment based on sex or gender, sexual assault, sexual exploitation, intimate partner violence, or stalking. In doing so, each member of the Institute community helps to uphold our core values to create and ensure that every person is treated with dignity and respect.

Interim Measures

Upon receipt of a report, the Institute may take reasonably available interim measures to protect the parties involved in the report and, when necessary, the Institute community. Such interim measures may include reasonable academic accommodations consistent with the student’s academic program and curriculum; employment accommodations (modifying work schedule to
prevent interaction); the imposition of No-Contact Orders; a voluntary leave of absence (if requested); administrative leave of absence; counseling; and other support services as needed.

Title IX Committee

The Institute is committed to assuring that all reports of harassment based on sex or gender, sexual assault, sexual exploitation, intimate partner violence, or stalking are referred to the Title IX Committee, an inter-departmental team overseen by the appropriate Title IX Coordinator. This Committee is responsible for the prompt and equitable review and resolution of any report it receives, and is comprised of a minimum of three (3) individuals holding the following positions: the appropriate Title IX Coordinator; the Dean of Student & Alumni Services (or designee); the Associate Vice President of Human Resource Services (or designee); the Associate Vice President for Information Technology, Campus Services & Compliance (or designee); and MGH Security’s Senior Manager of Investigations (or designee). The composition of the Committee may vary based upon: (1) whether an individual has personal knowledge about the circumstances of or a party to the complaint such that it may improperly influence the individual’s ability to carry out the obligations hereunder, (2) the availability of the individuals involved, and (3) any other factors related to the particular timing or nature of the report.

Privacy Statement

In any report, investigation, or resolution of a Title IX allegation, every effort will be made to protect the privacy and confidentiality interests of the individuals involved in a manner consistent with the need for a thorough review of the allegations, the protection of the student or employee making a good faith report, and the broader campus community.

Statement against Retaliation

It is a violation of the Policy to retaliate or threaten to retaliate in any way against a student or employee who makes a good faith report of harassment based on sex or gender, sexual assault, sexual exploitation, intimate partner violence, or stalking, or participates in the Institute’s resolution of the report. The Institute will take prompt and responsive action to any report of retaliation.

Confidential Resources

The Institute realizes that not every individual who makes a report of harassment based on sex or gender, sexual assault, sexual exploitation, intimate partner violence, or stalking is prepared to move forward with a complaint for informal or formal resolution. Whether an individual has chosen to file a report or proceed with a complaint or not, the Institute is committed to providing on-campus resources and support to any party seeking assistance. Legally-protected confidential resources are available for both students and employees, and many off-campus resources are available to those seeking assistance.
Complaint Resolution Procedures

Upon receipt of a report, the appropriate Title IX Coordinator will conduct an initial Title IX assessment to address the safety and well-being of the party making a good faith report and the Institute community. At the conclusion of the assessment, the appropriate Title IX Coordinator will determine whether to initiate either a Voluntary Resolution or Formal Resolution process.

Appendix: Definitions

Sections X includes a list of defined terms used in this Policy.
I. Purpose and Scope of Policy

A. Overview

A core value of the Institute is that each member in our community recognizes and respects the intrinsic worth and dignity of every other member in the community. Any act of harassment based on sex or gender, sexual assault, sexual exploitation, intimate partner violence, or stalking represents a fundamental failure by the offender to understand and respect this core value and poses a unique threat to the individual members of the community and to the community itself. Not only are such acts contrary to the Institute’s core values and against Institute policy, but in some instances, may violate Massachusetts and/or federal law.

The Institute will not tolerate any type of harassment based on sex or gender, sexual assault, sexual exploitation, intimate partner violence, or stalking, and is committed to taking all appropriate steps to eliminate such acts, prevent their recurrence and address their effects. The Institute recognizes that these acts encompass a broad spectrum of misconduct, and will respond accordingly, considering both the severity and the effects of the misconduct and the threat it poses to our community.

B. Purpose of Policy

The purpose of this Policy is to provide the Institute community with a clearly articulated set of behavioral standards, common definitions, and prohibited misconduct. It is intended to guide students and employees who have experienced or been affected by harassment based on sex or gender, sexual assault, sexual exploitation, intimate partner violence, or stalking.

We recognize that an individual may choose to self-identify as a victim or a survivor. For consistency, this Policy uses the term “Reporting Party” to refer to the individual(s) who has experienced alleged harassment based on sex or gender, sexual assault, sexual exploitation, intimate partner violence, or stalking, regardless of whether that individual makes a report or seeks formal action. A “Responding Party” refers to the individual(s) who has been accused of harassment based on sex or gender, sexual assault, sexual exploitation, intimate partner violence, or stalking.

This Policy is intended to provide guidance for all members of the Institute community, whether as a Reporting Party, a Responding Party, witness, or other participant in the process.

To carry out these important purposes, this Policy:

- Defines harassment based on sex or gender, sexual assault, sexual exploitation, intimate partner violence, stalking and other related forms of conduct that violate the standards of our community,
- Identifies resources and support for all student and employee members of the Institute community, including how to access such resources and support in a confidential manner,
• Identifies the appropriate Title IX Coordinators and the scope of their roles,
• Provides information on how to make a report on campus or off campus, and
• Provides information about how a report will be investigated, evaluated, and adjudicated under the Institute’s Title IX Complaint Resolution Procedures.

C. Scope of Policy

This Policy applies to all members of the Institute community, including students, employees, and, to the extent possible, third parties, such as independent contractors, clients, vendors, visitors, and guests. “Employee” as used in this Policy generally refers to both staff and faculty members including but not limited to part time or temporary staff, Bullfinch Temps, Term Lecturers, Adjunct Faculty, Clinical and Lab Instructors and Teaching and Research Assistants. Institute students who are also employed by the Institute are referred to in this Policy as “Student Employees.”

All Institute students and employees are responsible for their actions and behavior at all times, whether on or off campus. This Policy applies to conduct occurring both on campus and off campus specifically in the context of: (1) an educational program or activity, such as clinical education placements, or (2) an Institute-sponsored event, such as an event for employees. This Policy will cover off-campus conduct that has continuing adverse effects on campus for any member of the community or the Institute community as a whole.

D. Coordination with Non-Discrimination Policy for Other Forms of Discrimination

The Institute recognizes that harassment related to an individual’s sex, sexual orientation, gender identity or gender expression can occur in conjunction with harassment related to race, color, ethnicity, national origin, religion, age, or disability. Targeting individuals on the basis of these characteristics is also a violation of the Institute’s Core Values and Non-Discrimination Policy. Under these circumstances, the Institute will coordinate the investigation and resolution efforts to address prohibited conduct related to the targeted individual’s sex, sexual orientation, gender identity or gender expression together with conduct related to the targeted individual’s race, color, ethnicity, national origin, religion, age, or disability. Coordination of the investigation will not delay the prompt and equitable resolution of a report under this Policy.

E. Reports to the Institute Community

The Institute will enter reports of certain acts of harassment based on sex or gender, sexual assault, sexual exploitation, intimate partner violence, and stalking into its daily crime log, and share aggregate data in its Annual Security Report pursuant to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Reporting). No identifying information of any party involved will be shared in the daily crime log or the Annual Security Report. As the scope of prohibited conduct and geographic reach under Title IX is broader than defined under the Clery Act, Clery Reporting may not reflect all reports of harassment based on sex or gender, sexual assault, sexual exploitation, intimate partner violence, and stalking made under this Policy.
F. Obligation to Provide Truthful Information

All Institute community members are expected to provide truthful information in any report, investigation or proceeding under this Policy. Submitting or providing false or misleading information with a view to personal gain or to cause intentional harm to another is strictly prohibited under this Policy. A student or employee who, in the Institute’s judgment, has provided such false or misleading information as described herein may be found in violation of the Institute’s Mission and Core Values, as well as any applicable policies as defined in the respective handbooks for employees and students. These include the Human Resources Policies and Faculty Handbook, Student Handbook, Academic Catalog and the student’s relevant academic program, clinical education and IMPACT Practice handbooks. This provision does not apply to information provided in good faith, even if the facts alleged are not later substantiated.
II. Notice of Non-Discrimination

The Institute is committed to ensuring a welcoming academic community for all. Our inclusive environment is enriched by our differences including age, color, disability, gender identity and expression, genetic information, marital status, national and ethnic origin, race, religion, sex, sexual orientation, status as a parent, socio-economic background, veteran or active military status.

The Institute’s Non-Discrimination Policy reaffirms its long-standing philosophy and principles of non-discrimination, non-harassment, and non-retaliation for protected classes for all members of the Institute community.

This Title IX Policy specifically provides that the Institute does not discriminate on the basis of sex in its educational, extracurricular, recreational, or other programs or in the context of employment. Sexual harassment and sexual assault are forms of sex discrimination prohibited by Title IX of the Education Amendments of 1972. Intimate partner violence, and stalking may also be a form of sexual harassment when based on sex or gender. Title IX requires that:

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

Sexual harassment is also prohibited under Title VII of the Civil Rights Act of 1964, the Massachusetts Anti-Discrimination law, and other applicable statutes. The Institute’s response to sexual violence, dating violence, domestic violence, and stalking is also governed by section 304 of the Violence against Women Reauthorization Act of 2013.

This Policy prohibits harassment based on sex or gender, sexual assault, sexual exploitation, intimate partner violence, and stalking involving the Institute community members of any gender identity, gender expression, or sexual orientation.

The Institute will promptly and equitably respond to reports of any such prohibited conduct in order to end the behavior, eliminate it, prevent its recurrence and address its effects on any individual or the community.

Links to relevant federal laws are as follows:

Title VII  https://www.eeoc.gov/laws/statutes/titlevii.cfm
Americans with Disabilities Act  https://www.dol.gov/general/topic/disability/ada
Clergy Act  https://clerycenter.org/policy-resources/the-clery-act/
VAWA  https://clerycenter.org/policy-resources/vawa/
III. Statement of Privacy and Confidentiality

The Institute is committed to maintaining the privacy of all parties. In any report, investigation, or resolution regarding harassment based on sex or gender, sexual assault, sexual exploitation, intimate partner violence, or stalking, every effort will be made to protect the privacy interests of the individuals involved in a manner consistent with the need for a thorough review of the conduct and the necessary steps to eliminate the conduct, prevent its recurrence, and address its effects.

Privacy and confidentiality have distinct meanings under this Policy.

Privacy: Privacy generally means that information related to a report of harassment based on sex or gender, sexual assault, sexual exploitation, intimate partner violence, or stalking will only be shared with Institute employees who have a legitimate “need to know,” in the Institute’s discretion, in order to assist in the active review, investigation and/or resolution of the complaint. While not bound by confidentiality, these individuals will be discreet and respect the privacy of all individuals involved in the process.

Confidentiality: When an individual provides information to certain campus or community professionals, these professionals must keep such information confidential, i.e., they may not disclose such information without the express permission of the individual who provided the information. This obligation to maintain confidentiality, also referred to as privileged or confidential communications, is a legal rule protecting these communications made in confidence in the context of certain professional relationships. Campus and community professionals who must maintain confidentiality over privileged communications under the law include medical providers, mental health providers, clergy, and rape crisis counselors. The exception under which these professionals may break confidentiality and disclose a privileged communication is if there is an imminent threat of harm to self or others, or the conduct involves suspected abuse of a minor.

