Webster University
2024 Annual Security and Fire Safety Report
Leiden Campus

QUICK REFERENCE RESOURCES

Emergency Contacts

• Emergency police/fire/medical assistance	112 Leiden Police (non-emergency)
• (for mobile phones)	0900-8844
• Emergency Response Team (ERT)	+31 71 516 8000 ext. 4501

The ERT is available between 9am and 10pm Mon to Thursday. On Fridays the team is available from *9am – 6pm and can be reached by dialing the main campus number or 4501 from any IP telephone on campus*.

Sexual Offense Advocate (Leiden)	+31 71 516 8000 ext. 4505 (office line)
Sexual Offense Advocate (main campus)	00+1+314-252-8304 (24 hours a day)
Webster University Public Safety Office (main campus)	00+1+314-246-7430(non-emergency)

The Sexual Offense Advocate & Webster University Public Safety Office are located in Webster Groves, Missouri; however, department personnel are available by phone to assist students at any of the University's international campuses locate the necessary local resources.

Webster Alert System

This is the University's free mass notification service, which is used to alert all students, faculty & staff regarding important information regarding campus crimes, emergencies and other potentially life- threatening events at their webster.edu email address. Users are strongly encouraged to add a personal email address and mobile number to their account by logging into Connections and clicking on the Webster Alerts banner.

Additional Helpful Contacts

Webster University – Leiden Campus Reception	+31 71 516 8000 ext. 4501
Leiden Student Counseling Center	counseling@webster.nl
Student Affairs	+31 71 516 8000 ext. 4529
Dean of Students Office (main campus)	00+1+314-968-6980
Housing & Residential Life	+31 71 516 8000 ext. 4524 and 4522
Financial Aid	+31 71 516 8000 ext. 4513
Financial Aid (main campus)	00+1+314-968-6992
Immigration/Visa Information	+31 71 516 8000 ext. 4512

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LEIDEN CAMPUS CRIME STATISTICS

This section of the Annual Security and Fire Safety Report explains what type of crimes institutions are directed to include under the Clery Act, as well as how the University obtains and tabulates these statistics each year.

The statistics included in the Annual Security and Fire Safety Report are compiled by the Department of Public Safety (DPS) with assistance from a wide range of other University administrative departments, including but not limited to Campus Directors at branch campuses, Student Affairs, Housing and Residential Life, Human Resources, and Counseling and Life Development. DPS collects statistics from the University's Campus Security Authorities (CSAs),[1] on an ongoing basis throughout the year and follows up with an annual request for confirmation that all reports of crimes received by CSAs have already been reported to DPS. DPS also annually requests crime statistics from local law enforcement agencies which could potentially respond to calls anywhere on this campus' reportable geography.

2021-2023 Crime Statistics

Under the Clery Act, institutions are only directed to disclose statistics for a specific list of criminal offenses, (collectively referred to as Clery Act Crimes[2]) which were reported to have occurred in certain property controlled by the institution. Specifically, institutions must publish statistics for Clery Act Crimes which occurred on or at any of following locations:

On-Campus: Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and any building or property that is within or reasonably contiguous to the area identified in paragraph(1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).

On-Campus Student Housing Facilities: any student housing facility that is owned or controlled by the institution or is located on property that is owned or controlled by the institution and is within the reasonably contiguous geographic area that makes up the campus is considered an on-campus student housing facility. Note that this is a subcategory of the On-Campus category.

Public Property: All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.

Non-Campus Buildings or Property: Any building or property owned or controlled by a student organization that is officially recognized by the institution; or any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably

[1]CSAs include members of DPS, as well as other University employees or volunteers with responsibility for campus security who are not members of DPS; and University officials with significant responsibility for student and campus activities, including but not limited to, student housing, student discipline and campus proceedings. Because official responsibilities and job titles vary significantly on campuses, CSAs are classified by job function, not job title.

[2] Definitions of the Clery Act Crimes are provided in Appendix A.

contiguous geographic area of the institution. Note that none of Webster University's officially recognized student organizations own or control any property.

Clery Act Crimes are grouped into four general categories.
Criminal Offenses: Criminal Homicide (including Murder and Non-negligent Manslaughter, and Manslaughter by Negligence); Sexual Assault (including Rape, Fondling, Incest and Statutory Rape); Robbery; Aggravated Assault; Burglary; Motor Vehicle Theft; and Arson.

Hate Crimes: which includes any of the Criminal Offenses and any incidents of Larceny-Theft, Simple Assault, Intimidation, or Destruction/Damage/Vandalism of Property that were motivated by bias.

VAWA Offenses: which includes any incidents of Domestic Violence, Dating Violence and Stalking. (Note that Sexual Assault is also a VAWA Offense but is included in the Criminal Offenses category for Clery Act reporting purposes.)

Arrests and Referrals for Disciplinary Action: which includes separate arrests and referral statistics for violations of weapons laws, drug abuse violations and liquor law violations.

It is also important to note:

statistics are based on reports of alleged criminal offenses – regardless of whether or not the crime has been investigated, or whether a finding of guilt or responsibility has been made; and

statistics are tabulated based on the date the Clery Act Crime was reported, not the date it allegedly occurred.

Criminal Offenses Reporting Table 2021-2023 (Leiden Campus):

Offense	On-Campus Property			On-campus Student Housing Facilities			Non-Campus Property			Public Property		
	2021	2022	2023	2021	2022	2023	2021	2022	2023	2021	2022	2023
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	10	1	0	10	1	0	0	0	0	0	0	0

Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0

VAWA Offenses Reporting Table 2021-2023 (Leiden Campus):

Offense	On-Campus Property			On-campus Student Housing Facilities			Non-Campus Property			Public Property		
	2021	2022	2023	2021	2022	2023	2020	2022	2023	2021	2022	2023
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0	0	0

Arrests and Disciplinary Referrals Reporting Table 2021-2023 (Leiden Campus):

Offense	On-Campus Property			On-Campus Student Housing			Non-Campus Property			Public Property		
	2021	2022	2023	2021	2022	2023	2021	2022	2023	2021	2022	2023
Arrests: Weapons: Carrying, Possessing, Etc.	0	0	0	0	0	0	0	0	0	0	0	0
Disciplinary Referrals: Weapons: Carrying, Possessing, Etc.	0	0	0	0	0	0	0	0	0	0	0	0
Arrests: Drug Abuse Violations	0	0	0	0	0	0	0	0	0	0	0	0
Disciplinary Referrals: Drug Abuse Violations	0	0	0	0	0	0	0	0	0	0	0	0
Arrests: Liquor Law Violations	0	0	0	0	0	0	0	0	0	0	0	0
Disciplinary Referrals: Liquor Law Violations	0	0	0	0	0	0	0	0	0	0	0	0

Hate Crimes

In addition to the statistics presented in the Reporting Tables on the preceding pages, institutions are required to report the statistics for hate crimes. There were no reported Hate Crimes during 2021, 2022, or 2023.

Unfounded Crimes

Institutions are also required to disclose whether any crime reports were “unfounded” and subsequently withheld from crime statistics during each of the three most recent calendar years. A crime is considered unfounded for Clery Act purposes only if sworn or commissioned law

enforcement personnel make a formal determination that the report is false or baseless. There were no unfounded crimes in 2021, 2022, or 2023.

Webster University's Daily Crime Log

Up to date information regarding crimes reported on Clery Act Geography is also publicly available year- round in a Daily Crime Log maintained by Student Services. The Crime Log records, by the date the incident was reported to Student Services certain information on all alleged criminal incidents (not just Clery Act Crimes) which occurred on Clery Act Geography. The Crime Log does not include information unrelated to alleged crimes (e.g., responding to alarms on campus or rendering medical assistance). The most recent 60 days of the Daily Crime Log are available for public inspection in Student Services, 9-5 daily except during certain holidays and when the campus is closed. Requests to view entries from more than 60 days ago, will be provided within two business days of the request.

CAMPUS SAFETY POLICIES AND PROCEDURES

This section of the Annual Security and Fire Safety Report includes information about Webster University's Department of Public Safety located on the Webster Groves campus, how to report crimes or suspicious activity on this campus, and how the University communicates important safety information to the campus community.

About Webster University's Department of Public Safety

The Webster University Department of Public Safety (DPS) is led by Director Rick Gerger who has over 20 years of law enforcement experience and holds a Bachelor of Science in Administration of Justice and a Master of Arts in Business and Organizational Security Management. Director Gerger has led this department since 2015. DPS is a member of the University's Finance and Administration division, and reports to the Vice President and CFO. DPS personnel work collaboratively with local law enforcement and administrators and staff at the University's branch campuses to provide protective and safety services to the campus community. Part time contract security officers also provide additional safety services at certain times on this campus.

Jurisdiction and Enforcement Authority of University Staff Involved in Campus Security

Local law enforcement has jurisdiction over all Webster University owned or controlled property associated with this branch campus; however, Student Affairs staff, and Housing and Residential Life staff, and part time contract security officers work together with local law enforcement to enforce University policy, as well as local and federal laws. Only local law enforcement has the power to make arrests on the Webster University property associated with this campus; however, University administrators or staff may assist local law enforcement with making arrests on University property, or with any search or seizure in connection with an arrest related to a crime committed on University property.

There is no written "memorandum of understanding" (MOU) agreements between the University and any local law enforcement agencies regarding the investigation of alleged criminal offenses. However, local staff and DPS work cooperatively with local law enforcement to enhance public safety services and campus security. The University has a number of recognized student organizations, however, none of these organizations own or control any on campus or non-campus buildings or structures.

Campus administrators and staff in partnership with local law enforcement have primary responsibility for the day-to-day campus security for all of the facilities on campus.

The Campus Director, Facilities Management staff, and part time private security officers work closely with other administrative departments throughout this campus on a dual approach to campus security – which entails both minimizing criminal opportunities whenever possible, and encouraging members of the campus community to take an active role in their own personal safety and the safety of others.

Reporting Criminal or Suspicious Activity and Emergencies

The University strongly encourages all members of the campus community (as well as visitors) to report any criminal or suspicious activity and emergencies promptly and accurately as outlined below as soon as possible, even if the victim of a crime elects to, or is unable to, make such a report. It is essential that all crimes are reported to using these methods so that the Campus Director can determine whether a Timely Warning[3]needs to be issued to the campus community and consider whether the incident should be included in the annual crime statistics and/or the Daily Crime Log.

The University also strongly encourages individuals to report any crimes which occur off campus to the appropriate law enforcement agency. While these crimes are not included in the ASR,[4] the Campus Director or other campus administrators are always available to assist callers with determining which local law enforcement agency to contact for assistance.

Contacting the University about Criminal Actions, Suspicious Activities or Emergencies on Campus

Campus community members should report criminal action, suspicious activity or other emergencies occurring on campus to the campus' Emergency Response Team (ERT) by calling +31 71 516 8000 ext. 4501(or 4501 from any IP phone on campus). ERT members are available on Fridays between 9am-6pm.

If a reporting party cannot reach the ERT, or the crime, suspicious activity or emergency is taking place outside the hours of 9:00am-10:00pm Monday through Friday, reporting parties at the LLC student housing facility can either contact an RA, or contact local law enforcement/first responders directly by calling 112 and then leave a voicemail for the Campus Director at: +31 71 516 8000 ext. 4502. Local law enforcement or first responders will also contact the Campus Director and/or Facilities Manager anytime they respond to an incident on this campus.

Confidential Reports

The University understands that there are times when a victim of a crime does not want to pursue action within the university system or the criminal justice system; however, reporting parties may still want to consider making a confidential report. With a reporting party's permission, the Campus Director or his/her designee can file a report without revealing the reporting party's identity. The purpose of a confidential report is to comply with a reporting party's desire to keep the matter confidential, while allowing the University to take the necessary steps to ensure the future safety of the reporting party and campus community. Confidential reports allow the University to determine where there is a pattern of crime with regard to a particular location, method, or assailant, and assess whether a Timely Warning (described in more detail in the Timely Warning section of this document) is needed. These reports are also included in the University's annual crimes statistics.

Important note: confidential reporting to the Campus Director is not available for reports of sexual assault, dating violence, domestic violence or stalking. See the section of the Report

[3] Timely Warnings are Clery mandated safety alerts that are issued to the campus community under certain circumstances. The University's policies and procedures regarding Timely Warnings are explained in a later section of this Report.

[4] Timely Warnings are Clery mandated safety alerts that are issued to the campus community

titled "Reporting Sexual Assault, Dating Violence, Domestic Violence or Stalking" for additional detail on how to report these types of offenses confidentially.

The University communicates annually with the individuals on campus acting in the role of a licensed pastoral or professional counselors regarding the procedures for Confidential Reporting described above and asks these counselors to inform their clients about confidential reporting as they deem appropriate. However, statistics included in the Annual Security Report never include any identifying information for any of the involved parties, regardless of whether or not the crime was reported confidentially.

University Response to Reports of Crime or Suspicious Activity

Regardless of how an incident is reported to the Campus Director, the Director will relay that information to DPS at the main campus, and work with DPS (if appropriate) to document the incident[5]If the reporting party requests the involvement of the local law enforcement, the Campus Director can assist reporting parties with this request. Reporting parties should be aware that reports (and any associated investigation) involving students may be referred to the Dean of Students Office, Housing and Residential Life for review and possible disciplinary referral depending on the nature of the report.

Likewise, reports involving employees/faculty members may be forwarded to Human Resources for review and possible disciplinary referral.

Higher Education Opportunity Act Victim Notification

It is University policy to, upon written request, disclose to the alleged victim of a crime of violence or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by the institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.

Webster Alerts Mass Notification System

Webster University's Webster Alerts system is powered by Rave Alert™, a global leader in higher education emergency notification. Webster Alerts are used to notify the campus community about certain crimes and emergencies as described more fully below in the following sections of the Annual Security Report related to Timely Warnings and Emergency Notifications. The University may also use Webster Alerts to communicate unexpected school closures due to inclement weather or power outages from time to time; however, it is never used to send information regarding advertising or campus activities.

Rave Guardian is another safety and security measure to keep students and staff safe. Rave Guardian Safety App keeps students connected directly with Public Safety, receiving campus notification, and giving access to resources for safety on campus.

Students, faculty and staff are automatically enrolled in the Webster Alerts system; however, their account initially only lists their webster.edu email address, and they are only signed up to receive alerts for the campus(es) they attend classes at or are employed at. Students, faculty and staff cannot opt out of receiving communications at their webster.edu email address related to certain

[5] The type of response will take into consideration the nature of the report and location of the reporting party.

crimes or emergencies which may affect their campus(es).

The University strongly encourages students, faculty and staff to also add additional contact information such as personal email addresses and mobile numbers to their Webster Alerts account. Individuals are provided an opportunity to add up to three personal email addresses and three mobile numbers to their account. This also allows account holders to add other individuals such as parents or guardians to their account if they wish. Other individuals who are interested in signing up for a Webster Alerts account can request an account by contacting the Sr. Director of Public Safety, Emergency Management & Facilities, Rick Gerger at 314-246-8708 or rickgerger06@webster.edu. Instructions for accessing Webster Alerts accounts is provided in new student, faculty and staff orientation materials. Account holders can edit their current contact information and campus preferences at any time simply by logging onto Connections and clicking on the Webster Alerts banner.

