

For more information, please feel free to call or visit our Main Office:

HVAC Technical Institute
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Sexual Misconduct Prevention



What is the Sexual Misconduct Policy?

As a higher education institution, HVAC Tech is firmly committed to providing equal opportunity and an environment free of all forms of improper or unlawful harassment, discrimination, and violence in its educational programs and activities, including admissions and employment practices. Our institution has zero tolerance for any sexual assault, discrimination, or sexual misconduct committed in our campus.

HVAC Tech complies with Title IX of the Education Amendments of 1972, Titles VI and VII of the Civil Rights Act of 1964, Violence Against Women Reauthorization Act (VAWA). HVAC Tech will not tolerate any discrimination, harassment or violence of any kind including, but not limited to, discrimination, harassment, or violence based on sex/gender (including pregnancy and childbirth), sexual orientation, gender identity, gender expression, nonconformity with sex stereotypes, age, national origin, disability, veteran status, or any category protected by federal, state, or local law.

Our Sexual Misconduct and VAWA Policy was created to ensure the safety of all who participate in campus and applies to all students, staff, faculty and visitors. If you would like a copy of our Sexual Misconduct Policy and/or Annual Security Report, we can provide you with a printed copy in our office.

In the event of any crime, we urge our students, staff and faculty to promptly report this to the appropriate authorities.

Sexual Misconduct Definitions

The following definitions have been taken from either the FBI's Uniform Crime Reporting Handbook or the following website: <https://www.notalone.gov/assets/definitions-of-prohibited-conduct.pdf>.

The definitions given here have been summarized, for a complete definition of these crimes, please follow the link given.

Sexual harassment

Any unwelcome conduct of a sexual nature. This includes, but is not limited to: unwelcome sexual advances, any request for sexual favors, verbal or nonverbal, rape, sexual assault, and sexual exploitation.

Hostile environment caused by sexual harassment

This type of environment exists when the sex-based harassment denies or limits a student's ability to participate in or benefit from the school's programs or activities. This environment can be created by anyone involved in the school's programs or activities; this includes: faculty, staff, students and campus visitors.

Confidential Reporting Procedure

If a student is a victim or a witness to a sexual assault, they can come into the office, and with the Title IX coordinator, can fill out a report. All information given will be given to the authorities and/or the Director if the student permits it. The Title IX will then offer services from various organizations to who can further help the student.

Disciplinary Procedures Following a Complaint

Any person found guilty of any sexual misconduct behavior will be immediately removed from the school.

Additional Resources for Sexual Assault

YWCA Metropolitan Chicago Sexual Violence & Support Services & RISE Children's Center

820 W. Jackson Blvd., Suite 550

Chicago, Illinois 60607

Phone: (312) 733-2102

Hotline: (888) 293-2080

Website: www.ywcachicago.org

Mujeres Latinas En Acción

2124 W. 21st Place

Chicago, Illinois 60608

Contact: Neusa Gaytan

Phone: (773) 890-7676

Hotline: (888) 293-2080

Website: www.mujereslatinasenaccion.org

Rape Victim Advocates (RVA)

180 N. Michigan Avenue, Suite 600

Chicago, Illinois 60601

Contact: Sharmili Majmudar

Phone: (312) 443-9603

Hotline: (888) 293-2080

Website: www.rapevictimadvocates.org

These organizations also offer services in Spanish.

The following organizations offer help for those who have suffered a sexual assault:

Chicago Rape Crisis Hotline:

888.293.2080

<http://www.rapevictimadvocates.org/>

National Sexual Assault Hotline:

1.800.656.HOPE (4673)

National Sexual Assault Online Hotline:

<http://www.rainn.org/>

The Online Hotline provides the following services:

Crisis intervention and support

- Answers to your questions about recovering from sexual assault
- Information about medical issues
- Explanations of the criminal justice system
- What to expect when you report the crime to Police Authorities
- Referrals to resources in your area
- Information for family and friends of victims

Reporting an Incident of Sexual Misconduct

If you are a victim of sexual assault and or sexual misconduct, or know someone who has been victim, we encourage you to promptly report this incident. To report this incident, you may contact our Title IX Coordinator.



Sexual assault

This is defined as actual or attempted sexual contact with another person without that person's consent.