Students or employees wishing to seek completely confidential assistance without making a report to the Institute may refer to Section V in this Policy for additional resources. Students may also seek confidential assistance on and off campus through the Student Assistance Program. Employees may seek confidential assistance through the Employee Assistance Program: https://eap.partners.org/default.asp.

For further information regarding the protection of an individual’s privacy interests with respect to making a report of harassment based on sex or gender, sexual assault, sexual exploitation, intimate partner violence, or stalking, see Section VI, Reporting, of this Policy.

For further information regarding the protection of an individual’s privacy interests with respect to a Title IX investigation and resolution process, see Section VIII, Review, Investigation, and Resolution of Complaints.
IV. Prohibited Conduct and Definitions

A. Overview

The Institute recognizes that harassment based on sex or gender, sexual assault, sexual exploitation, intimate partner violence, and stalking encompass a broad spectrum of misconduct. The following specific forms of misconduct are prohibited under this Policy:

- Harassment based on Sex or Gender
- Sexual Assault
- Sexual Exploitation
- Intimate Partner Violence
- Stalking (including cyber-stalking)
- Harm to Others
- Retaliation
- Complicity

B. Sexual Harassment

All prohibited conduct under this Policy, when based on sex or gender, falls under the broader definition of sexual harassment. Acts constituting such harassment may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on gender identity or expression, or gender-stereotyping, even if those acts do not involve conduct of a sexual nature.

1. Definition of Sexual Harassment

Sexual harassment is any unwelcome sexual advance, request for sexual favors, or other verbal or physical conduct or communication of a sexual nature when one or more of the following conditions are present:

a. Submission to or rejection of such conduct is an explicit or implicit condition of employment or academic success, or
b. Submission to or rejection of such conduct is used as the basis for an employment or academic decision, or
c. Such conduct has the purpose or effect of unreasonably interfering with an individual’s work or academic performance, i.e. it is sufficiently serious, pervasive, or persistent as to create an intimidating, hostile, humiliating, demeaning, or sexually offensive working, academic, residential, or social environment under both objective (a reasonable person’s perspective) and subjective (the perspective of the specific individual alleging harassment) standards.
Sexual harassment can take many forms:

a. It can occur between equals (e.g., student to student, staff to staff, faculty member to faculty member, visitor/contractor to staff) or between persons of unequal power status (e.g. supervisor to subordinate, faculty member to student, coach to student-athlete).
b. It can be committed by or against an individual, an organization, or group.
c. It can be committed by an acquaintance, a stranger, or someone with whom the Reporting Party has an intimate or sexual relationship.
d. It can occur by or against an individual of any sex, gender identity, gender expression or sexual orientation.
e. It can include physical conduct, verbal conduct, visual conduct, written conduct, and electronic conduct.

For the avoidance of doubt, the Institute’s Academic Integrity Policy reflects its commitment to the principles of free inquiry and expression which includes vigorous discussion and debate. This Policy is not intended nor will it be used to restrict teaching methods or freedom of expression. Offensiveness of conduct, standing alone, is not sufficient for the conduct to constitute prohibited conduct. The conduct must be sufficiently serious to interfere with an individual’s ability to participate in employment or educational programs and activities from both a subjective and objective perspective. The Institute’s Academic Integrity Policy is available on via the website at https://www.mghihp.edu/faculty-staff-faculty-compass/academic-integrity.

2. Sexual Assault

Sexual harassment includes sexual assault and other acts of exploitation, described in greater detail below under Other Prohibited Conduct. In general, sexual assault refers to physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent due to incapacitation. A single or isolated incident of sexual harassment or sexual assault may create a hostile environment if the incident is sufficiently severe. The more severe the conduct, the less need there is to show a repetitive series of incidents to provide a hostile environment, particularly if the harassment is physical.

C. Other Prohibited Conduct

The following behaviors are prohibited as violations under this Policy for students and employees and will not be tolerated by any form:

- **Sexual Assault**: Having or attempting to have non-consensual sexual intercourse or non-consensual, non-accidental contact of a sexual nature with another person. This includes intercourse or sexual contact by force or threat of force, where an individual does not consent or is unable to consent because of incapacitation.
  - **Related to Sexual Intercourse**: Sexual intercourse includes an act of oral, vaginal, or anal penetration, however slight, with an object or body part by any person upon another person.
Related to All Other Forms of Sexual Contact: Sexual contact can include but is not limited to kissing or other physical contact, including touching the private parts of another, or causing the other to touch the harasser’s private parts or causing another to touch their own private parts.

- **Sexual Exploitation:** An act or acts attempted or committed by a person for sexual gratification, financial gain, or advancement through the abuse or exploitation of another person’s sexuality. Examples include observing individuals without consent, non-consensual audio- or videotaping of sexual activity, unauthorized presentation or streaming of recordings of a sexual nature, prostituting another person, allowing others to observe a personal consensual sexual act without the knowledge or consent of all involved parties, and knowingly exposing an individual to a sexually transmittable infection or virus without their knowledge.

- **Stalking:** A course (more than once) of conduct by a person directed toward another that could reasonably be perceived to harass or cause alarm, or fear of harm or injury. The feared harm or injury may be physical, emotional, or psychological to the personal safety, property, education, or employment. Stalking includes cyber-stalking, which uses electronic media such as the internet, social networks, blogs, cell phones, texts, or other similar devices or forms of contact. Stalking and cyber-stalking may involve persons who are known to one another, have an intimate or sexual relationship or are not known to one another. Examples of stalking include repeated visual or physical proximity to a person, repeated oral or written threats, extortion of money or valuables, implicitly threatening physical conduct or any combination of these behaviors directed. Examples of cyber-stalking include unwelcome/unsolicited emails and messages, unwelcome/unsolicited communications about a person, their family, friends, or co-workers, including communications using another name.

- **Intimate Partner Violence:** Also referred to as dating violence, domestic violence, and relationship violence, intimate partner violence includes any act or threatened act of violence by one person against another who are or have been involved in a sexual or dating relationship. It may involve one act or an ongoing pattern of behavior. Intimate partner violence can encompass a broad range of behavior, including but not limited to threats, assault, property damage, violence or threat of violence to one’s self, one’s sexual or romantic partner or to the family members or friends of the sexual or romantic partner.

- **Harm to Others:** Physical abuse, harassment, intimidation or other harmful conduct that threatens, endangers, or has the potential to endanger the health, well-being or safety of another individual. It can include but is not limited to threats, intimidation, assaulting another person, and/or purposefully injuring another individual. Acts which constitute harm to others that are a form of intimate partner violence, are part of a course of conduct under stalking, or are based on sex or gender, will be resolved under the Title IX Policy.
• **Retaliation:** Acts or words taken against an individual because of the individual’s participation in a protected activity that would discourage a reasonable person from engaging in that protected activity. Protected activity includes an individual’s good faith: (i) participation in the reporting, investigation or resolution of an alleged violation of this Policy; or (ii) opposition to policies, practices, or actions that the individual reasonably believes are in violation of the Policy. Retaliation may include intimidation, threats, coercion, or adverse employment or educational actions. Retaliation may be found even when an underlying report made in good faith was not substantiated.

• **Complicity:** Assisting, facilitating, or encouraging the commission of a violation of the Title IX Policy.

**D. Consent and Related Concepts: Incapacitation, Drugs and Alcohol**

**Consent:** Consent to engage in sexual activity must be informed, knowing, and voluntary, and must exist from the beginning to the end of each instance of sexual activity. Consent to one form of sexual contact does not constitute consent to all forms of sexual contact. Each participant in a sexual encounter must consent to each act of sexual activity.

Consent consists of an outward demonstration indicating that an individual has freely chosen to engage in a sexual activity demonstrated through mutually understandable words and/or actions that clearly indicate a willingness to engage. Relying on non-verbal communication can lead to misunderstandings, and consent may not be inferred from silence, passivity, lack of resistance, or lack of active response alone. In the absence of an outward demonstration, consent does not exist.

The responsibility of obtaining consent rests with the individual who wishes to engage in sexual activity. Prior to engaging in sexual activity, each participant should ask oneself the question, “has the other person consented?” If the answer is “no” or I’m not sure,” then consent has not been demonstrated and does not exist. An individual who initiates sexual activity should be able to explain the basis for their belief that consent existed.

Consent may be withdrawn by either party at any time. Withdrawal of consent must also be outwardly demonstrated by words or actions that clearly indicate a desire to end sexual activity. Once withdrawal of consent has been expressed, sexual activity must cease.

There can be no valid consent if participation in sexual contact results from the use of physical force, threat of physical force, intimidation, coercion, incapacitation, or any other factor that would eliminate an individual’s ability to exercise their own free will to choose whether or not to have sexual contact.

A current or previous dating or sexual relationship, by itself, is not sufficient to constitute consent. Even in the context of a relationship, there must be mutually understandable communication that clearly indicates a willingness to engage in sexual activity.
**Coercion:** Coercion is the use or attempted use of pressure and/or oppressive behavior, including express or implied threats, intimidation, or physical force, which places a person in fear of immediate harm or physical injury or causes a person to engage in unwelcome sexual activity. This is something very different from the words of persuasion an individual might use to induce another to voluntarily consent to sexual activity. A person’s words or conduct cannot amount to coercion unless they wrongfully impair the other’s freedom of will and ability to choose whether or not to engage in sexual activity. Coercion also includes administering or pressuring another to consume a drug, intoxicant, or similar substance with the intent to impair that person’s ability to consent prior to engaging in sexual activity.

**Incapacitation:** An individual who is incapacitated cannot consent to sexual activity. Incapacitation is the inability, temporarily or permanently, to give consent or communicate unwillingness, because an individual is mentally and/or physically helpless, unconscious, asleep, or unaware that the sexual activity is occurring. Where alcohol or other drugs are involved, incapacitation is a state beyond drunkenness, intoxication, or impairment. In assessing the impact of incapacitation, the Institute will consider whether a Responding Party knew or should have known that the Reporting Party was incapacitated based on objectively and reasonably apparent indicators of incapacitation.

**Alcohol or Other Drugs:** The Institute considers sexual contact while under the influence of alcohol or other drugs to be risky behavior. Alcohol and other drugs impair a person’s decision-making capacity, awareness of consequences, and ability to make informed judgments. From the perspective of the Reporting Party, the use of alcohol or drugs can limit a person’s ability to freely and clearly give consent or communicate non-consent. From the perspective of a Responding Party, the use of alcohol or drugs can create an atmosphere of confusion over whether or not consent has been freely and clearly sought or given. It is especially important, therefore, that anyone engaging in sexual activity be aware of the other person’s level of intoxication or impairment. If there is any doubt as to the level or extent of the other individual’s intoxication or impairment, the safest course of action is to forgo or cease any sexual contact or activity. Being intoxicated or impaired by drugs or alcohol does not diminish an individual’s responsibility to obtain informed and freely given consent.