Timely Warning Policies and Procedures

What Are Timely Warnings?

It is the University's policy to issue Timely Warnings to the campus community any time a campus security authority (or local law enforcement agency) receives a report of a Clery Act crime that has occurred on Clery Act geography that, in the judgment of the Campus Director (or his/her designee)[6], constitutes a serious or continuing threat to students, faculty or employees. The University's Timely Warnings are known as "Campus Safety Alerts," and these Alerts will be distributed as soon as pertinent information is available, in a manner that withholds the names of victims as confidential, and with the goal in aiding in the prevention of similar crimes.

When Are Timely Warnings Issued?

The Campus Director evaluates each crime reported on a case by case basis to determine whether, based on the facts known at that time, there is an ongoing threat to the campus community. Factors taken into consideration include but are not limited to the nature of the crime and the continuing danger to the campus community. Campus Safety Alerts are typically issued for the following Uniform Crime Reporting Program (UCR)/National Incident Based Reporting System (NIBRS) crime classifications:

- Murder/Non-Negligent Manslaughter.
- Aggravated Assault (cases involving assaults among known parties, such as two roommates fighting which results in an aggravated injury, will be evaluated on a case-by-case basis to determine if the individual is believed to be an ongoing threat to the larger campus community);
- Robbery involving force or violence (cases including pick pocketing and purse snatching will typically not result in the issuance of a Timely Warning Notice, but will be assessed on a case-by- case basis);
- A string of burglaries or Motor Vehicle Thefts that occur in a reasonably close proximity to one another.
- Sexual Assault (considered on a case-by-case basis depending on the facts of the case, when and where the incident occurred, when it was reported, and the amount information known by the Campus Director) – in cases involving sexual assault, they are often reported long after the incident occurred, thus there is no ability to distribute a "timely" warning

[6] Note that any of the Campus Director's responsibilities outlined anywhere in the "Timely Warning Policies and Procedures" section of this Report may also be fulfilled by a designee of the Director's choosing.

notice to the community; however, all cases of sexual assault, including stranger and non-stranger/acquaintance cases, will be assessed for potential issuance of a Timely Warning Notice;
- Major incidents of Arson.
- Other Clery Act Crimes as determined necessary by the Campus Director.

The institution is not required to issue a Timely Warning with respect to crimes reported to a pastoral or professional counselor.

What Is Included in a Timely Warning?

Once the Campus Director determines that a Campus Safety Alert should be issued to the campus community, he or she will draft the content of the Alert. The Campus Director has primary responsibility for developing the content of the Campus Safety Alert; however, the Director of Public Safety (or designee) or Chief Communications Officer (or designee) at the Webster Groves campus are also authorized to draft Alerts if necessary.

The content of Campus Safety Alerts varies depending on what information is known at the time and the type of offense involved; however, the following information (if known) is typically including unless it could potentially compromise law enforcement efforts or victim confidentiality:

- Date/time/location of the crime;
- Brief description of the crime;
- Suspect description(s);
- DPS and/or local law enforcement contact information;
- Relevant crime prevention or safety tips.
- How Are Timely Warnings Issued?

Campus Safety Alerts are always communicated via blast emails to all email addresses associated with this campus which are registered with Webster Alerts. This will always include every student, faculty, and staff's webster.edu email address, as well as any additional email addresses which these individuals have added to their Webster Alerts accounts. The University may also choose, on a case by case basis, to supplement the primary methods of issuing Campus Safety Alerts with one or more of the following additional methods of communications: text messages to mobile numbers registered with the Webster Alerts system associated with this campus, posting information to the University's official social media pages, posting information to the University's official website, or posting paper flyers in strategic locations on campus.

The Campus Director has primary responsibility for issuing the Campus Safety Alerts to the campus community using the methods described above; however, the Director of Public Safety (or designee) or Chief Communications Officer (or designee) at the Webster Groves campus are also authorized to issue Alerts via any of these methods if necessary.

Updates to Timely Warnings

In the event that the Campus Director determines that an update to the original Campus Safety Alert should be issued, the update will be prepared and issued using the same procedures and methods as the initial Campus Safety Alert.

Campus Safety Advisories

While the Clery Act does not require universities to issue Timely Warnings for non-Clery Act Crimes or crimes which do not occur on Clery Act Geography; the Campus Director may choose from time to time to issue notices to the campus community of other types of crimes or crimes which occur nearby the University but outside its Clery Act Geography. These notices are known as "Campus Safety Advisories" and they may be issued in a variety of ways to all or a portion of the members of the campus community. The Director of Public Safety (or designee) may from time to time assist the Campus Director in communicating these voluntary Advisories to the appropriate members of the campus community at times.

Security Awareness & Crime Prevention Programs

Education is another key component of maintaining a secure campus. Campus administrators and staff have an opportunity to work collaboratively with DPS personnel and at the Webster Groves, Missouri main campus to develop security awareness and crime prevention programming for students, employees or faculty.

Crime Prevention Programs

Crime prevention programming was incorporated into larger events throughout the year including new student orientations which take place every semester, meetings with new RA's, Webster LEADS and student leaders' program, faculty and staff meetings. Campus community members were also presented with crime prevention and safety awareness information on an ongoing informal basis in various emails and newsletters. Housing & Residential Life professional and student staff also presented resident students with safety and crime prevention programming informally.

The following topics were addressed in one or more of the crime prevention programs or communications:

- How to properly secure a personal residence.
- How to protect personal property from theft.
- The importance of securing vehicles and bikes parked on campus or in surrounding areas.
- Where to find/how to use Fire Call boxes and fire extinguishers.
- Where to find escape routes and procedure in case of fire.
- Functioning of safety items: smoke detectors and fire alarm, escape routes, and emergency exits.

Regardless of the specific focus of the programs, the presentations emphasized the need for participants to be responsible for their own security and safety, as campus safety requires collaboration between the University, students, faculty and staff.

Additional crime prevention, security awareness programs and resources (including Active Shooter training) are also available to interested individuals and groups of students, parents, staff and faculty by request. **See Appendix A for a list of Crime Prevention Tips**.

EMERGENCY RESPONSE AND EVACUATION POLICIES AND PROCEDURES

The University understands that taking proactive steps regarding emergency planning is an important step in maintaining a safe campus. This section of the Annual Security and Fire Safety Report addresses the University's emergency response and evacuation policies and procedures and explains how the University communicates information about emergencies or dangerous situations on campus to the campus community.

Immediate Emergency Response Procedures

Broadly speaking, the University's Emergency Operations Plan (EOP) establishes policies, procedures and organizational structures and roles essential for Webster University to respond to, and recover from, crisis and emergency situations that threaten lives, property, public health and the safety of faculty, staff, students and visitors in any location controlled, leased, or owned by Webster University. DPS leads the University's efforts to develop and implement the Plan; however, department heads, building managers on campus, and the Directors at Webster University's branch campuses are also responsible for developing emergency response plans, contingency plans and continuity of operations plans for their staff and areas of responsibility as appendices to and under the umbrella of the Plan. The Plan calls for the University to respond to crisis situations using the standards of the nationally recognized Incident Command System. DPS officers and other University personnel at the main campus in Webster Groves, Missouri receive training in the Incident Command System and Responding to Crisis Incidents on campus and undergo refresher training annually.
The University's EOP focuses on the following objectives:

- Establishing the basic organizational and operational roles and procedures to be used in the event of any emergency or crisis situation occurring within or on a campus or site controlled, leased, or owned by Webster University.

- Articulating clear command and control mechanisms that, when deployed, positions the University to secure and/or commit all appropriate resources toward minimizing the threat of the crisis and protecting lives, property, services and normal operations of the University.

- Creating a learning-centered environment that emphasizes community responsibility through an understanding of key concepts prevention, intervention, and response. By focusing on prevention, we reduce the necessity of intervention and response.

- The Plan also identifies broad response measures for various types of crisis/incidents, including but not limited to: bomb threats, civil protests, explosions, fires, hazardous materials incidents, infrastructure failure, severe weather, severe weather, natural disasters, violent/criminal incidents, and terrorism.

In the event of an emergency on campus, University staff will work collaboratively with local first responders to respond to, and summon the necessary resources, to mitigate, investigate, and document the emergency or dangerous situation. Even under circumstances where the University is not taking the lead in responding to the emergency, it is essential that University staff remain an active part of emergency response so that the Campus Director can ensure the appropriate emergency notifications go out to the appropriate segment(s) of the campus community.

Evacuation Procedures

The University's EOP includes general evacuation guidelines; however, any time the University determines that an evacuation is necessary, the specific evacuation procedure would be affected by a myriad of factors, including the type of threat, the occupancy of the other buildings and areas of the campus at the time of the incident, etc. Students, faculty, staff and visitors to campus community are expected to follow the instructions of any first responders from University officials or local law enforcement agencies on the scene. These first responders may instruct you to evacuate the building you are inside of, or shelter in place. You may be instructed to shelter in place if circumstances dictate that evacuation outside the building/area is not advisable. These situations include, but are not limited to, tornados, severe weather and chemical attack.

At the sound of a fire alarm or if you are instructed to evacuate, leave your work area immediately and proceed to the nearest exit, and leave the building. If you are the first to recognize a fire situation, activate the alarm, evacuate to a safe location using the nearest exit, and notify your Campus Director or local first responders.

1. Remain calm.
2. Do NOT use elevators, use the stairs.
3. Assist individuals with physical mobility issues evacuate if you can do so safely. If you are aware of an individual with mobility issues who is unable to exit without using an elevator, assist that individual with securing a safe location near a stairwell, and immediately inform first responders of the individual's location.
4. Proceed to a clear area at least 150 feet from the building. Keep all walkways clear for emergency vehicles.
5. Make sure all personnel are out of the building.
6. Do not re-enter the building.

Shelter-in-Place Procedures –

What It Means to "Shelter-in-Place"

If an incident occurs and the buildings or areas around you become unstable, or if the air outdoors becomes dangerous due to toxic or irritating substances, it is usually safer to stay indoors, because leaving the area may expose you to that danger. To "shelter-in-place" simply means that you should make a shelter of the building that you are in, and with a few adjustments this location can be made even safer and more comfortable until it is safe to go outside.

If the building you are in is not damaged, stay inside in an interior room until you are told it is safe to come out. If your building is damaged, take your personal belonging (purse, wallet, access card, etc.) and follow the evacuation procedures for your building (close your door, proceed to the nearest exit, and use the stairs instead of the elevators). Once you have evacuated, seek shelter at the nearest University building quickly. If local police or fire department personnel are on the scene, follow their directions.

How You Will Know to "Shelter-in-Place"

A shelter-in-place notification may come from several sources, your Campus Director, Housing & Residential Life Staff members, other University employees, or other local first responders.

How to "Shelter–in-Place"

No matter where you are, the basic steps of shelter-in-place will generally remain the same. Should the need ever arise; follow these steps, unless instructed otherwise by University officials or local emergency personnel:

1. If you are inside, stay where you are. Collect any emergency shelter-in-place supplies and a telephone to be used in case of emergency. If you are outdoors, proceed into the closest building quickly or follow instructions from emergency personnel on the scene.
    a. Locate a room to shelter inside. It should be:
    b. An interior room;
    c. Above ground level; and
2. Without windows or with the least number of windows. If there is a large group of people inside a particular building, several rooms maybe necessary.
3. Shut and lock all windows (tighter seal) and close exterior doors.
4. Turn off air conditioners, heaters, and fans.
5. Close vents to ventilation systems as you are able. (University staff will turn off the ventilation as quickly as possible.)
6. Make a list of the people with you and ask someone (Housing staff, faculty, or other staff) to call the list in to local emergency first responders so they know where you are sheltering. If only students are present, one of the students should call in the list.
7. Turn on a radio or TV and listen for further instructions.
8. Make yourself comfortable.

Emergency Notifications Policies & Procedures

What Are Emergency Notifications?

It is the University's policy to immediately notify the campus community (in the form of an Emergency Notification) any time the Campus Director (or his/her designee)[7] confirms that there is a significant emergency or dangerous situation which poses an immediate threat to the health or safety of students, faculty or staff occurring on the campus. The Campus Director is also responsible for determining the appropriate segments or segments of the campus community to receive a notification based on the type of incident involved and its location.

[7] Note that any of the Campus Director's responsibilities outlined anywhere in the "Emergency Notification Policies and Procedures" section of this Report may also be fulfilled by a designee of the Director's choosing.

When Are Emergency Notifications Issued?

Any time the Campus Director is notified about a potential emergency or dangerous situation on the University's Clery Act Geography, the Campus Director will then reach out to the appropriate University administrators, DPS personnel on the main campus, and local first responders to quickly gather enough basic information to evaluate whether the situation poses an immediate threat to the health or safety of students, faculty or staff at that time. If the Campus Director confirms that there is not a significant emergency or dangerous situation which poses an immediate threat to the health or safety of students, faculty or staff at this time, the Director will continue to monitor the situation closely.

Examples of situations which would require an Emergency Notification include but are not limited to: an active shooter on campus, serious inclement weather such as a tornado, or a serious spill of hazardous materials. Whenever there is confirmation of a significant emergency or dangerous situation as described above, Webster University will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

What Is Included in an Emergency Notification?

Once the Campus Director determines that an Emergency Notification should be issued, the Director will draft the content of the Emergency Notification. The Campus Director has primary responsibility for developing the content of the Emergency Notifications, however, the Director of Public Safety (or designee) and Chief Communications Officer (or designee) at the Webster Groves campus are also authorized to draft Notifications if necessary.

The content of Emergency Notifications varies depending on what information is known at the time and the type of emergency involved, however, the following information (if known) is typically included:

- The nature of the emergency;
- The action to be taken (e.g., Evacuate; Seek Storm Shelter; Shelter in Place);
- Additionally, "GO TO" and "AVOID" may be used in the event normal response procedures would place personnel at risk; and
- Where to obtain further information and/or updates on the emergency

How Are Emergency Notifications Issued?

Emergency Notifications are always communicated via the following methods: blast emails to all addresses[8] associated with this campus which are registered with Webster Alerts; text message alerts to any mobile devices associated with this campus which are registered with Webster Alerts; broadcast announcements through all IP phones located on campus; and alerts posted on the University's official website[9] and social media pages.

The University may also choose, on a case by case basis, to supplement the primary methods of

[8]This will always include every student, faculty, and staff's webster.edu email address, as well as any additional email addresses these individuals have added to their Webster Alerts accounts.

[9] Anytime there is an emergency notification posted to the University's website it will appear in a banner at the top of the page.

issuing Emergency Notifications with one or more of the following additional methods of communications: alerts posted to digital signage across campus; and desktop alerts to any computers on campus which are connected to the University's network.