Fondling

The forcibly touching of the private body parts of another person for the purpose of sexual gratification.

Rape

The carnal knowledge of a person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth). This offense includes the forcible rape of both males and females.

Domestic Violence

Any form of violence committed by a current or former spouse or intimate partner of the victim, a person with whom the victim shares a child in common, or a person who is cohabiting with or has cohabited with the victim as a spouse or intimate partner.

Dating violence

Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship shall be determined based on the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

Sexual exploitation

This occurs when a person takes sexual advantage of another person for the benefit of anyone other than that person without that person's consent. The following behavior are examples of what could be considered sexual exploitation:

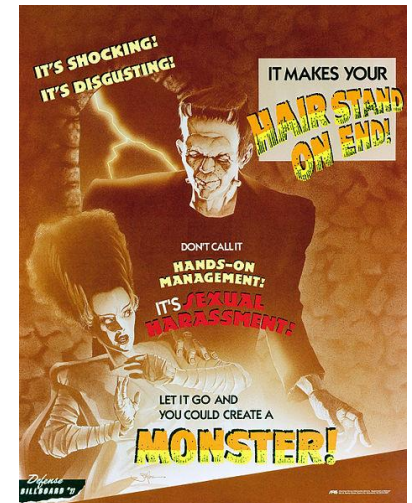
1. Prostitution of another person;
2. Recording images of sexual nature
3. Distributing images of sexual nature
4. Viewing another person's sexual activity, intimate body parts, or nakedness.

Stalking

To engage in a conduct directed at a specific person that would cause a reasonable person to (A) fear for his or her safety or the safety of others' or (B) suffer substantial emotional distress.

Retaliation

Any form of retaliation is a violation of Title IX and school policy. No person will retaliate against any individual who reports, testifies, participates in any investigation, proceeding or litigation.



What is consent?

Consent is defined as giving permission for something to happen. Consent must be informed, voluntary, and mutual, and can be withdrawn at any time. Silence or absence of resistance does not imply consent. Past consent to sexual activity with another person does not imply ongoing future consent with that person or consent to that same sexual activity with another person. If a person is mentally or physically incapacitated or impaired so that such person cannot understand the fact, nature, or extent of the sexual situation, there is no consent; this includes impairment or incapacitation due to alcohol or drug consumption that meets this standard, or being asleep or unconscious.

**Silence
DOES NOT
equal consent**

Security Awareness and Crime Prevention Programs

During orientation, on the first day of class, students go over the student handbook; which contains the Sexual Misconduct & VAWA and Alcohol Substance Abuse policy. The handbook offers public services and resources in the unfortunate case that they become victims or witness a sexual assault.

Minimizing your Risk of a Sexual Assault

Victims of rape and sexual offences are generally chosen because they appear vulnerable or defenseless. You can minimize your risk if you practice the following:

- 1) Never walk alone and be aware of your surroundings. Stay alert and show confidence.
- 2) Avoid poorly lit doorways or alleys.
- 3) Keep all doors locked while alone in an automobile

Title IX Coordinator

The Title IX Coordinator is responsible for investigating, solving any reports of sexual misconduct. The Title IX Coordinator can be contacted by telephone, email, or in person during regular office hours.

The Title IX Coordinator is:

Sandy Barco
4532. S Kolin Avenue (2nd)
Chicago, IL 60632
773-927-9562

Hours: Monday – Wednesday 9:00AM to 6:30PM

Thursdays 9:00AM to 3:00PM

Friday 9:00AM to 12:00PM

Procedures to Follow After an Assault

If you are a person who experienced or thinks they have experienced a sexual offense HVAC Tech is committed to offer a secure and supportive environment in which considers all the options that are available to you including (but not limited to), medical attention and evaluation, obtaining information, support and counseling, and/or reporting. It should be noted that some of these options offer confidentiality while others severed are required by sexual offense.

A person, who has experienced a sexual offense, whether rape or another unwanted contact, is urged follow the procedure below:

- The victim should get to safety and call local Police Department;
- Go to a safe place, go somewhere to get emotional support;
- Evidence should not be destroyed. The victim should refrain from taking a shower, washing hands, or changing clothing. The location where the assault occurred should not be disturbed;
- The victim should get immediate medical assistance;
- The victim is encouraged to seek support, information, and counseling.