**E. Prohibited Relationships by Persons in Authority**

Sexual or other intimate relationships between students and their supervisors, professors, confidants or other employees of the Institute are prohibited. Faculty, administrators, staff and others who educate, supervise, evaluate, employ, counsel, coach or otherwise guide students should understand the fundamentally asymmetrical nature of the relationship they have with students or subordinates. The Institute has formalized the responsibilities of employees as defined within the [Consensual Relationships Policy](#). A copy of the Consensual Relationships Policy can be found in the Office of Human Resources.

Similarly, Institute employees (faculty and staff) who supervise or otherwise hold positions of authority over others are prohibited from having a sexual or other intimate relationship with an individual under their direct supervision.
Intimate or sexual relationships where there is differential in power or authority produce risks for every member of our community and they undermine the professionalism of faculty and supervisors. In either context, the unequal position of the parties presents an inherent element of risk and may raise sexual harassment concerns if one party to the relationship has the actual or apparent authority to supervise, evaluate, counsel, coach or otherwise make decisions or recommendations as to the other party in connection with employment, education or any other benefit.

Sexual relations between persons occupying asymmetrical positions of power, even when both consent, raise suspicions that the person in authority has violated standards of professional conduct and potentially subject the person in authority to charges of sexual harassment. Similarly, these relationships may impact third parties based on perceived or actual favoritism or special treatment.

If two parties contemplate beginning such a relationship, the person in a position of authority is required to immediately: 1) discontinue any supervising role or relationship over the other person; and, 2) report the circumstances to the appropriate Title IX Coordinator; students should contact Jack (John) B. Gormley, Dean of Student & Alumni Services (617) 726-3177 or jbgormley@mghihp.edu and employees should contact Sarah Welch, Associate Vice President of Human Resources (617) 643-6316 or shwelch@mghihp.edu. These two steps must be taken without delay. Failure to fully or timely comply with these requirements is a violation of this Policy, and the person in authority could be subject to disciplinary action.

Any individual may file a complaint alleging harassment or bias, including an aggrieved party outside the relationship affected by the perceived harassment or bias.
V. Resources for Reporting Parties and Responding Parties

A. Overview

The Institute offers assistance and non-judgmental support to any party involved in an incident of harassment based on sex or gender, sexual assault, sexual exploitation, intimate partner violence, or stalking. Both the Reporting Party and the Responding Party can expect to be treated with care and respect from the time the Institute becomes aware of an incident, through the entire investigation and resolution, and thereafter. The Institute understands that any party involved in any such incident will have questions and may need the support of on- and off-campus services. All parties are encouraged to utilize both on-campus and off-campus resources for assistance.

Any member of the Institute community, including a Reporting Party and a Responding Party, can expect:

- The opportunity to meet with the appropriate Title IX Coordinator to ask questions regarding the Institute’s Title IX Complaint Resolution Procedures.
- Notification of available on and off-campus confidential resources, including medical assistance and counseling services.
- Information on the option to notify or decline to notify law enforcement authorities and the option to be assisted by MGH Police & Security or other officials of the Institute in notifying and communicating with such authorities.
- The opportunity to request that the Institute take steps to prevent unnecessary or unwelcomed contact or proximity to another party. Such measures may include the imposition of no-contact orders on the parties, and adjustments to course or work schedules to minimize contact, if reasonably available and as determined appropriate by the appropriate Title IX Coordinator.
- The right to be free from retaliation. Any concerns of retaliatory behavior should be immediately reported to MGH Police & Security (available 24 hours a day) and to the Title IX Coordinator.

B. Confidential Resources and Support

Although the Institute has a strong interest in having individuals report harassment based on sex or gender, sexual assault, sexual exploitation, intimate partner violence, and stalking, the Institute realizes that not every individual chooses to or is prepared to make a report. The Institute provides confidential resources for students and access to confidential resources for employees. Off-campus confidential resources are available to all individuals.

Confidential Resources for Students

Students wishing to obtain confidential support or resources on-campus are encouraged to contact the following:
On Campus

■ Student Assistance Program SAP (866) 724-4327

Off Campus

■ Boston Area Rape Crisis Center (BARCC) 1-800-841-8371 www.barcc.org
■ Intimate Partner Violence Support and Advocacy – Jane Doe, Inc. (617) 248-0922 www.janedoe.org
■ National Sexual Assault Hotline (800) 656-4673 (24 hour)
■ National Domestic Violence Hotline (800) 799-7233 (24 hour)
■ RAINN [Rape Abuse & Incest National Network] (800) 656-4673 (Hotline) www.rainn.org (Online Chat Live)

Employees: Confidential Resources for Employees

Employees wishing to make a confidential report are encouraged to contact the Employee Assistance Program, which is staffed by individuals who are bound by the same rules of confidentiality.

On Campus

■ Employee Assistance Program EAP (617) 726-6976

Off Campus

■ Boston Area Rape Crisis Center (BARCC) 1-800-841-8371 www.barcc.org
■ Intimate Partner Violence Support and Advocacy – Jane Doe, Inc. (617) 248-0922 www.janedoe.org
■ National Sexual Assault Hotline (800) 656-4673 (24 hour)
■ National Domestic Violence Hotline (800) 799-7233 (24 hour)
■ RAINN [Rape Abuse & Incest National Network] (800) 656-4673 (Hotline) www.rainn.org (Online Chat Live)

C. Additional Campus Resources

In addition to the confidential resources listed above, the Institute can refer students and employees have access to a variety of resources including crisis intervention services, counseling, academic support, and medical services. These resources are available regardless of whether an individual chooses to participate in an investigation or formal resolution; however, please note that each of these resources is required to share information about harassment based on sex or gender, sexual assault, sexual exploitation, intimate partner violence, or stalking with the appropriate Title IX Coordinator.
Additional Campus Resources

- Title IX Coordinators (617) 726-3177 or (617) 643-6316
- MGH Police & Security (617) 726-5400 (emergency) or (617) 724-9649 (non-emergency)

D. Local Boston Resources

Students and employees may also access resources located in Boston and the surrounding communities. These organizations can provide crisis intervention services, counseling, medical attention and assistance in interfacing with the criminal justice system. All individuals are encouraged to utilize the resources best suited to their needs, whether on or off campus. In general, off-campus resources can provide assistance to individuals wishing to make a report to the Institute but will not notify the Institute without the consent of the Reporting Party.

Additional Counseling and Support Resources

- Boston Area Rape Crisis Center – 1-800-841-8371 www.barcc.org
  “Dedicated to healing. Advocating for change.”
  The Boston Area Rape Crisis Center (BARCC) is the only rape crisis center in the Greater Boston area. BARCC offers FREE services to victims of sexual violence, including:
  - 24/7 hotline counseling, information, and referral,
  - will go with victims to hospitals and/or police stations 24/7,
  - will go with victims to court,
  - provide one-to-one counseling and support group counseling, and
  - provide primary prevention education, professional training, and outreach.

  Greater Boston Area
  Boston Area Rape Crisis Center (BARCC) 989 Commonwealth Avenue
  99 Bishop Allen Drive Boston, MA 02215
  Cambridge, MA 02139
  24/7 Hotline: (800) 841-8371 Office: (617) 492-8306
  TTY: (617) 492-6434 Fax: (617) 492-3291

  Services are available in Spanish, French and Creole.

  Provides comprehensive list of all sexual assault and partner violence resources in Massachusetts, including those for special populations.
Fenway Community Health Violence Recovery Program (617) 927-6250  
[www.fenwayhealth.org](http://www.fenwayhealth.org)  
Provides counseling, support groups, advocacy, and referral services to lesbian, gay, bisexual, transgender, and queer or questioning (LGBTQ) victims of sexual violence, bias crime, domestic violence, and police misconduct.

Domestic Violence/Sexual Assault Program at Newton-Wellesley Hospital (617) 243-6521  
[www.nwh.org](http://www.nwh.org)  
Provides crisis intervention, safety planning, individual counseling, and advocacy, referral to community resources (legal, housing, shelter, immigration, etc.), and compassionate, survivor-focused medical care and evidence collection services.

Victim Rights Law Center (617) 399-6720 [www.victimrights.org](http://www.victimrights.org)  
National Sexual Assault Hotline (800) 656-4673 (24 hour)  
National Domestic Violence Hotline (800) 799-7233 (24 hour)  
RAINN [Rape Abuse & Incest National Network] (800) 656-4673 (Hotline)  
[www.rainn.org](http://www.rainn.org) (Online Chat Live)  
National Suicide Prevention Lifeline (800) 273-8255 (Hotline)
VI. Reporting

The Institute has a strong interest in supporting victims and survivors of harassment based on sex or gender, sexual assault, sexual exploitation, intimate partner violence, and stalking, and encourages all community members to report any incident of prohibited conduct. Students and employees are encouraged to report such conduct to designated employees of the Institute, as further described below; the Institute cannot assist in providing support or take appropriate action unless it receives information about an allegation.

An individual who files a report, whether the Reporting Party or a witness, can be assured that it will be taken seriously, and that each individual will be treated with dignity, respect, and in a non-judgmental manner. Similarly, a Responding Party can expect to be treated with the same dignity and respect in a non-judgmental manner.

Although the Institute encourages the reporting of prohibited conduct, it recognizes that not every individual will choose or is prepared to make a report. The Institute also recognizes that not every individual who makes a report will decide to move forward with a complaint for resolution. The Institute respects the decision of any member within its community, based on individual factors and circumstances, regarding whether and how to report an incident of prohibited conduct under this Policy.

A. Emergency Reporting Options

The first priority for any individual should be personal safety and well-being. The Institute encourages all individuals to seek immediate assistance from 911 local law enforcement, on campus MGH Police & Security at (617) 726-5400, and/or a medical facility.

All individuals are encouraged to make a prompt report to law enforcement and/or seek immediate medical treatment in response to an incident in order to address immediate safety concerns and allow for the preservation of evidence and an immediate investigative response. The Institute can and will assist in these reporting options by providing transportation to the hospital, coordination with local law enforcement, and information about the Institute’s resources.

Where to Make a Report in the Event of an Emergency:

<table>
<thead>
<tr>
<th>Any of the Following:</th>
<th>Other 24-hour Confidential Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td>911</td>
<td>Massachusetts General Hospital</td>
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<tr>
<td></td>
<td>(617) 726-2000 or any local hospital</td>
</tr>
<tr>
<td>Boston Police Department (617) 343-4888</td>
<td>Boston Area Rape Crisis Center 24-Hour Hotline (800) 841-8371</td>
</tr>
<tr>
<td>MGH Police and Security (617) 726-5400</td>
<td>National Sexual Assault 24-Hour Hotline (800) 656-4673</td>
</tr>
</tbody>
</table>
Any individual who has experienced an act or acts of gender-based discrimination or sexual misconduct is encouraged to take steps to preserve evidence of the incident. Doing so may be necessary to the proof of a criminal act or to obtain a protection order from the court. After an incident of sexual violence occurs, victims should try to refrain from bathing or showering, brushing teeth, drinking, eating, douching or changing clothes until the evidence can be collected. If clothing is changed, each garment should be placed in a separate paper (not plastic) bag. If the incident involves any written or electronic communications (e.g., pictures, texts, social media posts, videos, etc.), take care to preserve copies and not delete the originals.