The Campus Director has primary responsibility for disseminating the Emergency Notifications in the primary and secondary methods described above; however, the Director of Public Safety (or designee) and Chief Communications Officer (or designee) at the Webster Groves campus are also authorized to disseminate Notifications via any of these methods if necessary.

Communicating Emergency Notifications to the Larger Community

The University always provides information regarding any emergency notifications to the larger community by posting information on the University website's main page (https://www.webster.nl/index.php). The University may also decide on a case by case basis to utilize its official social media accounts or provide information directly to local or national media.

Follow Up Information Regarding Campus Emergencies

The Campus Director will stay in close contact with appropriate University administrators, DPS personnel on the Webster Groves campus and local first responders as the situation unfolds, so that the Director can determine when it is appropriate to provide follow up information to the community. Any follow up information will be provided using the same procedures and methods as the initial Emergency Notification, except fire alarms.

Publication & Tests of Emergency Response and Evacuation Procedures

The University publicizes its emergency response and evacuation procedures annually by blast email to all "webster.edu" email addresses, in conjunction with at least one test per calendar year. This same information is also publicly available year-round on the DPS website at: https://www.webster.edu/public-safety/crisis.php. Additional crisis response materials can also be found on students, faculty, and staff's Connections home page on the right-hand side of the home screen of the Connections home page after you have logged into your account.

The University conducts a variety of tests of its emergency plans and evacuation policies and procedures. Tests include regularly scheduled drills, exercises, and appropriate follow-through activities, designed for assessment and evaluation of emergency plans and capabilities. These tests, which may be announced or unannounced, are designed to assess and evaluate the emergency plans and capabilities of the institution. Drills are relatively small-scale activities that are designed to focus on specific areas or specific sections of this plan which are normally developed and evaluated by internal personnel to help acquire knowledge/skills. Exercises are generally larger in scale and are formal events and are designed to be as close to "real-life"' as possible. They are typically not stopped or interrupted to make corrections except for safety concerns or real incidents that could impact the participants. The exercises have a debriefing and a critique at the conclusion. The purpose of exercises is to test the knowledge/skills of the participants.

For example, the Department of Public Safety on the Webster Groves campus works collaboratively with other departments to annually test the University's Webster Alerts systems which is used by each of the University's campuses. The University also conducts annual tabletop exercises at the Webster Groves campus involving a different hypothetical emergency or crisis to test its emergency response and evacuation procedures.

After the conclusion of each drill or exercise conducted at this campus, the Director of Public Safety (or his designee) or Campus Director (or his designee) documents: a description of the drill/exercise, the date/time of the drill/exercise, and whether it was announced or unannounced.

CAMPUS SECURITY & ACCESS CONTROL

The University understands that preventative security measures, including effective access control is a key component of maintaining a secure campus; however, these measures and access controls must be assessed for each facility on a case by case basis. The following sections of the Annual Security and Fire Safety Report addresses the general security measures, including access to both non-residential and residential facilities on campus, but is not building specific.

Security Measures

Campus administrators and staff in collaboration with local law enforcement and part time security officers are responsible for day to day campus security for all of the facilities on campus, including student housing. Facilities Management staff open the campus each day and secure it each night. Officers also provide additional security at special events on campus and manage key and card swipe access to University buildings.

Campus administrators and staff in collaboration with local law enforcement work on a dual approach to campus security – which entails both minimizing criminal opportunities whenever possible and encouraging members of the campus community to take an active role in their own personal safety and the safety of others. The following techniques are used to maximize campus safety and minimize criminal opportunities on the Leiden campus:

- **Preventative patrols by facilities** staff during evening shifts on varying days/times.
- **Alarm callouts** - An external security company has been contracted to respond to all campus burglar and fire alarm incidents. The security company holds keys to all campus buildings.
- **IP telephones are located in all offices and classrooms.** These phones can serve as a bullhorn to issue live announcements by University officials to the campus community in case of emergency.
- **Burglar alarm systems** have been installed in the main campus buildings.
- **Closed circuit security cameras** have been installed in key areas in all campus buildings.
- **A restricted card access entry system** at the entrance to the student housing building (LLC).
- **Webster University maintains campus facilities and landscaping in a manner that minimizes hazardous and unsafe conditions.** Parking lots and pathways are illuminated with lighting. Members of the University community are also encouraged to report malfunctioning safety equipment or unsafe physical conditions to Facilities Management. Facilities personnel also performs weekly walk throughs specifically to identify any facilities or landscaping issues that need correction.

Access Control

Webster University's Leiden campus is ideally located between the cosmopolitan cities of The Hague and Amsterdam. The campus includes well-equipped classrooms, computer and media labs, and office space in the main building on campus. The nearby Living and Learning Center includes both private studio apartments, teaching facilities, and a student lounge.

The University's non-residential facilities are generally open to the public during normal business hours; however, visitors are required to sign in with at the office of Information and Services. Certain buildings are also regularly open to the public in the evenings and over weekends for certain activities sponsored by the University. Access to certain spaces within buildings such as offices and meeting rooms may be locked when the building itself is open to the public. The Facilities Manager is responsible for coordinating the issuance of the necessary keys to faculty and staff once approval has been granted by the Special Assistant to the Campus Director. After-hours access to specific spaces such as offices, classrooms, studios, etc. must be approved by the appropriate faculty or staff. Once approval is granted for after- hours access, the Facilities Manager will arrange for access for these individuals.

Access to Residential Facilities

Access to the Living & Learning Center (LLC) is restricted by key card system 24 hours a day. Each resident is issued an electronic key which is programmed to open the exterior locked door from the vestibule into the mail hall, common areas such as the bike shed door and the courtyard door. This key will also unlock the door to the student's specific room but does not open any other doors in the LLC.

Only authorized residents, their guests and staff can access the housing facility without specific approval.

HRL Guest/Visitor Procedures

Individuals who wish to visit a resident in the LLC must use the intercom in main vestibule to contact the specific resident they wish to visit. That resident must walk to the vestibule and open the door for their visitor.

ALCOHOL AND DRUG POLICY & EDUCATION PROGRAMS

The University recognizes that an effective Alcohol and Drug policy and education programs are another important aspect of campus safety for students, staff and faculty. In compliance with the Drug Free Schools and Communities Act, Webster University publishes information regarding the University 's prevention programs related to drug and alcohol abuse prevention which include standards of conduct that prohibit the unlawful possession, use, and distribution of alcohol and illegal drugs on campus and at institution-associated activities; sanctions for violations of federal, state, and local laws and University policy; a description of health risks associated with alcohol and other drug use and abuse; and a description of available counseling, treatment, rehabilitation and/or re-entry programs for WU students and employees. The University's full Drug and Alcohol Policy is available at: https://www.webster.edu/student-handbook/index.php. Select portions of the University's Drug and Alcohol Policy and the associated education programs are explained in this section of the Annual Security and Fire Safety Report.

University Alcohol Policy

The University expects its students to observe all federal, state and local laws, including those related to the possession, use, sale and consumption of alcoholic beverages. Campus administration works collaboratively with the Dean of Students Office and other personnel at the main campus is Webster Groves, Missouri to enforce these laws, and maintain standards governing the allowable use of alcohol on campus and at campus events, and in on campus student housing facilities.

When on campus, students who are 18 years of age or older may consume alcoholic beverages only in accordance with the Housing and Residential Life policy described below, or at University sanctioned events. While off-campus, students are expected to uphold the policies of the Student Code of Conduct. Behavior occurring off-campus that is that is detrimental to the University or members of the campus community is governed by this Code. Webster reserves the right to take actions that address the violations through educational intervention or sanctions.

The Housing and Residential Life Department's alcohol policy states that individuals who are of legal age to possess and consume alcohol may have alcohol in their assigned residential space for personal consumption. Alcohol may only be consumed by individuals of legal age, 18 years of age or older. Individuals who are not 18 years of age or older may not possess or consume alcohol. With the exception of a roommate, alcohol may not be in the presence of individuals under 18 years of age. Individuals on campus are not permitted to provide alcohol to individuals under 18 years of age. Disruptive behavior related to the consumption of alcohol is not permitted even if the alcohol is consumed off campus. Given the health concerns related to the over-consumption and rapid consumption of alcohol individuals may not possess excessive amounts of alcohol on campus and/or possess or use devices intended for the rapid consumption of alcohol in on campus student housing facilities. This includes, but is not limited to, kegs, beer bongs, and beer pong. Collections of alcohol containers are not permitted on campus. Additionally, alcohol may not be consumed in a public space including, but not limited to, hallways, lounges, parking lots, or any patios/balconies.

Students, faculty or staff in violation of the University's Alcohol Policy are referred to the Dean of Students Office (students) or Human Resources (faculty/staff) and may be referred to local law enforcement if they are in violation of applicable alcohol laws.

University Drug Policy

The possession, use and sale of illegal drugs is prohibited on the University campus and under U.S. law. Certain possession, use, and sale of illegal drugs is also illegal under Dutch law. Campus administration works collaboratively with the Dean of Students Office and other personnel at the main campus is Webster Groves, Missouri to enforce these laws. Students, faculty or staff in violation of the University's Drug Policy will be referred to the Dean of Students Office (students) or Human Resources (faculty/staff) and may be referred to local law enforcement if they are in violation of applicable drug laws.

Drug and Alcohol-Abuse Education Programs

Oversight for the University's Alcohol and other Drug Education and Prevention (AOD) program is formally housed within Student Affairs. Dr. Patrick Stack, Director of Counseling/Life Development is a Certified Reciprocal Advanced Alcohol Drug Counselors (CRAADC) and provides leadership and education in this area. A CRAADC credential requires a minimum of a Master's degree in mental health counseling, didactics in substance abuse education and prevention, 100 hours of supervision, and candidates must successfully pass a national exam.

Drug and Alcohol programs are coordinated through the collective efforts of Student Affairs which supports and promotes healthy decision making that leads to a healthy learning environment.

Specifically, the University's efforts include developing programs associated with student involvement, relationships, personal development, social responsibility and the use of alcohol, tobacco, and other drugs. Some of the program elements related to drug or alcohol-abuse education programs include:

- Residential Life staff is trained on alcohol/drug issues and engages in educations with residents, and staff highlights drug and alcohol policy in their orientation session.
- Counseling/Life Development is available to assist students with alcohol/drug issues. Professional counselors are available to provide treatment for substance abuse. Counseling staff plans to begin offering workshops to any interested campus community member regarding awareness of resources on campus and how to respond to alcohol/drug emergencies.
- The Dean of Students Office at the main campus in Webster Groves, Missouri partners with other departments to assist with programming efforts as needed.
- The effects of alcohol and drug usage are addressed within the University's sexual misconduct prevention programming; and issues related to alcohol and drug usage are included in the training provided to individuals serving on the University Conduct Board.
- The Office of Human Resources is required to communicate with all employees regarding drug/alcohol abuse in the workplace.

MISSING STUDENT PROCEDURES

The University understands the importance of moving quickly when an institution receives a report of a missing student and includes procedures regarding these types of incidents in its Emergency Operations Plan. These procedures are explained in this section of the Annual Security and Fire Safety Report.

How to Report a Missing Student

If a member of the University community has reason to believe that a student is missing, regardless of whether the student resides in an on campus student housing facility, he or she should immediately notify the campus' Emergency Response Team (ERT) by calling +31 71 516 8000 ext. 4501 (or 4501 from any IP phone on campus) who will then contact the Campus Director. If a reporting party cannot reach the ERT, or the crime, suspicious activity or emergency is taking place outside the hours of 9:00am- 10:00pm Monday through Friday, reporting parties at the LLC student housing facility should contact an RA who will contact the Student Housing Manager or Campus Director. The Campus Director (or designee) will generate a missing person report and initiate an investigation. Any missing student reports received by other departments or officials at the University must be immediately referred to the Campus Director. The Campus Director will work closely with the Dean of Students Office at the Webster Groves campus (and Housing and Residential Life staff at the Leiden campus if the student resides in an on-campus student facility); however, the Campus Director will lead the investigation.

Confidential Contact Person for Residents

Any time a resident check into on-campus student housing at the Leiden campus, or anytime the resident changes rooms, Housing and Residential Life informs the resident about the option to identify one or more confidential contact persons to be notified by the University in the event the student is determined to be missing for more than 24 hours. Residents may also contact professional Housing and Residential Life staff to make changes or complete a new form any time throughout the year. This contact information is registered confidentially and is accessible only by authorized campus officials and law enforcement. It will not be disclosed outside of a missing person investigation.

Missing Student Notification Procedures for Residents

Any time that, after investigation, the Campus Director (or designee) determines that a student who resides in an on-campus student housing facility is missing, and has been missing for more than 24 hours the Campus Director (or designee) will notify local law enforcement within 24 hours of the determination that the student is missing, unless local law enforcement was the entity that made the determination that the student is missing. The Campus Director will notify any confidential contact(s). In the event that the missing student residing in an on-campus housing facility is under the age of 18 and not emancipated, in addition to notifying the student's confidential contact person (if one has been provided), and local law enforcement, the Campus Director will notify the student's custodial parent or guardian.

Should the Campus Director (or designee) investigate and determine that a residential student is missing, contact will then be made to the missing person contact, if contact information has been

provided, within twenty-four (24) hours of the determination that the student is missing by the Campus Director. If the student is under the age of 18 and is not an emancipated individual, the Campus Director will notify the student's parent or guardian and any other designated contact person within 24 hours. Regardless of whether the student has identified a contact person, is above the age of 18, or is an emancipated minor, the Campus Director will inform local law enforcement that the student is missing within 24 hours.

POLICIES AND PROCEDURES RELATED TO SEXUAL ASSAULT, DATING VIOLENCE, DOMESTIC VIOLENCE, AND STALKING

This section of the Annual Security and Fire Safety Report discusses the serious topic of sexual assault, dating violence, domestic violence, and stalking. The following pages include important information on topics such as prohibited conduct, and options for reporting sexual assault, dating violence, domestic violence, and stalking. This section also includes information on associated disciplinary proceedings, as well as information about the University's education and awareness campaigns, and local resources (both on campus and in the community) available to assist reporting parties with a wide range of issues.

Policy on Sexual Assault, Harassment, and Other Sexual Offenses

Webster University is committed to maintaining a safe learning and working environment that is free of discrimination, harassment, sexual violence, and other forms of sexual misconduct that undermine its educational mission. Our training programs and educational tools related to sexual assault, harassment and other sexual offenses inform Webster students and employees of these prohibited activities and the corresponding obligations and procedures for reporting and responding to related complaints.

While the University makes every effort to educate the community to prevent sexual assault, harassment, and other sexual offenses from occurring, we are also committed to providing support to those affected when this behavior does occur. The University's Extended Campus Code of Conduct full policy is located at: , https://www.webster.edu/student-handbook/index.phpThe entire Webster University Grievance Policy & Procedures is available at: https://www.webster.edu/human- resources/hr-policies.php. The University's Policy prohibits (among other conduct) the crimes of domestic violence, dating violence, sexual assault, and stalking.

The definitions of the offenses of sexual assault, dating violence, domestic violence, and stalking used in reporting Clery Act crimes in the annual statistics appear below[10].These definitions of dating violence, domestic violence, and stalking come from the Violence Against Women Act (VAWA), and the definition of sexual assault comes from the FBI's UCR program and which can be found in Appendix A of 34 CFR Part 668.

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. The existence of such a relationship shall be determined based the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition:

- Dating Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
- Dating violence does not include acts covered under the definition of domestic violence

[10]Appendix C provides local law definitions for these crimes. These definitions are not used to classify crimes in the included annual statistics; however, they are provided for education and awareness purposes.

Domestic violence: A Felony or misdemeanor crime of violence[11] committed –

- By a current or former spouse or intimate partner of the victim;
- By a person with whom the victim shares a child in common;
- By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
- By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or
- By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- Fear for her, his, or others' safety; or
- Suffer substantial emotional distress.

For the purposes of this definition:

- Course of conduct means two or more acts, including but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property.
- Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.
- Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

Sexual Assault: An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting (UCR) program. Per the National Incident-Based Reporting System User Manual from the FBI UCR Program, A sex offense is "any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent."

- **Rape:** The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
- **Fondling:** The touching of the private parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- **Incest:** Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Statutory Rape:** Sexual intercourse with a person who is under the statutory age of consent.

[11] The term "crime of violence" is defined by 18 U.S. Code Section 16 as follows:

a. an offense that has as an element the use, attempted use, or threatened use of physical force against the person or property of another, or
b. any other offense that is a felony and that, by its nature, involves a substantial risk that physical force against the person or property of another may be used in the course of committing the offense.

While all sexual assaults reported to a campus security authority or DPS are included in the annual crime statistics and Daily Crime Log without regard to the issue of consent, the definition of consent (both in regard to University policy and Missouri state law) is an essential component of University policy and the University's primary and ongoing prevention and awareness programs.

University Policy defines Sexual Consent as the "positive, unambiguous, and voluntary agreement to engage in specific sexual activity throughout a sexual encounter."

> Consent cannot be inferred from the absence of a "no;" clear "yes," verbal or otherwise, is necessary. Consent to some sexual acts does not constitute consent to others, nor does past consent to a given act constitute present or future consent. Consent must be ongoing throughout a sexual encounter and can be revoked at any time.
>
> Consent cannot be obtained by threat, coercion, or force. Agreement under such circumstances does not constitute consent.
>
> Consent cannot be obtained from someone who is asleep or otherwise mentally or physically incapacitated, whether due to alcohol, drugs, or some other condition. A person is mentally or physically incapacitated when that person lacks the ability to make or act on considered decisions to engage in sexual activity.
>
> Engaging in sexual activity with a person whom you know -- or reasonably should know -- to be incapacitated constitutes sexual misconduct and is a violation of this policy."

University policy uses the definition of consent provided above; however, the Missouri state law definition is provided in Appendix D for education and awareness purposes. The University's definition of consent is used to identify potential misconduct from a sexual assault perspective in connection with disciplinary procedures.

LEIDEN CAMPUS
Contact Person for Employees Reporting Sexual Offenses
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Contact Person for Students Reporting Sexual Offenses
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Webster also reserves the right to engage additional trained staff members on an ad-hoc basis as necessary.

Reporting Sexual Assault, Dating Violence, Domestic Violence or Stalking

The University offers individuals a number of reporting options which are outlined below; however, the University strongly encourages reporting to the Sexual Offense Advocate. The Sexual Offense Advocate is trained to provide assistance in making decisions about pursuing medical attention, counseling/support services, filing campus disciplinary procedures, preserving evidence, and filing criminal and/or civil charges. In cases where the alleged perpetrator poses a perceived threat to the campus community, the Sexual Offense Advocate may work with the appropriate administrators to issue a temporary ban from or restricted access to campus for that person. Regardless of which reporting option an individual ultimately chooses, he or she, at his or her discretion, may choose anyone he or she would prefer to serve as a support person at all times.

Confidential Reports to the Sexual Offense Advocate

A person who is the reporting party of a sexual offense, or who witnesses a sexual offense, is encouraged to make a report to the Sexual Offense Advocate. **Individuals are encouraged to first report any issues to the Sexual Offense Advocate as such initial reports will be kept completely confidential as the Sexual Offense Advocate is not required to report any information about an incident to Human Resources or the Campus Director without a reporting party's permission.** Reports of sexual assault, dating violence, domestic violence or stalking made to the Sexual Offense Advocate which meet the definition of a Clery Act Crime and which occur within the University's Clery Act Geography are still included in the University's Daily Crime Log and annual crime statistics, but neither the Log nor the statistics ever include any personal-identifying information. Sexual assaults reported to the Sexual Offense Advocate which meet the definition of a Clery Act Crime and which occur within the University's Clery Act Geography may also result in a Timely Warning (Campus Safety Alert); however, Timely Warnings never include information that identifies the reporting party.

The Sexual Offense Advocate can advise reporting parties regarding their options in making a report about any sexual offense pursuant to these policies and procedures to Human Resources or the Campus Director.

The Sexual Offense Advocate for the Leiden campus can be reached during regular office hours at

+31 71 516 8000 ext. 4505 (or simply 4505 from an IP phone on campus). Outside these hours, or if you cannot reach the Leiden Advocate, please contact the Advocate on the main campus in Webster Groves at 00+1+314-252-8304.

The Sexual Offense Advocate is designated by the University as the support and resource person for all students and employees who believe they have experienced sexual assault or a sexual offense. The Sexual Offense Advocate is available to assist campus community members with the following areas of concern:

- The Sexual Offense Advocate has training in crisis intervention and support techniques, and provides emotional, medical, and/or judicial support either directly or through on- or off-campus referral.
- The Sexual Offense Advocate informs the person of all rights under this policy and provides procedural information and support as needed. The Advocate also advises the person regarding options available for filing civil and/or criminal charges related to the offense. Those who believe they have experienced a sexual offense may also report the offense

directly to Campus Public Safety or to the appropriate administrator as indicated above.
- The Sexual Offense Advocate may serve as the reporting party's support person during all proceedings carried out under University auspices.

The Sexual Offense Advocate can assist the reporting party in understanding options related to pressing civil and/or criminal charges as well as in the process of working with local law enforcement authorities. **The only way in which an individual can report a sexual offense with complete confidentiality is to contact the Sexual Offense Advocate or another professional or pastoral counselor at the University.**

Reports to Local Law Enforcement

As noted above, the Sexual Offense Advocate can assist reporting parties with notifying local law enforcement agencies. Alternatively, reporting parties also have the option of reporting incidents directly to local law enforcement authorities themselves. Local police can be reached in cases of emergency by dialing 112.

Sexual assault, dating violence, domestic violence and stalking also constitute potential criminal acts that could be grounds for criminal and/or civil action. Reporting parties have the right to file a criminal complaint against the perpetrator of the sexual offense and a report with Webster University simultaneously.

When making a report, the party talk to the law enforcement officer and provide a written statement about the incident. The law enforcement agency would then handle any investigation or resources directly with the reporting party.

Reports to Human Resources or the Campus Director

The Sexual Offense Advocate will strongly recommend that all individuals confidentially reporting sexual offenses to the Sexual Offense Advocate file a written statement with Human Resources or the Campus Director. Individuals also have the option to make reports directly to Human Resources or the Campus Director. Once reported to Human Resources or the Campus Director, any necessary interim steps will be taken pursuant to university policy. Additionally, such reports will be handled consistent with university policy regarding investigation, adjudication, and resolution.

Important Information Regarding Confidentiality

Webster University will make every effort reasonably possible to preserve the privacy of an individual who makes a report under this policy and to protect the confidentiality of the information reported consistent with applicable legal requirements. The degree to which confidentiality can be protected, however, depends upon the University's legal duty to respond to the information reported and the professional role of the person being consulted as explained above in the sections describing the different responsibilities of the University Sexual Offense Advocate, Human Resources, and the Campus Director. Any University official who is approached about a reported offense prohibited by university policy should make these limits clear before the reporting party discloses any facts to that official.

There are only two types of University employees who are not required to forward these types of reports to Human Resources or the Campus Director: 1) the Sexual Offense Advocate[12], 2) a Professional or Pastoral Counselor[13] who is who is employed by the University in that capacity and is acting in that role at the time the disclosure is made.

As required by law, disclosures to any other Webster University employee of a sexual assault, incident of dating violence, domestic violence or stalking will be forwarded to Human Resources or the Campus Director, and in the event that the incident meets the definition of a Clery Act Crime and allegedly took place on the University's Clery Act Geography will be included in the University's Daily Crime Log, and the annual crime statistics, and may result in a Timely Warning (Campus Safety Alert). However, the Daily Crime Log, annual crime statistics, and Timely Warnings never include any personally identifying information [14]about the reporting party.

Victims may request that directory information on file with the University be withheld by request in the registrar's office. Regardless of whether a victim has opted-out of allowing the University to share "directory information," personally identifiable information about the victim and other necessary parties will be treated as confidential and only shared with persons who have a specific need-to-know, i.e., those who are investigating/adjudicating the report or those involved in providing support services to the victim, including accommodations and protective measures. By only sharing personally identifiable information with individuals on a need-to-know basis, the institution will maintain as confidential, any accommodations or protective measures provided to the victim to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures.

The University does not publish the name of crime victims or other identifiable information regarding victims in the Daily Crime Log or in the annual crime statistics that are disclosed in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. Furthermore, if a Timely Warning Notice is issued on the basis of a report of domestic violence, dating violence, sexual assault or stalking, the name of the victim and other personally identifiable information about the victim will be withheld.

[12] As explained previously, reports of sexual assault, dating violence, domestic violence or stalking made to the Sexual Offense Advocate which meet the definition of a Clery Act Crime and which allegedly occur on Clery Act Geography are still included in the University's annual crime statistics, but these statistics never include any personal-identifying information. Sexual assaults reported to the Sexual Offense Advocate may also result in a Timely Warning (Campus Safety Alert); however, Timely Warnings never include information that identifies the reporting party.

[13]Note that disclosures to a professional or pastoral counselor at the University, who is acting in that role at the time the information is received, will not be included in the University's Daily Crime Log or annual crime statistics, and will not result in a Timely Warning (Campus Safety Alert) unless the reporting party gives his or her permission for the counselor to forward information about the incident to another employee or department at the University such as the Sexual Offense Advocate, Human Resources, the Campus Director, or the Department of Public Safety.

[14] The term personally identifying information is defined in section 40002(a)(20) of the Violence Against Women Act of 1994 (42 U.S.C. 1395(1)(20)).

Other Considerations Regarding Incidents of Sexual Assault, Dating Violence, Domestic Violence or Stalking

Seeking Prompt Medical Attention

Regardless of whether (or to whom) an individual chooses to make a report, the University strongly encourages anyone who has experienced sexual intrusion, sexual penetration, dating or domestic violence to seek prompt medical attention. A medical examination can identify any internal trauma, test for sexually transmitted diseases, as well as obtain appropriate medical evidence should one choose to pursue legal charges at some later date.

In the event that an individual chooses not to participate in forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted diseases[15].

Individuals who wish to obtain a confidential forensic examination by a Sexual Assault Nurse Examiner should contact the Sexual Offense Advocate for assistance with a referral. Any of the other individuals or departments listed above can also assist reporting parties with referrals to an appropriate medical provider.

Preserving Evidence

Regardless of when and to whom an individual chooses report to, it is important that a reporting party immediately preserve any evidence that may assist in establishing the facts of the alleged violation so that authorities and relevant administrators may ultimately take appropriate action against the responding party. It is important to preserve evidence that may assist in proving that the alleged criminal offense occurred or may be helpful in obtaining a protection order. Such evidence may include, but is not necessarily limited to, physical evidence or electronic or written communications.

Preserving Physical Evidence through a Forensic Exam

Any individual who believes he or she may wish to pursue legal charges are advised not to bathe, douche, smoke, change clothing or clean the bed/linen/area where they were assaulted (if the offense occurred within the past 96 hours) prior to a medical exam. However, individuals who have already engaged in any of these activities, can still choose to have an exam performed.

Preserving Other Forms of Evidence

In cases where individuals believe they may be interested in pursuing criminal and/or civil charges, it is also important to work with local law enforcement agencies so that statements can be taken and evidence can be collected immediately. Reporting parties are also encouraged to save evidence such as letters, notes, emails, records of phone calls, videos, photos, texts, social media postings (Facebook, Twitter, etc.), computer screenshots, voicemails, or any other form of evidence that may be helpful to a criminal investigation or campus judicial proceeding.

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[15]Under the Violence Against Women and Department of Justice Reauthorization Act of 2005, starting in 2009, states must certify that they do not "require a victim of sexual assault to participate in the criminal justice system or cooperate with law enforcement in order to be provided with a forensic medical exam, reimbursement for charges incurred on account of such an exam, or both."

Amnesty from University Drug and Alcohol Policy

In an effort to encourage reports of sex offenses, individuals who report sexual misconduct, either as a reporting party or a third party witness, will not be subject to disciplinary action by the University for his/her/their own personal consumption of alcohol or drugs at or near the time of the incident, provided any such violations did not and do not place the health or safety of any other person at risk. The University may, however, initiate an educational discussion or pursue other educational remedies regarding alcohol or other drugs. The amnesty policy applies to the University's student conduct process.

University Response to Reports of Sexual Assault, Dating Violence, Domestic Violence or Stalking

The University will promptly and effectively respond to reports of sexual offenses and harassment and will take appropriate action to prevent, correct, and if necessary, discipline behavior that violates this policy. While the University takes reporting parties' confidentiality very seriously, it is important for reporting parties to recognize that the level of confidentiality their report will receive under law varies depending on who they make their report to. **The only way in which an individual can report a sexual offense with complete confidentiality is to contact the Sexual Offense Advocate or another professional or pastoral counselor at the University.**

As explained above, the University also strongly encourages reporting parties to notify local law enforcement authorities (and can assist in doing so); however, it is important to know that regardless of who the incident is reported to, reporting parties[16] always have the right to decline to notify local law enforcement authorities. Similarly, the University never requires reporting parties to participate in any investigation or disciplinary proceeding.

The University strictly prohibits retaliation against a party who reports a sexual offense, or for assisting another in reporting a sexual offense or filing a complaint. Retaliation is a clear violation of University policy, and applicable law, and is a serious offense that may result in separate disciplinary action.

Any time a student or employee reports to the University that the student or employee has been a victim of dating violence, domestic violence, sexual assault, or stalking, whether the offense occurred on or off campus, the institution will provide the student or employee with a written explanation of the student or employee's rights and options, including:

- the procedures affected individuals should follow if a crime of dating violence, domestic violence, sexual assault or stalking has occurred;
- information about how the institution will protect the confidentiality of reporting parties and other necessary parties;
- a statement that the institution will provide written notification to students and employees about support services within the institution and in the community;
- a statement regarding the institution's provisions about options for, available assistance in, and how to request interim protective measures; and
- an explanation of the procedures for institutional disciplinary action.