**Resources to Obtain Confidential Medical Attention:**

Medical attention is strongly encouraged to treat any possible injuries, including internal injuries, or infections. Please note that there are some medical actions that are more effective if taken within a few days after an offense, such as preventative treatment for pregnancy and sexually transmitted infections, evidence collection, and toxicology testing if there are signs that drugs or alcohol facilitated the offense. Generally, you may discuss the incident with licensed medical personnel on a confidential basis.

The following hospitals are part of the Sexual Assault Nurse Examiner Program (SANE). This program has specially trained nurses who can examine you and collect evidence. They will also call the Boston Area Rape Crisis Center (BARCC) and a trained Medical Advocate can meet you at the hospital. You may be faced with confusing medical and legal decisions, and the Medical Advocate can help you through the process.

- **Massachusetts General Hospital**
  55 Fruit Street, Boston, MA 02114
  (617) 726-2000

- **Brigham & Women’s Hospital**
  75 Francis Street, Boston, MA 02115
  (617) 732-5500

- **Newton Wellesley Hospital**
  2014 Washington Street, Newton, MA 02462
  (617) 243-6000

Other SANE hospitals in the Boston area included: Beth Israel Deaconess Medical Center, Boston Medical Center, Cambridge Hospital and Children’s Hospital.

For more information about SANE services and where to obtain them, see:
B. Campus Reporting Options

Students and employees are encouraged to report any incident of harassment based on sex or gender, sexual assault, sexual exploitation, intimate partner violence, or stalking to the appropriate Title IX Coordinator, the Dean of Student & Alumni Services, the Associate Vice President of Human Resource Services, or MGH Police & Security. The Institute recognizes, however, that a student or employee may choose to report to any employee of the Institute, such as a faculty member, academic counselor or a supervisor. An employee who receives such a report will keep the matter private, but not confidential.

Regardless of how a report may come in, the Institute is committed to ensuring that all reports are shared with the appropriate Title IX Coordinator for consistent application of this Policy to all individuals, and to allow the Institute to provide prompt support, respond promptly and equitably to eliminate the prohibited conduct, prevent its recurrence and address its effects. Title IX and this Policy require that, with the exception of employees who have legally-protected obligations to maintain confidentiality, any other employee of the Institute, including student employees, is a “Responsible Employee,” as that term is defined under Title IX, and therefore is required to share a report with the appropriate Title IX Coordinator. Questions about the reporting responsibilities of student employees should be directed to the appropriate Title IX Coordinator.

Upon receipt of a report, the appropriate Title IX Coordinator oversees its review, investigation, and resolution. The appropriate Title IX Coordinator may confer with the following individuals, as appropriate: the Dean of Student & Alumni Services, the Associate Vice President of Human Resource Services Associate Vice President for Information Technology, Campus Services & Compliance,), and MGH Police & Security’s Senior Manager of Investigations (or designee), and others as may be necessary.

Students and employees are encouraged to directly report information regarding any incident of harassment based on sex or gender, sexual assault, sexual exploitation, intimate partner assault, or stalking to any of the following reporting options:

- **Title IX Coordinators (617) 726-3177 or (617) 643-6316**
- **The MGH Police & Security (617) 726-5400**

C. Anonymous Reporting

Anonymous reports of harassment based on sex or gender, sexual assault, sexual exploitation, intimate partner violence, or stalking can be made to the Institute Input (https://www.mghihp.edu/about-us-leadership/institute-input) on the main webpage, which is received by the President, or the Partners HealthCare System’s Compliance Hotline at (800) 856-1983. The Institute will respond to the extent possible, depending on the amount of information detailing the alleged incidents or identifying the alleged individual(s) involved.
These anonymous reporting options are not monitored 24 hours a day and should not be used for emergency or crisis situations needing an immediate MGH Police & Security, law enforcement or medical emergency response.

D. Timeframe for Reporting

Individuals are encouraged to report alleged harassment based on sex or gender, sexual assault, sexual exploitation, intimate partner violence, and stalking immediately in order to maximize the Institute’s ability to respond promptly and effectively. The Institute does not, however, limit the timeframe for reporting. If the Responding Party is no longer a student or employee, the Institute will provide reasonably available accommodations or measures for a Reporting Party, assisting the Reporting Party in identifying external reporting options, and taking reasonably available steps to end the harassment, prevent its recurrence, and address its effects. Those steps may be limited if the Responding Party is no longer affiliated with the Institute.

E. Coordination with Law Enforcement

Reporting Parties may pursue criminal action for behaviors that may also constitute crimes under Massachusetts law. If a Reporting Party decides to pursue a criminal process, the Institute, through MGH Police & Security, will provide assistance to the Reporting Party in making a criminal or civil report and will cooperate with local law enforcement agencies to the extent permitted by law.

The goals and objectives of the Institute’s Title IX Policy differ from those of the civil and criminal justice systems. Under circumstances which give rise both to violations of this Title IX Policy and to violations of local, state or federal law, the investigation and resolution of complaints under this Policy generally move forward without regard to pending civil or criminal proceedings. Proceedings under this Policy may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus. In addition, because the standards for finding a violation of criminal law are different from the standards for finding a violation of this Policy, criminal investigations are not determinative under this Policy of whether harassment based on sex or gender, sexual assault, sexual exploitation, intimate partner violence, or stalking has occurred. Therefore, an investigation and resolution process may result in a violation under this Policy even if law enforcement agencies decline to prosecute or if a Responding Party has been found not guilty in the legal system.

Likewise, on-campus resolution does not preclude or limit a student’s or employee’s access to the federal, state and local justice systems.

If a report is made against an individual who is not a member of the Institute community, the Reporting Party can speak with the appropriate Title IX Coordinator to discuss options such as contacting outside law enforcement authorities and/or removing the individual(s) from campus.
F. Preserving Evidence

The Institute encourages any individual who experiences conduct that violates this Policy to preserve any evidence to the greatest extent possible, as this will best preserve the individual’s legal options in the future.

Below are suggestions for preserving evidence, only some of which may apply based on the facts of a particular incident:

General Suggestions

- Individuals should consider not altering, disposing of, or destroying any physical evidence of harassment based on sex or gender, sexual assault, sexual exploitation, intimate partner violence, or stalking.
- If there is suspicion that a drink may have been drugged, inform a medical assistance provider and/or law enforcement as soon as possible to collect any possible evidence (e.g., from the drink, through urine or blood sample).
- Individuals can preserve evidence of electronic communications by saving them and/or by taking screen shots of text messages, instant messages, social networking pages, or other forms of communication, and by keeping pictures, logs, or copies of documents that relate to the incident and/or alleged perpetrator.
- Even if choosing not to report an incident to the Institute that may constitute a violation of this Policy, individuals may consider speaking with MGH Police and Security or other law enforcement to preserve evidence. Consistent with this Policy, MGH Police and Security is required to report the concern to the Title IX Coordinator.

Physical Evidence Preservation Suggestions Specific to Sexual Assault

- Because some evidence, particularly if located on the body, dissipates within 48-96 hours, individuals who have been sexually assaulted and wish to preserve evidence should go to a hospital or medical facility immediately to seek a medical examination and/or evidence collection.
- An individual who has been sexually assaulted should, if possible, not shower, bathe, douche, smoke, brush teeth, eat, drink, use the bathroom, or change clothes or bedding before going to the hospital or seeking medical attention.
- If the individual who has been sexually assaulted decides to change clothes or bedding, and wishes to preserve evidence, they should not wash the clothes worn or bedding used during the assault, and should bring them to a hospital, medical facility, or the police in a non-plastic (e.g. paper) bag.

G. Amnesty for Conduct Violations for Reporting Party and Witnesses

The Institute encourages reporting by making its procedures transparent and straightforward, and also seeks to remove any barriers to reporting by protecting against retaliation and providing amnesty for individuals who do report. If a student or employee who chooses to report was also engaged in questionable conduct at or near the time of the event which may
have constituted a violation of the Institute’s Core Values, or this or any other Institute policy, the Institute will generally not seek to hold such student or employee accountable for such conduct, provided that any such violation did not and do not place the health and safety of any person at risk. This means, for example, that students reporting harassment based on sex or gender, sexual assault, sexual exploitation, intimate partner violence, or stalking will generally not face disciplinary action due to the personal ingestion of alcohol or other drugs. The Institute may choose, however, to pursue educational remedies including assessment and counseling for such individuals.

Under limited circumstances, a student or employee who makes a report may be held accountable for their own misconduct; such violations will be reviewed in separate conduct proceedings from the proceedings under this Policy.

H. Bystanders

The Institute encourages all community members to take reasonable and prudent actions to prevent or stop an act of harassment based on sex or gender, sexual assault, sexual exploitation, intimate partner violence, or stalking. Taking action may include direct intervention when safe to do so, enlisting the assistance of others, contacting law enforcement, reporting the incident to campus officials, or seeking assistance from a person in authority.

The Institute provides ongoing training programs and opportunities for students and employees to learn more about bystander intervention. Up-to-date information about the Institute’s programs can be found on the Institute’s web page.

I. Statement against Retaliation

It is a violation of the Institute’s policy for any person, organization or group to retaliate in any way against a student or employee for raising allegations of harassment based on sex or gender, sexual assault, sexual exploitation, intimate partner violence, or stalking. The Institute recognizes that retaliation can take many forms, may be committed by or against an individual or a group, and that a Responding Party or witness may also be the subject of retaliation by another individual, including the Reporting Party. The Institute will take immediate and responsive action to any report of retaliation and may pursue disciplinary action as appropriate.

An individual making a good faith report under this Policy is entitled to protection from any form of retaliation, even if the report is not later substantiated.
VII. Interim Measures

A. Overview

Upon receipt of a report of harassment based on sex or gender, sexual assault, sexual exploitation, intimate partner violence, or stalking, and potentially through the completion of any appeal, the Institute may take reasonable and appropriate interim measures to protect the parties involved. The appropriate Title IX Coordinator, or designee, will maintain consistent contact with the parties to ensure that all safety and emotional and physical well-being concerns are being addressed. To ensure the preservation of a party’s educational experience and the overall Institute environment, the Institute may impose interim measures. Interim measures will be kept private, except to the extent that doing so would impair the Institute’s ability to provide the interim measures.

A Reporting Party or Responding Party may request separation or other protection, or the Institute may choose to impose interim measures at its discretion to ensure the safety of all parties, the broader the Institute community and/or the integrity of the process. A decision to arrange for such separation or other protection need not be based on a finding of responsibility and shall not be interpreted as a finding of fault. Interim measures are initiated based on information gathered during a report and are not intended to be permanent resolutions; hence, they may be amended or withdrawn as additional information is gathered.

A Reporting Party or Responding Party may request separation from or other protection from the other party. Moreover, the Institute may choose to impose interim measures at its discretion to ensure the safety of all parties, the broader the Institute community and/or the integrity of the resolution process described in this Policy. A decision to arrange for separation or other protection has no bearing on and shall not be interpreted as a finding of responsibility or fault. Interim measures are initiated based on information gathered during a report, and are not intended to be permanent resolutions; hence, they may be amended or withdrawn as additional information is gathered.