[16]The only exception is in cases involving a minor, as the University must notify law enforcement pursuant to the law in certain jurisdictions.

Orders of Protection

Webster University encourages reporting parties of sexual misconduct to make a formal report to the appropriate local law enforcement authorities for the purpose of filing a criminal complaint and/or seeking and enforcing a no contact, restraining or similar Court Order and has the right to be assisted by the University in exercising this option. The Sexual Offense Advocate can assist individuals with referrals to resources for obtaining an ex parte order of protection 24 hours a day/7 days a week.

Members of the Webster University community who receive a lawful order of protection should provide a copy to the Campus Director or the applicable administrator on this campus. The University also suggests that individuals with orders of protection meet with the applicable administrator to develop a Safety Action Plan – a plan intended to reduce the risk of harm while on campus or coming and going from campus. This plan may include, but in not limited to, escorts and special parking arrangements.

In addition to orders of protection issued by the courts, Webster University may impose a university- based no contact directive. A university-based no contact directive prohibits an individual from contacting a specific person or specific people until rescinded. Contact includes, but is not limited to: in person, by phone, text messaging, social media, by third person, etc.

Students or staff also have the right to request that his or her campus directory information on file be removed from public sources by directing a request to the Office of the Registrar, Loretto Hall 63, Webster Groves Main Campus, 314-968-7450/800-987-3447, registraroffice@webster.edu.

Interim Protective Measures Available to Reporting Parties

The University provides written notification to reporting parties about options for, available assistance in, and how to request changes to academic, living, transportation, and working situations or protective measures. The institution will provide such protective measures if they are reasonably available, regardless of whether the victim chooses to report the crime to campus police or local law enforcement.

Whenever an individual reports a sexual assault, incident of dating violence, domestic violence or stalking, the written explanation of the reporting party's rights and options provided by the University will include information regarding how to request changes to academic, living, transportation and working situations or protective measures; and the University is obligated to comply with any reasonable requests following a report of an alleged sexual assault, incident of domestic violence, dating violence or stalking.

Interim protective measures are available to reporting parties and responding parties involved in reports of sexual assaults and other offenses before the report is resolved, or in special circumstances even if the reporting party chooses not to file a complaint.

These options include modifications to: academic schedules, campus housing, student leadership, working situations, as well as providing academic support or making special arrangements for withdrawing or dropping classes without penalty, if requested and reasonably available, regardless of whether the reporting party chooses to file a formal report. No contact measures may also be implemented.

Any interim protective measures imposed should avoid any lasting negative effects on the any party before any findings of responsibility are made as much as is possible in the circumstances presented.

The University maintains the confidentiality of any protective measures provided to any involved party to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures.

On Campus Resources Available to Parties Reporting Sexual Assault, Dating Violence, Domestic Violence or Stalking

Whenever an individual reports a sexual assault, incident of dating violence, domestic violence or stalking, the written explanation of the reporting party's rights and options provided by the University will include information on the following resources:
Counseling & Mental Health Services – There is a Counseling Center on the Leiden campus which can be reached at +31 (0)71 516 8000 or counseling@webster.nl.

Health Services - There are no health services available on site at this branch campus, but the University's Sexual Offense Advocate can assist with referrals to local resources in addition to the Community Resources listed below.

Victim Advocacy Services – As explained above, the University's Sexual Offense Advocate can assist reporting parties with a full range of advocacy services.

Legal Assistance – The University does not offer reporting parties legal assistance on campus, but the University's Sexual Offense Advocate can assist with referrals to local resources in addition to the Community Resources listed below.

Visa & Immigration Assistance - Blerina Polovina, Associate Director - International Admissions International Recruitment, can assist reporting parties at any of the branch campuses with visa or immigration matters. She can be reached at 314-246-7860 or by email at kongjble@webster.edu. Leiden Campus specific contact can be emailed at immigration@webster.nl

Student Financial Aid - The Office of Financial Aid can assist reporting parties at any of the branch campuses with financial aid matters. This office can be reached at 314-968-6992 or by email at financialaid@webster.edu or the Liden business office businessoffice@webster.nl.

Additional Services – Reporting parties can always contact the University's Sexual Offense Advocate for assistance with other related services which are not included here.

Community Resources Available to Parties Reporting Sexual Assault, Dating Violence, Domestic Violence or Stalking

Whenever an individual reports a sexual assault, incident of dating violence, domestic violence or stalking, the written explanation of the reporting party's rights and options provided by the University will include information on the following community resources:

Counseling, Mental Health, Health Services, Victim Advocacy Services, Legal Assistance, Visa & Immigration Assistance -

The Centrum Seksueel Geweld can provide referrals to reporting parties through its 24-hour hotline 0800-0188. Slachtofferhulp can assist reporting parties with a wide range of local referrals. They can be reached by phone at 0900-0101 (Mon-Fri 9:00 – 17:00).
https://centrumseksueelgeweld.nl/en/

PSYQ INTERNATIONAL MENTAL HEALTH SERVICES

Treatment for mental health issues: depression, anxiety, trauma, ADHD, substance abuse. Tel: +31 (0)88 357 3478

The U.S. Consulate general can also provide certain referrals and assistance with visa or immigration matters to reporting parties at this campus who are U.S. citizens. The Consulate General can be reached at (020) 575-5309 during normal business hours, and the emergency after-hours number is (070) 310- 2209. The Consulate General is located at Museumplein 19, 1071 DJ Amsterdam.

Student Financial Aid - The Department of Education's Federal Student Aid office's website is: https://studentaid.gov/ They can be reached by phone at 1-800-433-3243.

General Information Regarding Institutional Disciplinary Proceedings Related to Reports of Sexual Assault, Dating Violence, Domestic Violence or Stalking

The University will take disciplinary action against an individual found to have engaged in sexual assault, domestic violence, dating violence, and/or stalking. The type and severity of disciplinary action taken will depend upon the specific violation(s) and the specific circumstances of each case

Webster is committed to providing prompt, fair, and impartial investigation and resolution of reports of violations of university policy. The University's disciplinary process is consistent with the University's policy, transparent to the reporting party and responding party and will include a prompt, fair, and impartial investigation and resolution process. All reports received by Human Resources or the Campus Director are handled consistent with university policy regarding investigation, adjudication, and resolution. The accuser and the accused will have timely notice for meetings at which the accuser or accused, or both, may be present. The accuser, the accused and appropriate officials will have timely and equal access to any information that will be used during formal and informal disciplinary meeting and hearings.

University policy states that both parties will be notified regarding procedures used in the hearings. Information can also be provided regarding legal options; however, it is recommended that legal

advice be obtained from a competent attorney. The University's proceedings also provide the reporting party and the responding party with the same opportunities to have an advisor of his/her choice present during any institutional disciplinary proceeding. This includes the right to be accompanied by an advisor (i.e., any individual who provides the reporting party or responding party support, guidance, or advice) to any related meeting or proceeding. The University will not limit the choice of or presence of an advisor for either the reporting or responding party in any meeting or institutional disciplinary proceeding; however, advisors may not speak on behalf of either the reporting or responding party.

Timeframe for Disciplinary Proceedings

The University's proceedings are completed within reasonably prompt timeframes and includes a process that allows for the extension of timeframes for good cause with written notice to the reporting party and the responding party of the delay and the reason for the delay.

Officials Conducting Disciplinary Proceedings

Disciplinary proceedings will be conducted by individuals who receive annual training on the issues related to dating violence, domestic violence, sexual assault and stalking, and on how to conduct an investigation and hearing that is free of bias and protects the safety of the reporting party and promotes accountability.

Notifications to Reporting and Responding Parties

University policy states that in all cases of allegations of violations of the Policy, the reporting party and responding party will receive simultaneous notification, in writing, of: (1) any result of a disciplinary proceeding (including the rationale for the result and any sanctions imposed); (2) procedures for the reporting party and responding party to appeal the result of the disciplinary proceeding; (3) any change in the result of a disciplinary proceeding (including the rationale for the result); and (4) when the results of any disciplinary proceeding become final.

Standard of Evidence

Each type of disciplinary proceeding described above uses a "preponderance of evidence standard." The "preponderance" standard is met if the proposition is more likely to be true than not true. The responding party must not be presumed responsible. Instead responsibility, must be established by a "preponderance of the evidence" (e.g., "more likely than not") standard. The Hearing Board's decision in this regard requires a conscientious and rational judgment on the whole record. "Preponderance" means more than half. If, for example, the hearing board concludes that the evidence—considered overall—weighs equally on both sides, the preponderance standard has not been met and the charges have not been proven.

Sanctions

All sanctions will be imposed consistent with University policy.

University Disciplinary Processes

The following is found in the Extended Campus Code of Conduct and will be followed when the accused is a student:

Reports of alleged violations of University rules or regulations ae made to the Campus Director (or the Academic Dean in cases of academic misconduct), or his or her designee herein referred to as the Director. The Director informs the student in writing that an alleged violation of the Code of Conduct had been reported about him or her. The Director commences an investigation of the

incident by reviewing the incident with the student. The student may be asked to provide a written statement to the Director within 48 hours of this preliminary discussion. The Director also may request written testimony from the person(s) who brought forward the information or charges and any other persons the Director believes may provide pertinent information. The Director may appoint a designee from the campus staff to act in his or her place for any disciplinary procedure.

Confidentiality

All disciplinary and Student Conduct procedures are closed and confidential. Final disciplinary decisions are communicated to the student charged and relevant school officials. If the student charged signs a release, the final disciplinary decisions are also communicated to the charging party. A copy of the written description of the sanction is placed in a file at the campus and in the Dean's disciplinary file in the Office of Student Affairs in St. Louis.

Types of Proceedings

Mediation: This procedure is implemented by the Director or his or her designee and is generally reserved for first and less serious violators. It is employed when a violation arises out of a dispute between a charged student and another party or parties. The goal is to design a mechanism to resolve the dispute and to prevent it from recurring. A signed record of the mediation efforts, and the agreed-upon resolution, will be retained by the Director. If the participants in the mediation fail to live up to the agreed-upon settlement, a charge(s) may be processed under the appropriate procedures cited below.

Administrative Proceeding: Many disputes or infractions can be handled within the context of an administrative hearing. The administrative proceedings are conducted by the Director (or his or her designee), or the Academic Dean (when the offense occurs within an academic setting). Such hearings are appropriate under the following conditions:

1. When there is no record of disciplinary action in the recent past or a record of only minor violation;

2. When sanctions called for are less severe than suspension or expulsion from the University;

3. When both the student charged and the party making the charge (e.g., a University official or another student) agree to the facts in an incident and the charged party admits fault. In this case both parties agree to implementation of a disciplinary decision by the Dean, or his or her designate, o, in the case of an infraction in an on-campus residential property, the Coordinator of Housing and Residential Life or Managing Director of Webster Village Apartments. This agreement is made in the form of a written joint memorandum. The student's right of appeal remains unchanged; if the student is found in violation of a stated policy by the Director, sanctions are assigned. The decision is written as soon as is reasonably practicable after the hearing and forwarded to the student, and if a release is signed, to the person who made the charge.

The Campus Student Conduct Board (CSCB)

The Campus Student Conduct Board consists of three members: one student, one faculty member, and one staff member selected by the Campus Director. The Student Conduct Board selects one of its members to serve as presiding officer. The purpose of the Campus Student

Conduct Board is to hear charges of student violations and University rules and regulations in cases that might involve suspension or expulsion, to decide whether the charged student is responsible for the alleged violation(s), and if responsible, to assign sanctions. The Campus Student Conduct Board also reviews requests for appeal of decisions made by the Director, and hears all cases referred directly by the Director.

Expedited Process for Suspension or Dismissal

In the most serious, "high risk" cases, in which the accused student may pose a serious threat to the health and safety of students, faculty, and staff, the following process may be enacted, with the approval of the Vice President Enrollment Management and Student Affairs. Steps 1-3 can take place within a single day.

1. The accused student is informed of the charges against him/her via email, letter, or phone call.

2. The accused student has the opportunity to respond to these charges via email, letter, or phone call.

3. The accused student will have the opportunity to submit questions to be answered by his/he accuser(s).

4. The dean of students (or his/her designee) decides if the accused student is responsible for a violation of University policies, and if appropriate, determines sanctions, which could include suspension or dismissal.

5. This is communicated to the accused student.

6. The accused student has ten days in which to forward a written appeal to the dean of students' office. Any such appeal must set out the specific reasons supporting the appeal, including any contested finding off acts which are set out in the Dean's determination of sanctions. The written appeal will be reviewed by the appropriate body, the University Student Conduct Board or the Sexual Offense Hearing Board.

*Due to the seriousness of this kind of case, all requirements for advance notification are hereby waived.

*Examples of "high risk" include:

- Violent crimes against a person
- Behavior resulting in felony charges or convictions (equivalent to Class A, B, or C felonies in Missouri)
- Threats or harassment of such an egregious nature that campus safety is affected
- Any behavior that strongly suggests the accused may be serious threat to the health and safety of students, faculty, or staff

Procedural Guidelines for Administrative and Student Conduct Hearings

The Student Conduct Board or Hearing Officer shall conduct hearings so as to assure the basic concept of procedural fairness. The following procedures shall be adhered to:

The Director, or his or her designate, is responsible for setting the hearing time, notifying all parties who are to testify, and forwarding all pertinent data to the appropriate board.

The Director shall give appropriate advance notice, in writing, of the charges against the student and copies of available evidence, to ensure that he or she may adequately prepare for such a hearing. The notice clearly indicates the date, time, and place of the hearing. The notification should be received by the student at least three calendar days prior to the hearing. Students who receive University accommodations under the Americans with Disabilities Act should notify the Hearing Officer about the accommodations that should be accorded them as part of the disciplinary process.

The hearing shall not be considered to be a legalistic trial. Rather, the Student Conduct Board or Hearing Officer shall examine all relevant facts and circumstances at the hearing, shall ensure the relevance of witnesses' statements, and shall, using a standard of "more likely than not," determine whether the charged student should be responsible for a violation of the Code of Conduct.

Hearings are confidential and closed to all but the principals of the case. At the discretion of the Hearing Officer, a transcript may be kept in audio taped or written form. The tape and transcript are the property of the Director's Office. Students are not permitted to tape or otherwise record the proceedings.
Transcripts will be dept by the Director's Office and may be reviewed but not copied or removed from the Director's Office. All parties have the right to be assisted in their presentation by an advisor of their choice. The advisor may be, but is not limited to, a friend, a fellow student, or faculty member. The advisor may speak privately to the student charged during the proceedings with permission of the presiding Hearing Officer. At no time during the hearing, however, will such advisor be permitted to speak for the advisee. Each party may request a brief recess to consult with his or her advisor. The presiding officer rules on questions of procedure and is responsible for moving the proceedings along in a timely and orderly manner. Students are responsible for providing copies of all documents to their advisors.

Prior to the hearing (at least 24 hours), the student being charged should submit to the Director a list of any witnesses he or she wishes to present and the nature of the testimony they may offer. This student should also submit a list of questions he or she wishes to have asked of the charging party.

At the hearing, the student being charged, and the charging party shall have ample opportunity to explain the circumstances surrounding the incident and are encouraged to present pertinent evidence and the testimony of witnesses in person. In addition, both parties shall be afforded the opportunity to comment on any written statements or other evidence presented, and to respond to questions.

No member of the Student Conduct Board or the Hearing Officer should be either a witness for or against the student or a person previously engaged in formulating the charge or in presenting the material relating to the case. Alternate members will be appointed in cased in which Board members have a perceived conflict of interest with the principals of the case.

The presiding officer rules on all objections, questions, and procedural points, subject to being overruled by majority vote of the Board. He or she also determines the sequence of testimony, including the option of having all principal parties meet together in the hearing. All those who participate in the hearing are obligated to conduct themselves in an orderly manner and to obey

and abide by the presiding officer's rulings. The Director attends all hearings to serve as an advisor in the process. The Dean of Students in Dt. Louis should be consulted on Student conduct procedures used at the extended campuses.

Once all testimony is heard or read, the student being charged, and the charging party are asked to make a final statement and the Hearing Officer or Board members are given a final opportunity to ask questions. All persons other than Board members and the Director are then excused and the Board meets to render a decision. The Director does not vote.

The Hearing Office or Board decided whether there was a violation of policy using a standard of "more likely than not". They also determine whether the charged student should be held responsible for that violation. If so, sanctions are also imposed on the responsible student. Each decision must have neem reached by a majority of the Board. Once a decision is reached, the student being charged is informed orally of the decision by the Director. Both parties receive the decision in writing from the Campus Director as soon thereafter as is practicable (the charging party is informed only if the student charged signs a release form or if the case involves a violent act).

Appeals Grounds for appeals:

- Procedural error
- New evidence
- Excessive sanction

Limits of appeal and sequence of appeal:

A student found in violation of a stated policy may appeal a disciplinary decision only once, based on one or more of the criteria cited above. The appeal may take place in one of the following stages:

Appeal of a decision by / Appeal to:

- Campus Director / Campus Student Conduct Board
- Academic Dean (or designee) / Provost
- Campus Student Conduct Board / Vice President Enrollment Management and Student Affairs

Appeal Procedure

The act of filing an appeal usually postpones the action required by the initial decision until the appeal process is completed, unless the Director (in consultation with the Dean of Students) determines that postponement of the sanction may result in a serious threat to the University community.

The student must file the appeal through the Office of the Campus Director within 10 calendar days of receiving written notification of the decision. (An extension of this deadline may be requested in writing to the Dean of Students to accommodate periods of University recess or for other extenuating circumstances.)

The Director then forwards the request to the appropriate Hearing Officer or the Campus Student Conduct Board. The individual seeking the appeal must indicate, in writing, the specific bases or reasons for his or her appeal.

The appeal statement should include the following:

- Student's name
- ID#
- Local address
- Phone number
- Reason for appeal (see reasons listed above)
- And appropriate information regarding why the appeal should be granted

The letter should be of sufficient detail to stand on its own without accompanying testimony to permit the evaluation of the merit of the grounds for appeal. For example, if there were procedural errors, the errors should be identified, and it should be noted what effect those errors had on the outcome of the case. If there is new evidence, the nature of that evidence and the potential effect on the outcome of the case should be noted. If the student believes the sanction was excessive, the student should take great care to note why they believe the sanction was excessive and should suggest a more reasonable sanction.

The appropriate Hearing Officer or an appeals committee of the Campus Student Conduct Board will consider the written statement of appeal and recommend action to be taken: denial of appeal or a new hearing. The individuals involved will receive written notification of the decision from the Director.

If the result of the appeal is an order for a rehearing, the hearing procedures described above shall apply. New panel of Student Conduct Board members would rehear the case.

Disciplinary Actions

Disciplinary actions are proscribed by the Hearing Officer or Student Conduct Board. Students are obligated to carryout all directives of the Hearing Officer or body. Failure to do so may result in further sanctions. It is the prerogative of the Student Conduct body to assign sanctions it deems fitting in response to the actions of the student found in violation. The Director has responsibility for monitoring compliance with all sanctions.

Temporary Suspension

Students may be placed on temporary suspension by the Director (in consultation with the Dean of Students and the appropriate Associate Vice President for Academic Affairs) in the following circumstances:

- If the student is reasonably likely to present a threat to him or herself, to the University community, or to any of its members;

- Or if the student poses a definite threat of disruption of, or interference with, the normal operations of the University, the alleged violator may be placed on temporary suspension

The student will be afforded an Administrative Hearing as soon as is practically possible to determine if, when, and which University privileges may be reinstated; however the student will remain on suspension until the proceedings are complete. The opportunity for appeal to the CJB remains intact. During the temporary suspension, the student shall be denied access to University facilities and/or all other University activities or privileges for which the student might otherwise be

eligible as deemed appropriate by the Director.

Disciplinary Sanctions Levels

The primary functions of any hearing body or officer are to determine whether or not there was a violation of policy and, if so, to recommend an appropriate sanction. The following are guidelines for sanctions though ultimate determination of appropriate sanction lies with the Hearing Officer or hearing body.

Typically, for a first-time offender, a Level 1 sanction will be recommended. A Level 2 sanction may be recommended if the violation was a serious first offense of if the referred party was a repeat offender. Level 3 sanctions are usually reserved for serious first-time offender(s) or for repeat offenders. The following are examples of disciplinary sanctions. These may be used in combination at the discretion of the ruling party.

Level 1

- Student Conduct Letter of Warning
- University Disciplinary Warning
- Educational Sanction
- Financial Restitution
- Parental Notification of Violation and Imposed Sanctions
- Administrative Withdrawal from a Course
- Administrative Hold on University Account

Level 2

- Student Conduct Letter of Warning
- University Disciplinary Warning
- Educational Sanction
- Financial Restitution
- Parental Notification of Violation and Imposed Sanction
- Administrative Withdrawal from a Course
- Administrative Hold on University Account

Level 3

- Disciplinary Suspension
- Disciplinary Dismissal

The following is found in the Webster University Grievance Policy & Procedures and will be followed when the accused is an employee:

Informal Grievance Procedure Overview

Most issues and concerns can be resolved by open communications and through an informal process. Individuals are encouraged to achieve by informal means what they regard as a fair and reasonable resolution of their complaint. Before filing a formal written grievance, the Grievant must first make a good faith effort to confer with the party against whom he or she has a grievance in an effort to resolve the matter informally except where the grievance relates to civil rights as defined in Section VIII or “sexual harassment” as defined in the Title IX Policy.

This informal grievance procedure is described in steps one through three below.
In instances where the Grievant feels uncomfortable speaking to the Respondent, an immediate supervisor, department head, or dean, or has any reservations about initiating the initial contact within the Grievant's department, school, or work unit, the Grievant should contact the appropriate Grievance Coordinator. If the grievance is against the Grievance Coordinator, then the Grievance Coordinator's division executive or dean should be contacted and he or she will appoint another individual to serve as a Grievance Coordinator for that matter. The Grievance Coordinator will discuss the matter with the Grievant, become familiar with the complaint, and then advise the Grievant as to what options are available for resolving the problem.

The Grievance Coordinator may ask the Grievant to meet with the Grievant's immediate or second level supervisor, the division executive of the Grievant's organization, or the dean of the Grievant's school or college in order to give those individuals an opportunity to resolve the matter. The Grievance Coordinator may meet with the parties together or separately to discuss the problem and may involve other persons in these discussions as appropriate. The Grievance Coordinator may serve as a resource or a facilitator during the informal process. Furthermore, upon request, the Grievance Coordinator should make reasonable efforts to provide supportive measures to a Grievant and Respondent. For purposes of this Grievance Policy, the term “supportive measures “means Non disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge.

Supportive measures may include any of the following examples: counseling, extensions of deadlines or other course- related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures.

Step One: Initial Discussion

Before filing a formal written grievance, the Grievant must first make a good faith effort to meet and confer with the party against whom he or she has a grievance. The Grievant should normally initiate this informal process within twenty (20) working days of the most recent incident or action leading to the grievance. This meeting should represent an effort to achieve by informal means what the Grievant regards as fair and reasonable resolution to the complaint.

The Grievant, either personally or through his or her Grievance Coordinator, has the obligation to adequately and fully inform the Respondent of the problem and what would be considered a satisfactory solution. The Respondent, in turn, has the obligation to consider the matter seriously and to answer issues as promptly as possible, yet not with undeliberated haste. Both parties have the obligation to act in good faith.

If the issue is not resolved, then the Grievant should proceed to Step Two of the informal process.

Step Two: Meeting with Supervisor

If the Grievance is not resolved in Step One, then the Grievant should contact his or her immediate

supervisor or Grievance Coordinator to discuss the grievance. The Grievant must clearly inform the supervisor, Grievance Coordinator, or other member of management that he or she is pursuing a grievance under this Policy. This step should normally be undertaken within five working days of

meeting with the Respondent. If the Grievance involves the supervisor then the Grievant should contact the next level of supervision. The department head, dean, division executive, and/or the appropriate Grievance Coordinator may also be consulted during this step. A meeting to discuss the Grievance should normally occur within five working days of the Grievant's notification of the grievance to his or her supervisor, manager, dean, division executive, or Grievance Coordinator.

If the Grievance is resolved in this meeting, then the Grievant's supervisor, department head, dean or division executive, or Grievance Coordinator should prepare a written document summarizing the issue and its resolution and give a copy to the involved parties.

If the Grievance is **not** resolved, then the Grievant is encouraged to use Step Three of the Informal Procedure.

Step Three: Mediation

If the matter has not been resolved to the Grievant's satisfaction in Step Two of the Informal Procedure, then the Grievant should contact the appropriate Grievance Coordinator to request a Mediation Meeting with the Grievance Coordinator and the Respondent's dean or division executive. The purpose of this meeting is to discuss the grievance and, if possible, reach a solution that is acceptable to all parties. The Grievance Coordinator will participate in this meeting and will function as the mediator to facilitate discussion and assist in resolving differences between the parties.

The Grievant's request for a Mediation Meeting should generally be made within five working days of the conclusion of Step Two of this procedure. This meeting should generally occur within five working days from the date the Grievant requests the meeting. The Grievant and all other involved parties must be informed of the date of this meeting in writing.

The Grievant should be prepared to: a) fully explain the issue, b) describe the steps that have been taken; and c) state the resolution that is desired. If resolution is reached from this meeting the Grievance Coordinator will document the meeting and the resolution. Copies of the written documentation will be given to the Grievant, the Respondent and to the appropriate supervisors, managers, dean(s) and/or division executive(s) for implementation.

If resolution is not reached, the Grievant may proceed with the Formal Procedure.

Formal Grievance Procedure

In the event the Grievance is not resolved through informal discussions and mediation then the Grievant may choose to pursue the Formal Grievance Procedure as described below. Prior to invoking the Formal Procedure, the Grievant must demonstrate that he or she has exhausted all Informal steps and is still not satisfied with the resolution of the issue.

Step One: Written Request for Grievance Hearing

A Written Request for a Grievance Hearing must be completed by the Grievant and submitted to the appropriate Grievance Coordinator within no sooner than five and no more than ten working days of the conclusion of the Informal Procedure. Upon receipt of the Written Request for a Grievance Hearing, the Grievance Coordinator will assess whether interim measures to protect the Grievant while the Grievance is pending are appropriate and will inform the Grievant and Respondent in writing if any such measures are taken. The Grievance Coordinator will notify the Respondent and

will give the Respondent a copy of the written grievance. The Grievant is required to prepare a written Request for Grievance Hearing to ensure that any subsequent Grievance Hearing will address the specific issues that most concern the Grievant.

The guidelines set forth below are designed to ensure that the written Request for a Grievance Hearing clearly identifies those issues. The Written Request, when made, must include the following information:

- the date the Written Request for a Grievance Hearing is submitted to the Grievance Coordinator;
- the Grievant's name and job title or student identification number, current email address and telephone number the department or unit in which the Grievant is enrolled or employed;
- the specific nature of the problem or complaint including:
- the name and contact information (current email address and telephone number) of the Respondent(s),
- all facts related to the complaint, and
- all documentation related to the complaint;
- a written summary of the steps undertaken in the Informal Procedure and copies of any documents produced as a result of that informal process including documents produced by the Grievant as well as any responses from the Respondent, supervisor, department head, or others;
- a list of not more than five witnesses and their current email address and telephone number for any witnesses the Grievant plans to produce at the hearing; the Grievant may submit additional names which the Hearing Panel may wish to call as witnesses on its own accord;
- the specific reason(s) the grievant disagrees with responses obtained through the Informal Procedure; and
- the Grievant's suggestion for proper resolution of the matter.

Step Two: The Grievance Hearing Panel

Purpose of the Grievance Hearing Panel

The Grievance Hearing Panel has two charges. The first is to determine whether the Grievant's complaint is a grievable issue under this Policy. If the Hearing Panel determines that the issue is grievable under this Policy, then its second objective is to hear the grievance and all related testimony and render a decision and recommendations on the issue(s) being grieved.

Appointment of the Grievance Hearing Panel

The Grievance Coordinator, upon receipt of a Written Request for a Grievance Hearing, will immediately notify the appropriate division executive and/or dean and the Chief Human Resources Officer. The Grievance Coordinator will randomly select five members of the Dispute Resolution Committee to serve as prospective members of the Grievance Hearing Panel. This will normally be done within five working days of receipt of the Written Request for a Grievance Hearing. At least two of the individuals selected will be of the same constituency as the Grievant and at least two will be of the same constituency as the Respondent. The fifth individual will be randomly selected from the remaining members of the Dispute Resolution Committee. Students may serve on a Panel only

if the Grievant or Respondent is a student or a student worker.

Each member of the Grievance Hearing Panel must avoid participating in any matter where a conflict of interest or material bias for or against the Grievant or the Respondent(s) is present.

Step Three: Initial Meeting of the Grievance Hearing Panel

The Initial Meeting of the Grievance Hearing Panel is a closed meeting, for Hearing Panel members only. This meeting will generally take place within ten working days of appointment of the Panel members.

During the meeting the members will elect, by a simple majority vote, a Chair of the Panel. The Panel will then determine whether the issue(s) presented by the Grievant are grievable under this Policy, including whether the grievance is valid or is a frivolous complaint.

At least five days prior to the Initial Meeting of the Panel, the Grievance Coordinator will provide members of the Panel with a copy of the Grievant's written complaint, and any other documents that are part of the grievance. At that time, members of the Grievance Hearing Panel may ask the Grievance Coordinator to obtain additional documents that it believes to have relevance to the meeting.

The Panel's decision will be based on a simple majority vote of its members.

If the Grievance Hearing Panel decides the issue is not grievable under this Policy, then the Chair will prepare a written report of the Panel's findings and forward it to the appropriate Grievance Coordinator. The report will generally be issued within five working days of the Initial Meeting. The Grievance Coordinator will then forward the report to the appropriate division executive(s) and/or dean(s) and to the Grievant and Respondent(s). At the same time, the Grievance Coordinator will inform the Grievant of his or her right to appeal this determination, as described below.