If, in the Institute’s judgment, a report reflects that there may be an ongoing risk of harm to the safety or wellbeing of an individual or members of the campus community, the Institute may place an employee, individual student, or group of students on temporary suspension. Pending resolution of the report, the individual or group may be denied access to campus. During temporary suspension, a student may continue coursework as outlined in the terms of the temporary suspension. Similarly, the Institute may impose leave for employees which shall be structured (paid vs. unpaid) at the Institute’s discretion. When temporary suspension or leave is imposed, the Institute will make reasonable efforts to complete the investigation and resolution within an expedited time frame.

All individuals are encouraged to report concerns about failure of another individual to abide by any restrictions imposed by an interim measure so that the Institute may take immediate and responsive action to enforce a previously implemented measure.
B. Range of Measures

At the Institute’s discretion, the following interim measures may be imposed on the parties, and include but are not limited to:

- Imposition of No-Contact Directive for all parties,
- Class schedule adjustments, consistent with the respective student’s academic program and curriculum when possible,
- Rescheduling of exams and assignments, consistent with a student’s academic program and curriculum when possible,
- Change in work schedule or job assignment,
- Limitation of an individual’s or organization’s access to certain facilities or activities pending resolution of the matter,
- Voluntary leave of absence approval,
- Interim suspension,
- Provision of an escort to ensure safe movement between classes and activities, when possible,
- Provision of referrals for counseling services and assistance in setting up initial appointment with Employee Assistance Program, Student Assistance Program or other local resources,
- Provision of referrals to medical services,
- Provision of academic support services, such as tutoring, and,
- Any other remedy which can be tailored to the involved parties to achieve the goals of this Policy.
VIII. Review, Investigation, and Resolution of Complaints

The review, investigation and resolution of reports of alleged violations of Title IX under this Policy are guided by principles of fairness and respect for all parties. Resources are available for both students and employees, whether as Reporting Parties, Responding Parties or witnesses, to provide support and guidance throughout the investigation and resolution of a report.

A. Role of the Title IX Coordinators

The President of the Institute has appointed two (2) Title IX Coordinators to oversee the Institute’s review, investigation and resolution of reports of harassment based on sex or gender, sexual assault, sexual exploitation, intimate partner violence, gender harassment, and stalking under the Institute’s Procedures for Resolution of Complaints. The appropriate Title IX Coordinator also coordinates the Institute’s compliance with Title IX. Students should contact Jack (John) B. Gormley, Dean of Student & Alumni Services (617) 726-3177 or jbgormley@mghihp.edu and employees should contact Sarah Welch, Associate Vice President of Human Resources (617) 643-6316 or shwelch@mghihp.edu.

The appropriate Title IX Coordinator is:

- Responsible for oversight of the investigation and resolution of all reports of harassment based on sex or gender, sexual assault, sexual exploitation, intimate partner violence and stalking involving students, staff and faculty,
- Informed of all reports and complaints of harassment based on sex or gender, sexual assault, sexual exploitation, intimate partner violence and stalking involving students, staff and faculty reported to responsible employees,
- In consultation with the Title IX Committee, responsible for evaluating a Reporting Party’s request that their name not be shared with the Responding Party or that no investigation go forward in the context of the Institute’s responsibility to provide a safe and nondiscriminatory environment for all,
- Responsible for tracking patterns and assessing the impact of individual incidents on climate and culture;
- Responsible for determining appropriate interim measures,
- Responsible for monitoring process to ensure that requirements for prompt and equitable review under this Policy are met,
- Knowledgeable and trained in state and federal laws that apply to matters of sexual harassment, as well as Institute policy and procedure,
- Available to advise any individual, including a Reporting Party, a Responding Party, or witness, about the courses of action that are available at the Institute, both informally and formally, and in the community,
• Available to provide assistance to any student or employee of the Institute regarding how to respond appropriately to a report of harassment based on sex or gender, sexual assault, sexual exploitation, intimate partner violence, or stalking,

• Available to provide assistance to MGH Police & Security employees regarding how to respond appropriately to reports of sexual assault,

• Responsible for coordinating policies and procedures as appropriate with local law enforcement, and victim advocacy and service providers,

• Responsible for monitoring full compliance with all procedural requirements, record keeping, and timeframes outlined in this Policy, and

• Responsible for overseeing training, prevention and education efforts, and annual reviews of climate and culture.

All of the Institute proceedings are conducted in compliance with the requirements of FERPA, the Clery Act, Title IX, the Violence against Women Act, state and local law, and Institute policy. No information shall be released from such proceedings except as required or permitted by law and Institute policy.

It is generally the policy of the Institute to obtain consent from a student about the release of information from a student’s education record, including student conduct proceedings, to parents, family or guardians. However, when in the Institute’s judgment, it deems it appropriate to release such information to a student’s parent(s), family or guardian(s) and the release is not otherwise prohibited by FERPA or other applicable laws, the Institute reserves the right to release such information without student consent. The Institute’s complete FERPA policy may be found in the Student Handbook and website at https://www.mghihp.edu/academics/ferpa-information-students-faculty-staff-student-workers.

Inquiries or complaints concerning the application of Title IX may be referred to the Institute’s appropriate Title IX Coordinator:

**Student Title IX Coordinator**  
Jack (John) B. Gormley  
Dean of Student & Alumni Services  
(617) 726-3177  
jbgormley@mghihp.edu.

**Employee Title IX Coordinator**  
Sarah Welch  
Associate Vice President of Human Resources  
(617) 643-6316  
shwelch@mghihp.edu

It is the Institute’s intention that through these procedures, any complaints will be resolved internally. However, a complaint can also be filed with the following agencies:
Complaints to the Office for Civil Rights must be filed within one hundred eighty (180) days of the last act that the Reporting Party believes was discriminatory.

Persons wishing to file a complaint of or who have questions about discrimination or harassment under state law, may contact the Massachusetts Commission Against Discrimination as follows:

<table>
<thead>
<tr>
<th>Boston Office:</th>
<th>Springfield Office:</th>
<th>Worcester Office:</th>
</tr>
</thead>
<tbody>
<tr>
<td>One Ashburton Place – Room 601</td>
<td>436 Dwight Street – Room 220</td>
<td>22 Front Street, 5th floor</td>
</tr>
<tr>
<td>Boston, MA 02108</td>
<td>Springfield, MA 01103</td>
<td>PO Box 8038</td>
</tr>
<tr>
<td>(617) 727-3990</td>
<td>(413) 739-2145</td>
<td>Worcester, MA</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(508) 799-8010</td>
</tr>
</tbody>
</table>

**B. Title IX Committee to Assist in Investigation and Resolution**

Although a report may come in through many sources, the Institute is committed to ensuring that all reports are referred to the appropriate Title IX Coordinator, who will ensure consistent application of the Policy to all individuals.

The appropriate Title IX Coordinator is supported by a Title IX Committee. Members of this interdepartmental team must include three (3) of the following: the Dean of Student & Alumni Services, the Associate Vice President of Human Resource Services, Associate Vice President for Information Technology, Campus Services & Compliance, and MGH Police & Security’s
Senior Manager of Investigations (or designee) and others as may be necessary. Composition of the team in each case will be determined by the appropriate Title IX Coordinator.

The members of the Title IX Committee support the appropriate Title IX Coordinator in evaluating a report and facilitating the resolution of reported harassment or misconduct through the Institute’s Title IX Complaint Resolution Procedures. The appropriate Title IX Coordinator will consult with members of the Title IX Committee individually or collectively as they deem appropriate to implement this Policy equitably.

C. Timeframe for Resolution

The Institute is committed to investigate and resolve reports in a timely manner by balancing principles of thoroughness and fundamental fairness with promptness, and will make every effort to successfully resolve all reports within ninety (90) business days. This time frame includes the imposition of sanction or final remedies, but does not include an appeal process, if any. In general, a Reporting Party and Responding Party can expect that the process will proceed according to these timeframes, however, a timeframe in a particular instance may be extended for good cause with written notice to the parties of the delay and the reason for the delay. Good cause may include, among other reasons, the complexity of the circumstances of each case; the integrity and completeness of the investigation; to comply with a request by external law enforcement; to accommodate a reasonable request for an extension by the Reporting party, responding party or witness; to account for Institute breaks or vacations, or for other legitimate reasons.

All parties involved are entitled to periodic status updates on the progress of the investigation and resolution of the complaint and any subsequent appeal. Where the Responding Party is in the final semester of an academic program, the Institute may withhold the student’s degree pending conclusion of the proceedings.
IX. Complaint Resolution Procedures

A. Overview of Resolution Process

The Institute is committed to providing all members of the Institute community with a safe place to learn and work. Accordingly, the Institute will make every effort to respond promptly and equitably to all reports of harassment based on sex or gender, sexual assault, sexual exploitation, intimate partner violence, or stalking. Throughout each stage of these Complaint Resolution Procedures, the Institute is committed to the consistent application of this Policy, maintaining fairness for all parties, balancing the needs and interests of the individuals involved with the safety of the community as a whole, and responding promptly to eliminate any harassment, prevent its recurrence, and address its effects.

Upon receipt of a report under this Policy, the appropriate Title IX Coordinator and the Title IX Committee will conduct an initial Title IX assessment to consider the nature of the report; whether the alleged conduct is covered under this and/or another Institute policy; the safety of the Reporting Party individual and of the campus community; the Reporting Party’s expressed preference for resolution; and the necessity for any interim measures to protect the safety of the Reporting Party, any member of the community, or the community as a whole.

Following the initial assessment, at the discretion of the appropriate Title IX Coordinator, the Institute may: 1) seek a Voluntary Resolution process that does not involve disciplinary action against a Responding Party; or 2) seek a Formal Resolution process by initiating an investigation to determine if disciplinary action is warranted.

B. Title IX Assessment

When a report is made, the appropriate Title IX Coordinator in consultation with the Title IX Committee will conduct an initial Title IX assessment. The goal of this assessment is to provide an integrated and coordinated response to reports of harassment based on sex or gender, sexual assault, sexual exploitation, intimate partner violence, and stalking.

The first step of this assessment will usually be a preliminary meeting between the Reporting Party and the appropriate Title IX Coordinator or designee. In the course of this assessment, the Institute will consider the interest of the Reporting Party and any expressed preference for the manner of resolution. When possible and supported by an assessment of the facts and circumstances, the Institute will seek action consistent with the Reporting Party’s request.

As part of the initial assessment, the Institute will:

- Assess the nature and circumstances contained in the report,
- Address the Reporting Party’s immediate physical safety and emotional well-being, which under certain circumstances may require immediately notifying the Responding Party,
• Discuss the Reporting Party’s expressed preference for manner of resolution and barriers to proceeding, if any,
• Notify the Reporting Party of the right to contact or decline to contact law enforcement if the conduct appears to be criminal in nature, and if requested, provide assistance,
• Notify both parties of the availability of medical treatment to address physical and mental health concerns,
• Notify both parties of the availability of on-and-off-campus resources,
• Notify the Reporting Party of the importance of preservation of evidence,
• Enter the report into the Institute’s daily crime log if required by the Clery Act,
• Assess the safety of any member of the Institute community or community as a whole and the need for a timely warning to the Institute community, as required by the Clery Act, based on the reported conduct,
• Notify the Reporting Party of the range of interim measures which the appropriate Title IX Coordinator may recommend or enact based on the reported conduct,
• Provide the Reporting Party with an explanation of the procedural options, including voluntary resolution and formal resolution,
• Inform the Reporting Party and the Responding Party that they may seek an advisor of their choosing to assist them throughout the investigation and resolution of the complaint, and that the advisor may accompany them to any meeting or proceeding under this policy for silent support. Additional guidance about the role of the advisor is contained in Section X.
• Assess for pattern evidence or other similar conduct by the Responding Party, and
• Explain the Institute’s policy prohibiting retaliation.

Campus Safety: The Institute will make a reasonable assessment, based on sufficient facts, of the safety of the Reporting Party and of the campus community, and determine the best course of immediate action to ensure a safe environment. In the rare instance a report discloses a serious and continuing threat to the campus community, such that timely notice is necessary to protect the health or safety of the community, consistent with the Clery Act, the Institute will issue a timely notification or warning to the community through the Institute’s Emergency Notification System. The Institute will not share any identifying information about the Reporting Party without express consent or as otherwise permitted or required by law.
**Reporting Party’s Preference for Resolution:** If the Reporting Party requests that their identity not be shared with the Responding Party or that the Institute not pursue an investigation, the Institute must consider this request in the context of its responsibility to provide a safe and non-discriminatory environment for all Institute community members. The Institute, through the appropriate Title IX Coordinator, will take all reasonable steps to investigate and respond to the complaint consistent with the request not to share identifying information or pursue an investigation, but its ability to do so may be limited by the request. Under these circumstances, the Reporting Party’s request will be balanced against the following factors:

- The seriousness of the alleged conduct,
- The respective ages and roles of the Reporting Party and Responding Party,
- Whether there have been other complaints or reports of harassment based on sex or gender, sexual assault, sexual exploitation, intimate partner violence, or stalking against the Responding Party,
- The right of the Responding Party to receive notice and relevant information before disciplinary action is sought,
- Whether the circumstances suggest there is an increased risk of the Responding Party committing additional acts against the Reporting Party or others of harassment based on sex or gender, sexual assault, sexual exploitation, intimate partner violence, or stalking,
- Whether the Responding Party has a history of arrests or prior conduct violations (at the Institute or elsewhere) indicating a history of misconduct or violence,
- Whether the sexual assault was committed by multiple individuals,
- Whether the sexual assault was perpetrated with a weapon,
- Whether the Institute possesses other means to obtain relevant evidence (e.g., security cameras or personnel, physical evidence), and,
- The Responding Party’s right to receive information if such information is maintained in an “education record” under the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. §1232g; 34 C.F.R. Part 99.

If the Institute, in its discretion, determines that it can meet its obligation to provide a safe and non-discriminatory environment for all Institute community members and accommodate the Reporting Party’s request to not pursue an investigation and/or share identifying information, it will do so. If the Institute makes the determination that it is unable to take action consistent with some or all of the request of the Reporting Party, it will so inform the Reporting Party.

At the conclusion of the Title IX assessment, the appropriate Title IX Coordinator, in consultation with the Title IX Committee, will determine the appropriate manner of resolution, which may include Voluntary Resolution or the initiation of an investigation if deemed appropriate under the circumstances. The Reporting Party will be notified of the
Institute’s decision on the manner of resolution by written notice, via postal service or email, including if applicable, whether the Institute is able to take action consistent with any request by the Reporting Party.

C. Notifying the Responding Party

Following a decision by the appropriate Title IX Coordinator in consultation with the Title IX Committee as to the manner of resolution, the Institute may notify the Responding Party of the report, if not previously notified during the Title IX assessment. Specifically, the Institute will notify the Responding Party if the Institute seeks further action related to the report that would limit their access to on campus, the initiation of an investigation or the decision to request the Responding Party’s involvement in Voluntary Resolution.

Unless circumstances dictate otherwise, the Institute will notify both the Responding Party and the Reporting Party that there is to be “no contact” during the implementation of the Complaint Resolution Procedures.

D. Voluntary Resolution

Voluntary Resolution is an alternative means of informal resolution that provides a voluntary approach to resolving concerns and eliminating a hostile environment. When the Institute makes the determination that it has sufficient information about the nature and scope of the conduct, the Title IX Coordinator may decide to pursue Voluntary Resolution, including mediation, given the particular circumstances and the parties’ agreement to participate. Voluntary Resolution may not be used in cases involving sexual assault. As participation in this form of resolution process is voluntary, the Institute will not compel a Reporting Party to directly confront the Responding Party; depending on the form of Voluntary Resolution used, it may be possible for a Reporting Party to maintain anonymity. At any time during the process, either party can request to end Voluntary Resolution.

The Voluntary Resolution process may result in the imposition of individual and community remedies designed to maximize the Reporting Party’s access to the educational, extracurricular and employment activities at the Institute and to eliminate a hostile environment, similar to the range of Interim Measures provided in Section VII. B above. Other potential remedies include facilitating an agreement between the parties, or targeted or broad-based educational programming or training.

At the conclusion of the initial Title IX assessment, the appropriate Title IX Coordinator will maintain records of all reports and conduct referred for Voluntary Resolution.
E. Investigation

1. Overview of Investigation

When an initial Title IX assessment concludes that the alleged conduct in a report is covered within the scope of the Policy, the Institute may initiate an investigation based on the Reporting Party’s request or its own determination that there exists a potential risk of harm or threat to public safety. The investigation is designed to provide a fair, impartial and reliable gathering of the facts, such that all individuals will be treated with appropriate sensitivity and respect. As described in Section III, Statement of Privacy and Confidentiality, the investigation will be conducted in a manner that is respectful of individual privacy concerns. At the Institute’s discretion, an external investigator(s) may be engaged.

Throughout the investigation and resolution, a Reporting Party or Responding Party may seek an advisor of their choosing to assist them and be present at any meeting or proceeding to provide silent support. Additional guidance on the role of the advisor is contained in Section X.

Information gathered during the investigation will be used to evaluate whether the alleged conduct as presented in the report occurred, the responsibility of the Responding Party, the need to provide for the safety of the Reporting Party and the Institute campus community, and the need to take appropriate measures to end the misconduct, prevent its recurrence and address its effects.

2. Investigator(s)

The Institute will designate an investigator(s) who has specific training and experience investigating allegations of harassment based on sex or gender, sexual assault, sexual exploitation, intimate partner violence, and stalking. The investigator(s) may be an employee of the Institute, an external investigator, or both. The Institute will typically use one or two investigators who shall be impartial and free of any actual conflict of interest.

3. Notice of Investigation

Both the Reporting Party and the Responding Party will receive written notice from the appropriate Title IX Coordinator that an investigation has been initiated. The notice will include the description of the complaint, the potential policy violations at issue, the name and contact information of the assigned investigator(s), and an overview of the investigation procedures.

In addition, both parties will be notified of the composition of the Title IX Committee. Prior to the beginning of the investigation, either party may raise a challenge in writing to the appropriate Title IX Coordinator regarding a potential for bias or conflict of an assigned investigator or member of the Title IX Committee.
4. Investigative Steps

The investigator(s) will coordinate the gathering of information from the Reporting Party, the Responding Party, and any other individuals who may have information relevant to the determination, taking into account the circumstances of the case. The investigator(s) may consider prior or subsequent conduct, excluding sexual conduct, that is relevant to evaluating the current conduct. The investigative interviews may be audio-recorded, and notes of the interview will be maintained by the Institute until the parties have had the opportunity to review and comment on the draft investigation report. The investigator(s) will also gather any available physical evidence, including documents, communications between the parties, and other electronic records as appropriate, all as described more fully below. The Reporting Party and Responding Party will have an equal opportunity to be heard, to submit information, and to identify witnesses who may have relevant information.

5. Reporting Party and Responding Party Interviews

The investigator(s) will interview the Reporting Party and Responding Party separately. Each party will be asked to participate in an initial interview and may be asked to participate in follow-up interview(s) as needed.

6. Other Sexual History

The sexual history of a Reporting Party or Responding Party will never be used to prove character or reputation. An investigation under this Policy may consider prior or subsequent sexual history between the parties if the investigator(s), with the agreement of the appropriate Title IX Coordinator, determines that there was a prior or ongoing relationship between the parties and the investigator(s) is asked to determine whether consent was sought and given. Any prior or subsequent sexual history between the parties will only be used to help understand the manner and nature of communications between the parties and the context of the relationship. As noted in section IV.D of the Policy, whether someone consented on a prior or subsequent occasion is not evidence that consent should be assumed on all occasions; consent must be sought and given each time.

If the investigator(s) and appropriate Title IX Coordinator determine that prior or subsequent sexual history should be considered, both the Reporting Party and Responding Party will be notified and have the opportunity to provide any additional relevant information to the investigator(s).

7. Witness Interviews

The investigator(s) will make a good faith effort to contact and interview any witnesses identified by the parties or in the documentation, including those no longer at the Institute. Witnesses must have observed the acts in question or have information relevant to the incident and cannot be participating to speak about an individual’s character. The investigator(s) may also interview any other individual they find to be potentially relevant to the allegations of the report. The investigator(s) will inform each witness or other individual
interviewed that they are prohibited from retaliating against the Reporting Party and Responding Party or other witnesses, and request that the witnesses respect the privacy of the parties and the integrity of the process.

8. Experts

The investigator(s), at the discretion of the appropriate Title IX coordinator, may contact any subject matter expert they determine is qualified and necessary to assist in ascertaining the facts related to the report. An expert witness may be contacted for an informal consultation or for a professional opinion regarding information learned from the investigation.


In addition to reviewing any documents submitted by the Reporting Party and Responding Party, the investigator(s) will try to obtain such other physical or medical evidence relevant to the investigation as the investigator(s) determines, in their judgment, to be necessary, including but not limited to documents, police records, electronic or other records of communications between the parties or witnesses, and any other such records or relevant information. The investigator(s) will comply with applicable laws and Institute policies when gathering such information. If a party voluntarily decides to disclose and share any confidential records with the investigator(s), such as medical or mental health records, the relevant portions of the records may be shared with the other party and included in the investigation report.

10. Site Visits

The investigator(s) may visit relevant sites or locations and record observations through written or electronic documentation, such as videos or photographs at the discretion of the appropriate Title IX coordinator.

11. Consolidation of Investigation and Consideration of Other Conduct by a Responding Party

In the event of multiple reports received concerning the same Responding Party, the investigator(s) and appropriate Title IX Coordinator have the discretion to consolidate multiple reports against a Responding Party into one investigation if the evidence related to each incident would be relevant in reaching a determination in the other incident. In addition, in gathering the facts, the investigator(s) may consider similar prior or subsequent allegations of, or findings of responsibility for, similar conduct by the Responding Party to the extent such information is relevant.

Evidence of an occurrence or occurrences of sexual or other relevant behavior so distinctive and so closely resembling either party’s version of the alleged encounter as to tend to prove a material fact, including whether consent was sought or given, may be admissible. Where there is evidence of a pattern of similar conduct, either before or after the conduct in question, regardless of whether there has been a prior finding of a Policy violation, this
information may be deemed relevant to the determination of a Policy violation or assigning of a sanction. The determination of relevance will be based on an assessment of whether the previous or subsequent incident was substantially similar to the conduct cited in the report or indicates a pattern of behavior and substantial conformity with that pattern. Where there is a prior finding of a Policy violation by the Responding Party for a similar act of prohibited conduct, there is a presumption of relevance and the finding may be considered in making a determination as to responsibility and the imposition of a sanction.