If the members determine the issue is grievable under this Policy, then the Chair will notify the Grievance Coordinator of this decision in writing. The Grievance Coordinator will notify the Grievant, Respondent(s), division executive(s) and/or dean(s) in writing of this decision and a separate meeting will be scheduled by the Grievance Hearing Panel for the purpose of hearing the grievance and issuing a report and recommendations.

Step Four: The Grievance Hearing

The scope of the Grievance Hearing is limited to the issue(s) identified in the Written Request for a Grievance Hearing.

The Chair of the Panel will schedule a date for the Grievance Hearing. The Grievance Hearing will generally beheld within ten working days from the date the Hearing Panel issues its decision from the Initial Meeting. The Chair of the Hearing Panel will notify the Grievance Coordinator of the date of the Hearing and the Grievance Coordinator will notify all of the involved parties and witnesses in writing. This notification will generally be made at least seven working days prior to the date of the Hearing.

The Grievant and Respondent will be asked to submit to the Grievance Coordinator a list of no more than five witnesses each, and their current email address and telephone number, to speak on their behalf during the Grievance Hearing Panel meeting. This list must be given to the Grievance Coordinator at least five working days prior to the Hearing date. Generally, only witnesses whose names appear on this list will be permitted to participate in the Hearing. If extenuating circumstances exist, the Grievance Hearing Panel may elect to hear testimony from additional witnesses the Panel believes have pertinent information to provide. Members of the Grievance Hearing Panel may ask the Grievance Coordinator to obtain additional documents that it believes to have relevance to the Hearing. All documents and witness lists must be provided at least five working days prior to the date of Hearing.

Both the Grievant and Respondent may be accompanied at the hearing by a support person/advisor of choice (e.g., student, parent, faculty member, staff member, associate); however this person may not participate in the hearing or speak on his or her behalf. Potential witnesses, other than the Grievant and Respondent(s), must remain outside of the hearing room other than when they are required to testify.

Prior to the hearing, the Grievance Hearing Panel will establish an appropriate schedule for the proceedings. A typical schedule follows. Once the Hearing is begun, the Grievant will present an opening statement. The Panel may then question the Grievant. The Respondent will then present an opening statement. If there is more than one Respondent each may make an opening statement.

After the opening statement of each Respondent, the Panel may question the Respondent(s).

After opening statements and questions have been completed, the Grievant may question each of the Grievant's witnesses. Following the Grievant's questioning, the Respondent may question each witness. The Panel may then question each witness.

After the Grievant has called all the Grievant's witnesses, each Respondent will have a chance to call his or her witnesses and ask questions of each witness. The Grievant may then question the Respondent's witnesses. Following questioning by the Grievant, the Panel may question each witness.

The Panel may consider the written statement, made under oath, of a witness who cannot appear when the party seeking to use the statement has provided it to the Chair of the Panel at least five working days in advance of the Hearing date. A copy of this statement shall immediately be given to

the other party. The other party will have the opportunity to respond in writing or verbally during the Grievance Hearing. If the reply is made in writing, then the Chair of the Grievance Hearing Panel will distribute a copy of the reply to the opposing party and to all members of the Grievance Hearing Panel. After each side has called all of its witnesses, the Grievant and Respondent(s) may each make a closing statement. The Chair will then briefly review the issue(s) for determination, then all parties except Hearing Panel members will be excused.

Members of the Panel will then meet, in private, to evaluate information presented. If during its deliberations the panel determines that additional information and/or witnesses should be considered it may reconvene the hearing at an appropriate time to do so.

The Grievant has the burden of proving by a preponderance of the evidence that the Grievant has been wronged.

The Hearing Panel's determination will be based upon a vote of a simple majority of the Panel.

Report of the Hearing Panel

The Panel's decision will be based on a simple majority vote of its members.

The Chair of the Grievance Hearing Panel or designee shall prepare a written report summarizing the Panel's findings as to whether the grievance has merit and will include recommendations on corrective action(s) to be taken, if any. The Chair's report will generally be given to the appropriate Grievance Coordinator within five working days of the conclusion of the hearing. If the Panel requires longer than five working days, the Chair of the Grievance Hearing Panel or designee will notify the Grievance Coordinator, in writing, of the delay; the Grievance Coordinator will then notify the Grievant and the Respondent, in writing.

Upon receipt of the Hearing Panel's report, the Grievance Coordinator will provide a copy to the Respondent's division executive or dean. The division executive or dean will generally have five working days to review the report and issue a final written decision and corrective action report to the Grievance Coordinator. The Grievance Coordinator will transmit this final written decision to both the Grievant and Respondent within three working days of receipt. Upon issuance of the report, the Grievance Coordinator will also provide written notification to the parties of their appeal rights, if any. The Grievance Coordinator will also transmit the decision and any other relevant information to the Grievant's division executive or dean, the Respondent's division executive or dean, and the Chief Human Resources Officer.

If the determination is made that the grievance has merit, the University will take appropriate, corrective, and remedial actions. Such corrective actions may include, without limitation, any of the supportive measures identified in this Grievance Policy and may range up to expulsion, in the case of a student, and termination, in the case of an employee. The University may utilize progressive discipline where the University deems it appropriate to do so.

Appeal of the Grievance Hearing Panel Decision

A. Procedures for Appealing a Panel's Determination that an Issue is **not** Grievable.

If the Grievance Hearing Panel determines that the issue is not grievable under this Policy then the Grievant may appeal this decision to the University's President. The appeal must be made within ten working days of the date of the decision of the Grievance Hearing Panel, in accordance with the procedures below.

To appeal a Panel's determination that an issue is **not** grievable under this Policy, a Grievant must submit a written appeal request to his or her Grievance Coordinator. This written appeal request must state the Grievant's basis for appealing the Panel's determination. The Grievance Coordinator will then submit the appeal to the President who will notify the Grievance Coordinator in writing of his or her decision within ten working days of its receipt of the appeal. The Grievance Coordinator will notify the Grievant and Respondent of the decision in writing. The decision of the President is final. If the President reverses the Hearing Panel's determination, the grievance will proceed to a Grievance Hearing in accordance with the procedures described above.

Procedures for Appealing a Hearing Panel's Post-Hearing Determination on the Merits.

A Grievant or Respondent who disagrees with a decision issued following the Grievance Hearing may appeal the decision to the President. To appeal the decision, a party must submit a written request for appeal to the President within ten working days of the date of receiving the initial written decision. The written request for appeal must include a clear explanation of the party's basis for appealing the Panel's decision.

The President will thoroughly review the Grievance Hearing Panel's recommendations, along with any witness statements or other documents used during the hearing and the decision of the division executive or dean. After conducting this review, the President will furnish a written decision to the Grievance Coordinator within ten working days after receiving the written request for appeal. If the President's review of a case requires longer than ten days, then he or she will notify the Grievance Coordinator in writing of the delay who will notify the Grievant and Respondent in writing.

The President's decision regarding the appeal will be submitted to the Grievance Coordinator, who will notify the Grievant and Respondent, the Chief Human Resources Officer, members of the Hearing Panel, and appropriate members of management of the decision. The President's decision on the appeal is final at the institutional level.

Conclusion

The University reiterates the positive nature of the grievance Procedures. These Procedures provide structures which should smooth and speed the resolution of University-related grievances and thus affirm the University's desire to treat each student and each employee fairly. The publication of this Policy and Procedure should guarantee access to the necessary information for the internal resolution of University- related grievances at Webster University.

Policy Regarding Educational Programs and Campaigns to Prevent Dating Violence Domestic Violence, Stalking and Sexual Assault

Webster University engages in comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns intended to end dating violence, domestic violence, sexual assault and stalking that are comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns intended to end dating violence, domestic violence, sexual assault, and stalking that—

1. Are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs, and informed by research, or assessed for value, effectiveness, or outcome; and
2. Consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community and societal levels.

The University places a strong emphasis on prevention and education programs and communications as effective ways to minimize sexual assault, harassment and other sexual offenses; to inform students and employees of key definitions of all types of sexual misconduct, the importance and meaning of consent in sexual relations and the role that incapacity plays in these offenses; strategies to stay safe, and bystander education. Programs to prevent dating violence, domestic violence, sexual assault, and stalking include both primary prevention and awareness programs directed at incoming students and new employees and ongoing prevention and awareness campaigns directed at students and employees.

Bystander Intervention

The University takes care to educate students, staff and faculty about safe and positive options to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual misconduct, or stalking. This is commonly referred to as bystander intervention. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene. The University recognizes the importance of educating the campus community how to safely engage in bystander intervention.

All students are encouraged to report suspected sexual offenses, and in no case should intervene directly in a situation without assistance from the administration or authorities if doing so risks harm to the bystander or victim. Bystander intervention should be carried out only where safe and positive results are warranted. In all cases, bystanders should report any observed sexual offense. Employees are also required to comply with the reporting requirements for responsible employees.

Appendix E contains some suggested techniques for effectively engaging in bystander intervention. Additional training and information on bystander information is provided in all Primary Prevention and Awareness Programs and a number of the Ongoing Prevention and Awareness Campaigns.

Risk Reduction

Education on risk reduction is another important piece of education and awareness related to dating violence, domestic violence, sexual assault and stalking. In this context, risk reduction refers to options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence. Information on risk reduction is included in all Primary Prevention and Awareness Programs and a number of the Ongoing Prevention and Awareness Campaigns. The University's suggested risk reduction strategies are based on the needs of the campus community and never encourage victim blaming.

The University's primary prevention and awareness programs include the following components:

- A statement that the University prohibits the crimes of domestic violence, dating violence, sexual assault and stalking;
- The VAWA definitions of domestic violence, dating violence, sexual assault and stalking;
- Applicable local law definitions of dating violence, domestic violence, sexual assault and stalking[17];
- The applicable local definition of consent (if defined in that jurisdiction);
- The University's definition of consent and the purposes for which that definition is used
- Descriptions of safe and positive options for bystander intervention;
- Information on risk reduction;
- A statement of policy regarding the institution's programs to prevent dating violence, domestic violence, sexual assault, and stalking, and of procedures that the institution will follow when one of these crimes is reported; and the procedural requirements for institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, and stalking.

Primary Prevention and Awareness Programs

All new incoming students to all of Webster's campuses are currently required to complete an online sexual misconduct awareness and prevention course developed in house and administered through the World Classroom online system. The online course reviews Webster University community expectations, directs students to campus support and prevention resources, provides contact information for the University Sexual Offense Advocate, and provides Bystander Intervention techniques.

All new incoming faculty and staff at all of Webster's campuses are currently required to complete the Webster Professional Development Series online course on Sexual Assault, Harassment and Other Sexual Offenses also developed in house. This online course covers the key elements of the following federal statutes: the Clery Act, the Violence Against Women Act and Campus SaVE and Title VII. It also addresses employee rights and responsibilities as well as identifies who the University considers to be responsible employees and their specific roles and responsibilities along with reference to the university's policy against sexual misconduct.

[17] Some of these terms may not be defined in certain jurisdictions.

Ongoing Prevention and Awareness Campaigns

Webster University engages in ongoing prevention and awareness campaigns which focus on programming, initiatives, and strategies that are sustained over time and focus on increasing understanding of topics relevant to and skills for addressing dating violence, domestic violence, sexual assault, and stalking, using a range of strategies with audiences throughout the institution. The University utilizes a number of strategies and activities specifically designated to educate the community regarding sexual assault issues and to promote awareness of rape, acquaintance rape, and other sex offense prevention strategies. This campus annually promotes ongoing prevention and awareness through the use of posters, emails, newsletters, and other campus activities, particularly during the month of April which is designated Sexual Assault Awareness Month.

Additional presentations or education materials at the main campus or the Leiden campus are always available to any student group or University department by contacting a Sexual Offense Advocate, Human Resources, or the Campus Director at this campus or the main campus in Webster Groves, Missouri.

In addition, many faculty, staff members and volunteers are classified as Campus Security Authorities and participate online and/or in person. Clery Act training which also addressed issues addresses sexual assault, dating violence, domestic violence and stalking.

Sex Offender Registry

The Netherlands does not maintain a sex offender registry.

LEIDEN CAMPUS ANNUAL FIRE STATISTICS

This section of the Annual Security and Fire Safety Report includes information on the University's Clery reportable fire statistics for 2021-2023. The statistics included in the Annual Security and Fire Safety Report are compiled by the Housing and Residential Life at the Leiden campus.

Preparation of the Annual Fire Statistics

The statistics included in the Annual Security and Fire Safety Report are compiled by the Department of Public Safety (DPS) with assistance from Housing and Residential Life at the Leiden campus.

Explanation of the 2021-2023 Fire Statistics Reporting Tables

Institutions with on campus student housing facilities must disclose annual statistics for fires based on:
1) where the fire occurred, 2) the type of flame or burning which occurred. Institutions are only required to collect and provide statistics for fires which took place in an on-campus student housing facility. The statistics are broken down separately by student housing facility. For the purposes of Clery Act fire safety reporting, a reportable "fire" is defined as any instance of open flame or other burning in a place not intended to contain the burning, or any instance of open flame or other burning in an uncontrolled manner. Note that incidents involving sparks or smoke where there is no open flame or other burning, and incidents such as burnt microwave popcorn that trigger fire alarms or smoke detectors but where there are no open flames or other burning do not qualify as a fire under this definition.

2021-2023 Fire Statistics for On-campus Student Housing Facilities

Name of On Campus Student Housing Facility & Address	Year	Total Fires in Each Building	Fire #	Cause & category of Fire	# of Injuries that Required Treatment at a Medical Center	# of Deaths Related to Fire	Value of Property Damage Caused by Fire
Living & Learning Center Galgewater 1, 2311VZ Leiden	2023	0	0	0	0	0	0
	2022	0	0	0	0	0	0
	2021	0	0	0	0	0	0

Fire Log

Up to date information regarding fires reported in student housing facilities is publicly available year round in the combined Daily Crime & Fire Log maintained by Student Services. The Fire Log records, by the date the fire was reported to the ERT or another University official, certain information regarding any fires which are reported to have taken place in the LLC. The Fire Log is maintained in the same document as the University's Daily Crime Log. The most recent 60 days of the Fire Log are available for public inspection in the Information and Service's Offices. Requests to view entries from more than 60 days ago, will be provided within two business days of the request.

FIRE SAFETY POLICIES AND PROCEDURES

This section of the Annual Security and Fire Safety Report provides information on the specific fire safety systems included in each on-campus student housing facility, information on how to report a fire to the University, and general fire safety policies and procedures.