12. Concurrent Law Enforcement Investigation

If there is a concurrent criminal investigation, at the request of law enforcement, the Institute may agree to defer its Title IX fact-gathering until after the initial stages of a criminal investigation. The Institute will nevertheless communicate with the Reporting Party and Responding Party regarding Title IX rights, procedural options, and the implementation of interim measures to assure the safety and well-being of all affected individuals. At any time, the Institute may promptly resume its Title IX investigation.

13. Investigation Report

a. Contents

At the conclusion of the investigation, the investigator(s) will prepare a written investigation report that summarizes the information gathered, synthesizes the areas of agreement and disagreement between the parties and any supporting information or accounts, and analyzes the relevant facts determined through the investigation, referencing any supporting documentation or statements. The investigation report may include summaries of interviews with the Reporting Party, Responding Party, third-party witnesses, experts, and any other individuals with relevant information, photographs of relevant sites or physical evidence, electronic records, and forensic evidence.

In preparing the report, the investigator(s) will review all facts gathered to determine whether the information is relevant and material to the determination of responsibility given the nature of the allegation. In general, the investigator(s) may reject information that is irrelevant, more prejudicial than probative, or immaterial. The investigator(s) may also reject statements of personal opinion, rather than direct observations or reasonable inferences from the facts, and statements as to general reputation for any character trait, including honesty and credibility.
b. Review of Investigation Report by both Parties

Before the investigation report is finalized, the Reporting Party and Responding Party will be given the opportunity to review the draft report. Consistent with FERPA and/or safety concerns, identifying information about the Reporting Party or witnesses may be redacted at the discretion of the appropriate Title IX Coordinator. The Reporting Party and Responding Party may submit any additional comment or evidence to the investigator(s) within seven (7) business days of the report being shared for review. The Reporting Party and Responding Party may also raise concerns about the inclusion of any evidence, even if relevant, that a party believes may be more harmful than probative. In addition, both parties may pose written questions to the other for the purpose of cross-examining the other party. The investigator(s) will review the questions to ensure that they are relevant and reasonable in number. The investigator(s) will then present the approved cross-examination questions to the other party who will be expected to provide a written response within the seven (7) day review period. Both the cross-examination question(s) and written response(s) will be included in the final investigation report.

Upon receipt of any additional information or comments by the Reporting Party or Responding Party, or if the seven (7) business days comment period has lapsed without comment, the investigator(s) will prepare the final investigation report. In consultation with the appropriate Title IX Coordinator, the investigator(s) will determine whether any information included in the draft report should be excluded. After any adjustments are made in response to the comments and information received, the investigator(s) shall determine whether there is sufficient information to find, by a preponderance of the evidence, i.e., whether it is more likely than not, that the Title IX Policy was violated.

The investigator(s) will submit a final report and investigative finding to the appropriate Title IX Coordinator and Title IX Committee. The final report will include all investigation materials subject to the guidelines set forth in the preceding section, the cross-examination questions and answers, the Reporting Party and Responding Party responses, the finding of whether this Policy and any additional policies being explored through this investigation have been violated, and the investigator(s)’s rationale for the finding.

F. Formal Resolution

The Title IX Committee will review the final investigation report to determine whether: (1) the investigation was conducted in accordance with the Institute’s Title IX Policy, (2) the information is sufficient to support the factual findings, and (3) there is a rational basis, applying a preponderance of the evidence standard, for the recommended finding(s) of responsibility or no responsibility. In conducting this review, the Title IX Committee may accept or reject the investigator(s)’s finding in whole or in part, may request that further investigation be undertaken by the same or another investigator, and/or may request that a de novo investigation be conducted. In reaching a determination, the Title IX Committee may elect to meet with the investigator(s), but the Title IX Committee may not conduct its own investigation.
After the Title IX Committee has concluded its review of the final investigative report and any additional information requested, it shall either affirm or reject the investigator(s)’s finding(s) as follows:

1. **Determination of Insufficient Information That a Policy Violation Occurred**

   If the Title IX Committee determines that the investigator(s) properly concluded that there is insufficient information to find, by a preponderance of the evidence, that a Policy violation occurred, it will affirm the finding of no responsibility and render a decision, in writing, to both parties in the form of a Notice of Outcome sent to both parties.

2. **Determination of Sufficient Information That a Policy Violation Occurred & Imposition of Sanction**

   If the Title IX Committee determines that the investigator(s) properly concluded that there is sufficient information to find, by a preponderance of the evidence, that the Responding Party committed a policy violation, the Title IX Committee will consider the imposition of a sanction(s) designed to eliminate the possibility of further misconduct, prevent its recurrence, and remedy its effects, while supporting the Institute’s educational mission and Title IX obligations. Sanctions or interventions may also serve to maintain an environment free from discrimination and harassment and promote safety of all members of the Institute community.

3. **Determination of Insufficient Information or Basis to Support Investigative Report Findings**

   If the Title IX Committee determines that the investigator(s) did not have sufficient information or a rational basis to support the findings in the investigation report, it shall direct the investigator(s) to promptly address and resolve any such deficiencies. In such circumstances, the investigator may re-interview any witness or party and/or may interview new witnesses as necessary to ensure that all findings are supported by sufficient information and a rational basis.

   If the Title IX Committee determines that the investigation was not conducted in accordance with the Institute’s Title IX Policy, the Title IX Committee may either: (i) direct the investigator(s) to cure such procedural deficiency if it is susceptible to cure; or (ii) as a last resort, if warranted in extraordinary circumstances, designate a new investigator(s) to undertake a supplemental or new investigation.

   Following the completion of any steps to address or resolve any deficiencies as may be required by the Title IX Committee under this paragraph, the investigator shall provide a revised final investigative report which shall include any additional information. If the investigator(s) has made substantive and material changes to the revised report, it shall be provided to the parties for their review. The parties will have seven (7) days to review the revised report and provide written comments to the investigator(s).
The Title IX Committee will communicate its finding of responsibility through the Notice of Outcome sent to both parties and will implement the sanction(s). The imposition of sanctions will take effect immediately and will generally not be stayed during the appeal process.

G. Notice of Outcome

The written Notice of Outcome will be provided simultaneously to both the Responding Party and the Reporting Party. It will include the Title IX Committee’s finding as to whether there has been a Title IX policy violation, the rationale for the finding, and a brief summary of the evidence on which the decision is based, as appropriate. The Notice of Outcome will also include the sanction(s) and the rationale for the sanction(s), and any mandated student supports. If applicable, the Responding Party will be informed of the date(s) by which the requirements must be satisfied, and the consequences of failure to satisfy the requirements. The Reporting Party will be fully informed of any sanctions and remedies that directly relate to the Reporting Party, including information about the Responding Party’s presence on campus (or in a shared class or other resource), that may help a Reporting Party make informed decisions, as well as steps the Institute will take to eliminate harassment and prevent its recurrence. The Notice of Outcome will also provide each party with their appeal options.

The Institute will provide the Notice of Outcome through its Institute-issued email, as its primary means of communication. Alternative methods may include:

- Student’s personal email if their access to Institute-issued email has been made inactive,
- In person by the appropriate Title IX Coordinator or designated Institute administrator, which may follow or precede a written communication, or
- Through the U.S. Mail or equivalent mailing to the local or permanent address of the individual as indicated in the Institute’s official records.

The Institute may also notify appropriate officials of the Institute, MGH Police & Security, faculty and staff, as necessary, to implement any actions the Institute will take as contained in the Notice of Outcome and/or sanction(s).

For students, the sanctions may include disciplinary action up to and including suspension or dismissal from the Institute. A full list of the range of sanctions for students is contained in section H below. For employees, sanctions may include any form of corrective action as set forth in the Institute’s human resource policies up to and including termination.

The determination of the imposition of one or more sanctions is based upon a number of factors, including: the harm suffered by the Reporting Party; any ongoing risk to either the Reporting Party or the community posed by Responding Party; the impact of the violation on the community, its members, or its property; any previous conduct violations; and any mitigating or aggravating circumstances.

In situations where it is determined that the conduct was motivated by bias, inconsistent with the Institute’s non-discrimination Policy, sanction(s) imposed may be enhanced to account for the bias motivation.
For a student employee who is acting within the scope of employment at the time of the incident, the sanction may include any permissible sanction applicable to students under this Title IX Policy and/or the human resource policies. For purposes of this Policy, the student employee is considered an employee of the Institute as well as a student.

H. Possible Sanctions and Interventions:

1. **Employees:** The sanction may include any form of corrective action including but not limited to training, referral counseling and/or disciplinary action such as warning, withholding of a promotion or pay increase, reassignment, temporary suspension or termination. The Institute reserves the right to impose other sanctions in addition to these listed in response to specific circumstances of a case.

   a. **Verbal Warning:** Minor infractions and rule violations may result in the issuance of a verbal warning.

   b. **Written Warning:** Formal documentation regarding the infraction/violation and expected corrected or improved behavior will be provided in the form of a written warning.

   c. **Suspension:** Should events compel the Institute to take immediate action when discharge appears possible, the Institute may immediately suspend the employee for a specific period of time. The suspension may be with or without pay, and the employee will be required to leave the premises immediately.

   d. **Termination:** The Institute maintains that certain activities are so harmful to the successful operation of the Institute that anyone involved in them will be subject to termination. In situations involving major infractions, continued failure to respond appropriately to prior counseling, or continued negative or inappropriate behavior, termination may be the appropriate recourse.

2. **Students:**

   a. **Written Warning:** Notice to a student or organization that continuation or repetition of conduct found to be in violation of the Title IX Policy and/or policy violations may result in further disciplinary action.

   b. **Assessment and Treatment:** Mandated referral to an approved off-campus agency for assessment and/or treatment. This includes, but is not limited to, services from certified programs that offer: counseling for sex offenders, for sexual awareness and sensitivity, for substance use, for intimate partner violence, and for violence risk.

   c. **Restrictions on Participation or Use:** Restrictions on participation include the revocation, or the loss for a stated period of time or under a stated set of conditions, of a student’s access to participate in certain approved activities of the Institute, including, but not limited to, clubs, organizations, leadership positions with such clubs, and organizations or research projects and other extra-curricular activities. Restrictions on use include the denial of access to or use of certain facilities, programs, or equipment of the Institute for a stated period of time or under a stated set of conditions.
d. **Probation:** A specified period of time requiring maintenance of exemplary conduct. Further violations during this time may result in more serious sanctions than are imposed in the absence of probationary status.

e. **Suspension from the Institute:** A student suspended from the Institute may not participate in classes or other activities of the Institute including clinical education experiences and may not be on Institute property (except by appointment, arranged in advance with the Office of the Dean of Student & Alumni Services) for the period of time specified in the notice of suspension. Suspension extending beyond the semester in which action is taken shall consist of units of full semesters and/or winter and summer sessions. In no case shall the suspension terminate prior to the end of a semester. Courses taken at another educational institution during a period of suspension will not be accepted for transfer to the Institute. Conditions for resuming active status on campus following suspension may be imposed by the appropriate Title IX Coordinator. A sanction of immediate suspension will go into effect within 24 hours of electronic delivery of the Notice of Outcome letter unless otherwise noted and shall remain in effect throughout any appeal process.

f. **Dismissal:** A student’s permanent termination of student status, which includes exclusion from any Institute properties, or Institute-sponsored or Institute-affiliated events. A person expelled from the Institute is denied the rights and privileges of inclusion in the Institute community both as a student and as an alumnus/alumna. Dismissal will go into effect within 24 hours of electronic delivery of the Notice of Outcome letter unless otherwise noted, and shall remain in effect throughout any appeal process.

g. **Revocation or Withholding of Diploma and Degree:** If a student has graduated from the Institute, or has otherwise satisfied the requirements for earning a degree or certificate, before violations of the Title IX Policy are discovered or before a determination of violations is complete, the Institute reserves the right to revoke the diploma and/or degree/certificate conferred, or to withhold the conferring of a degree or diploma otherwise earned for a specified period of time or indefinitely.

h. **Other:** The Institute may impose, in its discretion, such other sanctions as may be appropriate. The Institute identifies the following as standard student sanctions for violations of the Title IX Policy under a formal resolution process. These standard sanctions are specific to the student’s status at the Institute. If remaining at the Institute, a Responding Party can expect to have additional sanctions to assist in their learning and/or the safety of the campus and Reporting Party.

<table>
<thead>
<tr>
<th>Violation</th>
<th>Standard Sanction Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sexual Assault</td>
<td>Two-Year Suspension to Dismissal</td>
</tr>
<tr>
<td>Sexual Exploitation</td>
<td>Probation to Dismissal</td>
</tr>
<tr>
<td>Stalking</td>
<td>Probation to Dismissal</td>
</tr>
<tr>
<td>Harm to Others</td>
<td>Suspension to Dismissal</td>
</tr>
<tr>
<td>Sexual Harassment</td>
<td>Probation to Dismissal</td>
</tr>
<tr>
<td>Retaliation</td>
<td>Probation to Dismissal</td>
</tr>
<tr>
<td>Complicity</td>
<td>Warning to Suspension</td>
</tr>
</tbody>
</table>
I. Requests for Appeal

Either party may appeal the outcome and/or sanction(s). The appeal will be conducted in an impartial manner by an “Appeal Officer” an Institute’s senior leader from the Executive or Academic Council appointed by the President. The limited grounds for appeal are as follows:

- New information that is material and could affect the finding of the investigator(s) or Title IX Committee and was not reasonably available through the exercise of due diligence at the time of the investigation,
- A deviation from Institute policy or procedures that materially affected the outcome, and
- Sanction(s) is too harsh or too lenient.

The request for appeal shall consist of a plain, concise, and complete written statement outlining the grounds for the appeal. Dissatisfaction with the outcome of the investigation is not grounds for appeal. The appeal must be submitted within seven (7) business days of the electronic delivery date of the Notice of Outcome letter. Upon receipt of an appeal, the President will appoint the Appeal Officer who will provide the other party notice of the appeal and the opportunity to respond in writing to the appeal. Any response to the appeal must be submitted within seven (7) business days from electronic delivery of the notice of appeal. In the event that both parties initially appeal the findings, each party will be provided notice and a copy of the other party’s appeal.

Upon receipt of an appeal and any response, the appropriate Title IX Coordinator will be copied on all matters related to the appeal.

In any request for an appeal, the burden of proof lies with the party requesting the appeal, as the original determination and sanction are presumed to have been decided reasonably and appropriately. An appeal is not intended to be a full re-examination and review of the complaint (de novo). In most cases, appeals are confined to a review of the written documentation or record of the resolution process, including pertinent documentation regarding the grounds for appeal.

The Appeal Officer shall consider the merits of an appeal only on the basis of the three grounds for appeal noted in this section. The Appeal Officer will review the written investigation report and all supporting documents promptly in a manner narrowly tailored to the stated appeal grounds and may consult with both parties.

The Appeal Officer can affirm the original findings, alter the findings, and/or alter the sanction(s), depending upon the stated grounds for appeal, but only if there is a clear error based on such grounds. If the appeal is based on procedures not having been followed in a material manner, the Appeal Officer can ask that a new investigation and/or imposition of sanctions occur. In the case of new and relevant information, the Appeal Officer can recommend that the case be returned to the Title IX Committee to assess the weight and effect of the new information and render a determination after considering the new facts.
The Appeal Officer will communicate the result of the appeal to the Reporting Party and Responding Party within ten (10) business days from the date of the submission of all appeal response documents by both parties. The appeal decision is final, and each party may only request one appeal.

J. Additional Considerations

1. Advisor

Throughout the investigation and resolution of a complaint, the Reporting Party and Responding Party have the right to be assisted by an advisor of their choice. The advisor may be any person, including an attorney engaged at the party’s expense, who is not otherwise a party or witness in the investigation. The advisor may accompany the Reporting Party or Responding Party to any meeting or related proceeding with an investigator(s) or an employee of the Institute to confer quietly and provide advice or support, provided, however, the advisor may not speak on behalf of the Reporting Party or Responding Party or otherwise actively participate in, or in any manner disrupt, the meeting or proceeding. Any person who serves as an advisor should plan to make themselves available for meetings throughout the process in accordance with the Institute’s objective of completing the resolution process in ninety (90) business days or less. To serve as an advisor, the individual will be required to meet with the appropriate Title IX Coordinator in advance of participating in the investigation to understand the expectations of the role, privacy, and appropriate decorum. The appropriate Title IX Coordinator has the right at all times to determine what constitutes appropriate behavior on the part of an advisor. No copies of written materials or any other evidence will be given to an advisor, although the parties may share such information with their advisor as necessary to assist them in the proceedings.

2. Student Organization Infractions

When members of a student group, organization, club, or individuals act in concert in violation of the Title IX Policy, their conduct may be reviewed as a group or as individuals, and an investigation may proceed against the group as joint Responding Parties or against one or more involved individuals as appropriate given available information and the circumstances.

A student group or organization’s officers and membership may be held collectively and individually responsible for conduct constituting violations of this Policy when: (1) such conduct takes place at organization-sponsored events; (2) the organization or the organization’s leaders or officers consented to or encouraged the carrying out of such conduct, or (3) the conduct was known or reasonably should have been known to the membership or its officers.

In any such action, individual determinations as to responsibility will be made and sanctions may be assigned collectively and individually, taking into account, among other factors, the proportionality of the involvement of each individual.
3. **Records**

The appropriate Title IX Coordinator will retain records of all reports, allegations and complaints. In general, records will be maintained for the duration of a party’s enrollment or employment at the Institute and may be retained for no less than seven (7) years following such party’s departure from the Institute.

a. **Students**

Findings of responsibility in matters resolved through Formal Resolution are part of a student’s record. Such records shall be used in reviewing any further conduct or in developing sanctions and shall remain a part of a student’s record.

Complaints resolved by Title IX assessment or Voluntary Resolutions are not part of a student’s conduct file or academic record. The conduct files of students who have been suspended, dismissed, or who withdrew pending disciplinary action from the Institute are maintained in the Dean of Student & Alumni Services.

Further questions should be directed to the Dean of Student & Alumni Services. Records of disciplinary action involving organizations are maintained in Dean of Student & Alumni Services Office indefinitely.

b. **Employees**

Findings of responsibility constituting a violation of this Title IX Policy resolved through a Formal Resolution process are part of an employee’s personnel file. Such records shall be used in reviewing any further conduct or in developing sanctions and shall remain a part of an employee’s personnel file.

Complaints resolved by Title IX assessment or voluntary resolutions are not part of an employee’s personnel file, but may be kept separately and referenced to assure that no retaliation occurs and in the event there are further incidents involving either the Reporting Party or Responding Party. Access to these records will only be granted with the consent of the individual(s) involved, or as required by law in a legal proceeding.

For allegations involving child abuse or exploitation by employees warranting termination, the records may be kept indefinitely.
X. Definitions of Terms

Advisor: Throughout the investigation and resolution of a complaint, the Reporting Party and Responding Party have the right to be assisted by an advisor of their choice. The advisor may be any person, including an attorney engaged at the party’s expense, who is not otherwise a party or witness in the investigation. The advisor may accompany the Reporting Party or Responding Party to any meeting or related proceeding with an investigator(s) or an employee of the Institute to confer quietly and provide advice or support, provided, however, the advisor may not speak on behalf of the Reporting Party or Responding Party or otherwise actively participate in, or in any manner disrupt, the meeting or proceeding. Any person who serves as an advisor should plan to make themselves available for meetings throughout the process in accordance with the Institute’s objective of completing the resolution process in ninety (90) business days or less. To serve as an advisor, the individual will be required to meet with the appropriate Title IX Coordinator in advance of participating in the investigation to understand the expectations of the role, privacy, and appropriate decorum. The appropriate Title IX Coordinator has the right at all times to determine what constitutes appropriate behavior on the part of an advisor. No copies of written materials or any other evidence will be given to an advisor, although the parties may share such information with their advisor as necessary to assist them in the proceedings.

Reporting Party: An individual who invokes the Institute’s investigation and resolution process to determine if this Policy has been violated and identifies themselves as a victim or survivor of the alleged misconduct. In some circumstances, the Institute may assume the role of Reporting Party.

Employee: An individual who provides services or labor for the Institute for wages or other remuneration. This includes faculty, instructors, administrative, professional, and other staff. For purposes of this Policy, employee status begins on the employee’s start date and ends when the employee has been terminated or otherwise separated permanently, whether voluntarily or involuntarily, from the Institute.

Responding Party: Any individual(s) or organization(s) alleged to have violated the Institute’s Title IX Policy as stated in a report received by a designated employee of the Institute. Responding parties must cooperate with the Institute’s review and investigation into the allegations made in any such report.

Student: Any student enrolled at the Institute at the time of the alleged misconduct. For purposes of this Policy, student status begins when an individual is enrolled as a student at the Institute and ends when the student has graduated, withdrawn, been dismissed, or otherwise separated permanently from the Institute.

Student Employee: Any Institute student who is employed by the Institute.

based on sex in educational programs or activities operated by recipients of federal financial assistance. Harassment of or by students based on sex or gender, includes acts of sexual harassment, sexual assault, sexual exploitation, intimate partner violence, and stalking as described in this Policy, and are forms of discrimination prohibited by Title IX.

**Title IX Coordinator:** A senior administrator at the Institute appointed by the President to oversee the Institute’s compliance with Title IX. The Title IX Coordinator is available to answer any questions by any student or employee member of the Institute community. The Title IX Coordinator for students is Jack (John) B. Gormley, Dean of Student & Alumni Services (617) 726-3177 or jbgormley@mghihp.edu and for employees it is Sarah Welch, Associate Vice President of Human Resources (617) 643-6316 or shwelch@mghihp.edu.

**Witness:** Any individual who has seen, heard, or otherwise knows or has information about an alleged violation or attempted violation of the Title IX Policy. Such information may relate to events that occurred prior to an alleged violation or in the days following an alleged violation.