How to Report a Fire to the University

The following pages address the University's procedures which should be followed by the campus community in case of an active suspected fire on campus. Reporting any observed fire or smoke to the ERT or local emergency responders is key. It is also important for members of the campus community to report evidence of a fire that has already been extinguished to the ERT any time that individual is unsure whether the ERT is already aware of the fire. This can be done by calling the ERT at +31 71 516 8000 ext. 4501. Members of the ERT will attend the scene and deal with the fire as trained. The ERT will decide if the fire department needs to be called. If no ERT members are available, campus community members should immediately call 112 which will dispatch the Fire Department. Instruction sheets detailing the required procedures are posted in all the classrooms and have been emailed to all staff. Following these procedures will ensure the safety of the campus community and also allow the University to determine whether or not the incident should be included in the annual fire safety report statistics.

General Procedures to Follow in Case of Fire

Anyone who observes fire or smoke inside Webster University facilities should take the following steps:

1. Immediately go to the nearest fire alarm pull station and activate the fire alarm, if it is possible to do so safely.
2. Extinguish the fire only if you can do so safely and quickly.
3. If the fire is taking place between 9:00 a.m. and 10:00 p.m. Monday – Friday, immediately contact the ERT who will determine whether it is necessary to contact the local fire department. If a fire takes place outside these hours, contact the local fire department directly. The fire department will contact either the Campus Director or Facilities Manager anytime they respond to campus.

All University students, staff, faculty and guests are required to heed a fire alarm and evacuate a building immediately. Remember to use the nearest stairwell and/or exit to leave the building immediately. The University strongly encourages all members of the campus community to familiarize themselves with the exits in each building.

Faculty members and department heads are responsible for the students and staff in their charge and should evacuate their classrooms and offices in an orderly manner to the nearest designated evacuation route and assembly point. Faculty members and department heads are also responsible for keeping all students and staff in their assembly area until recalled to the building or advised by emergency

personnel of where to go. If students or staff want to leave, or are dismissed, it is the responsibility of the faculty member or department head to record the student or staff member's name it in a log.

Anyone inside a Webster University student housing facility should take the following steps if a fire alarm sounds:

1. Evacuate the building as quickly and as orderly as possible. Do not use the elevators.
2. Switch off any equipment.
3. Close windows and doors.
4. Check if your room door is safe to open.
5. Warn people in the direct surroundings.
6. Calmly walk towards the safest Emergency Exit.
7. Assemble in the Webster parking lot.
8. DO NOT leave the Assembly point.
9. Await further instructions from campus staff or local first responders.

If you discover a fire in a student housing facility:

1. Go to the nearest alarm box, follow the instructions printed on the box, and activate the alarm. Evacuate the building immediately and do not use an elevator.
2. As soon as it is safe to do so, call the Campus Director directly at +31 0646412826 and give the exact location of the fire, and notify a member of the residential life staff.
3. If your door is warm or if the hallway is smoke-filled, stay in your room with your door closed. Seal cracks around the door with towels or sheets to keep the smoke from entering the room.
4. If smoke does enter your room, open one window slightly. Hang something noticeable out the window like a towel or sheet to indicate your exact location to fire fighters.
5. If you cannot open the window, remain close to the floor. The best breathing air will be approximately 18 inches above the floor.
6. Above all, remain calm. Local first responders are very familiar with all campus housing and will be on the scene immediately directing rescue operations.

Procedures for Evacuating Student Housing Facilities in Case of Fire

All occupants of student housing facilities must immediately evacuate the building when an alarm sounds. Whenever an alarm sounds in one of the residence halls all ARCs and HRL staff available at the time will knock on resident doors, informing them of the need to evacuate, provided it is safe to do so. ARCs and any available professional HRL staff in ushering people outside and keeping them assembled in the designated evacuation location.

All residents should remember to walk (not run) during evacuations and be sure to use stairwells (not elevators) when evacuating the buildings during a fire alarm or other emergency. Residents with disabilities that could affect their ability to evacuate in case of emergency should contact Residential Life prior to move in (or as soon as possible after becoming injured or disabled). HRL will develop a plan for assisting the resident during emergency drills and/or emergency situations.

Consequences for Misusing Fire Alarm and Protection Equipment

Misuse of the fire alarm and protection equipment (which includes fire alarms and fire extinguishers) constitutes a serious threat to the safety of the occupants of a building and is prohibited. Any activity involving tampering with fire alarms or firefighting equipment, unauthorized use of such equipment, failure to evacuate during a fire alarm, hindering the evacuation of other

occupants, or hindering authorized emergency personnel is prohibited, and will result in severe disciplinary action, including possible dismissal from Webster University along with possible criminal prosecution. Criminal prosecution may subject the violator to fines, imprisonment, or both. Civil action to recover the costs associated with damage resulting from the unauthorized use of firefighting equipment may also be initiated.

Student Housing Facilities Fire Safety Systems

The University takes proactive measures to ensure the safety of its residents within the student housing facility. One key component to resident's safety is maintaining appropriate fire safety systems and drills. Fire drills are intended to familiarize students with the locations of the emergency exits within their building and to provide guidance about the direction occupants should travel when exiting the facility. In 2017, Webster Leiden Campus installed smoke detectors connected to an alarm center in all the rooms of the on-campus housing facilities. Additionally, each room was provided with a fire extinguisher with instructions in English.
See below for details regarding the specific fire safety systems currently in place for this campus' only student housing facility. The University does not anticipate a need for future improvements to fire safety systems at this time.

Current On-Campus Student Housing Facilities Fire Safety Systems

Webster University On-Campus Student Housing Facilities	Fire Alarm Monitoring Done Off Site	Partial 1 Sprinkler System[18]	Full 2 Sprinkler System[19]	Smoke Detection	Fire Extinguisher Devices[20]	Evacuation Plans & Placards	Number of Evacuation (fire) drills held during 2022
Mitropoleos Square #11				X	X	X	
Pendelis #5				X	X	X	
Ipitou #7, 5A, 5B, 5C, 5D				X	X	X	

[18] A partial sprinkler system is defined as having sprinklers in the common areas only.
[19] A full sprinkler system is defined as having sprinklers in both common and individual rooms.
[20] The fire extinguishers are located inside the kitchens of each apartment and secondary fire extinguishers are located in the stairwells and near each apartment entrance.

Fire Safety Policies for Student Housing Facilities

Another important component of fire safety involves maintaining appropriate fire safety policies. The following Residential Life fire safety policies are taken from the 2022-2023 version of the Residential Life Student Handbook.

Appliances - In seeking to provide a safe living and learning environment, Webster University limits the appliances that may be used within residential facilities. Appliances with exposed or open heating elements are not permitted, except for coffee makers with an automatic shut off function.

Residence hall rooms are limited to one refrigerator per room. Refrigerators may have a maximum capacity of 5.0 cubic feet and must be Energy Star rated.

Smoking - Individuals may not smoke inside of any building on campus. Additionally, individuals may not smoke within 30 feet of a main entrance of a building. Individuals found responsible for smoking in prohibited location may receive a fine of $500 and be financially responsible for any damage caused to the facility.

Individuals are responsible for the proper disposal of cigarettes. Individuals may not possess or use hookahs, cigars, pipes, homemade/hand-rolled cigarettes on campus.

Candles, Incense, Open Flames - Due to the potential risk to the welfare of the campus community, devices with open flames or open heating elements are not allowed on campus. This includes unused items intended for decoration.

Flammable liquids such as gasoline and kerosene may not be kept in residential facilities.

Fire Safety Education and Training Programs

ERT members work collaboratively to provide residents and ARCs with fire safety education and training throughout the year. ERT's conduct fire safety training for the ARCs and HRL professional staff before students move in each fall. This training covers what to do/what not to do in the case of a fire alarm or fire emergency in student housing facilities.

HRL professional staff also covers the following information with residents at orientation each fall:

- Explain that it is University policy that that anytime a smoke alarm goes off, you must exit the building;
- Explain what will happen during an evacuation including identifying exit routes;
- Explain that residents can't leave evacuation location until they're cleared by fire department or public safety;
- Discuss the consequences for misusing fire alarm and protection equipment; and
- Provide training on the use of fire extinguishers.

Webster University also offers general fire safety education or training for employees upon request. Students, faculty and staff are all encouraged to review the general emergency procedures related to fire safety on the DPS website at https://www.webster.edu/public-safety/crisis.php **General Fire Safety Tips are included in Appendix E**.

APPENDIX A – Clery Act Crime Definitions

Murder/Non-Negligent Manslaughter: the willful (non-negligent) killing of one human being by another.

Manslaughter by Negligence: The killing of another person through gross negligence.

Sexual Assault: An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting (UCR) program. Per the National Incident-Based Reporting System User Manual from the FBI UCR Program, A sex offense is "any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent."

- **Rape:** The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

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

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

- **Statutory Rape:** Sexual intercourse with a person who is under the statutory age of consent.

Robbery: the taking or attempting to take anything of value of the care, custody or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Aggravated Assault: an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

Burglary: the unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes unlawful entry with intent to commit a larceny or a felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking and all attempts to commit any of the aforementioned.

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

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

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. The existence of such a relationship shall be determined based the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition:

- Dating Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.

- Dating violence does not include acts covered under the definition of domestic violence.

Domestic violence: A Felony or misdemeanor crime of violence[21] committed –

- By a current or former spouse or intimate partner of the victim;
- By a person with whom the victim shares a child in common;
- By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
- By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or
- By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- Fear for her, his, or others' safety; or
- Suffer substantial emotional distress.

For the purposes of this definition:

- Course of conduct means two or more acts, including but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property.

- Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.

- Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

Weapons: Carrying, Possessing, Etc.: This classification encompasses weapons offenses that are regulatory in nature.

[21] The term "crime of violence" is defined by 18 U.S. Code Section 16 as follows:

a. an offense that has as an element the use, attempted use, or threatened use of physical force against the person or property of another, or
b. any other offense that is a felony and that, by its nature, involves a substantial risk that physical force against the person or property of another may be used in the course of committing the offense.

Drug Abuse Violations: the violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs.

Liquor Law Violations: the violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages, not including driving under the influence and drunkenness.

Hate crimes: a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim.

The Department of Education directs institutions to report statistics for hate crimes in connection with the following offenses: Murder and Non-negligent Manslaughter; Sexual Assault; Robbery; Aggravated Assault; Burglary; Motor Vehicle Theft; Arson. These definitions are provided above.

Institutions must also report statistics for hate crimes in connection with the following offenses which are not otherwise included in the annual crime statistics:

Larceny: the unlawful taking, carrying, leading or riding away of property from the possession or constructive possession of another. (Larceny and theft mean the same thing in the UCR.) Constructive possession is the condition in which a person does not have physical custody or possession but is in a position to exercise dominion or control over a thing.

Simple Assault: an unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

Intimidation: to unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

Destruction/Damage/Vandalism of Property: to willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

Types of Bias reportable under the Clery Act:

- **Race:** A preformed negative attitude toward a group of persons who possess common physical characteristics, e.g., color of skin, eyes, and/or hair; facial features, etc., genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind, e.g., Asians, blacks or African Americans, whites.

- **Religion:** A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or

nonexistence of a supreme being, e.g., Catholics, Jews, Protestants, atheists.

- **Sexual Orientation:** A preformed negative opinion or attitude toward a group of persons based on their actual or perceived sexual orientation.

- **Gender:** A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender, e.g., male or female.

- **Gender Identity:** A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity, e.g., bias against transgender or gender non- conforming individuals.

- **Ethnicity:** A preformed negative opinion or attitude toward a group of people whose members identify with each other, through a common heritage, often consisting of a common language, common culture (often including a shared religion) and/or ideology that stresses common ancestry.

- **National Origin:** A preformed negative opinion or attitude toward a group of people based on their actual or perceived country of birth.

- **Disability:** A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.

APPENDIX B – Crime Prevention Tips

While Webster University and campus administrators make every effort to provide a safe campus, students, faculty, and staff must also do their part to help us maintain a safe environment. To this end, Webster University encourages all individuals who attend, work or visit the campus and satellite campuses to follow basic personal and property crime prevention procedures for yourself and for those around you. Please review the following tips on preventing crime and keeping yourself and your property safe and secure.

Tips for Securing Valuables in an Office

- Always lock your office, even when you are away for a few minutes.
- If you have valuables stored in your office, do not leave them overnight.
- Never leave purses or other valuables unattended. Take them with you or lock them in a secure cabinet.
- Keep your desk and files locked when you are away.
- Never store money in your desk drawers or file cabinets
- Report all losses to your Campus Director immediately.

Tips for Securing Valuables in Residences

Conspicuously mark items of value with a unique identifier making the items more difficult to sell and making it easier for law enforcement officials to return lost or stolen property.

Personal Safety Tips

- When walking alone after dark, walk on well-lighted, well-traveled walkways and plan your route ahead of time. Avoid places where attackers might hide (spaces between parked cars, overgrown shrubs, and dark passageways) and areas where you might get cornered. Remember that it is best to walk facing traffic.
- If anyone follows you while you are walking alone, look confident and let him or her know you are aware of their presence. Don't be polite or engage in conversation. If they continue to follow you, cross the street and/or change directions. If this doesn't work, walk toward other people or occupied buildings and stay away from places where you might get cornered.
- If you are trapped in your car and afraid for your safety, honk your horn in quick short bursts. This will attract people's attention.
- Make sure that all of the car doors are locked whenever you leave your vehicle.
- When returning to your car, have your keys ready so you can enter your car quickly and be aware of your surroundings. If you have to look into a purse or a pocket to find them, it takes extra time and you lose sight of what is around you, which could allow someone to sneak up on you.

Preventing Thefts from Vehicles

- Install a vehicle alarm or mechanical lock for the steering wheel origination.
- Always lock the doors and leave the windows rolled up.
- Keep valuables out of sight. Place valuable items in your trunk not the front or back seats.
- Know the license number, year, make and model of your vehicle.
- Never leave money, checkbooks, or credit cards in the vehicle at any time.

Preventing Bicycle Theft

Keep bicycles locked any time they are unattended. Be sure the lock or cable goes through the front wheel, rear wheel and the frame,

APPENDIX C – Applicable Dutch Law

Section 242

Any person who by an act of violence or any other act or by threat of violence or threat of any other act compels a person to submit to acts comprising or including sexual penetration of the body shall be guilty of rape.

Section 243

[It is illegal to engage] … in acts comprising or including sexual penetration of the body with a person whom he knows to be unconscious, to have diminished consciousness or to be physically unable to resist, or to be suffering from such a degree of mental disease or defect that such person is incapable or not sufficiently capable of exercising or expressing his will in the matter or of offering resistance.

Section 245

[It is illegal to for an unmarried person to engage] … in lewd acts comprising or including sexual penetration of the body with a person who has reached the age of twelve years but not yet sixteen years.

Section 246

[It is illegal for a person to] … by an act of violence or any other act or by threat of violence or threat of any other act, compels another person to engage in or to tolerate lewd acts.

Section 247

[It is illegal for a person to engage] … in acts with a person whom he knows to be unconscious, to have diminished consciousness or to be physically unable to resist, or to be suffering from such a degree of mental disease or defect that such person is incapable or not sufficiently capable of exercising or expressing his will in the matter or of offering resistance, or who engages in lewd acts, out of wedlock, with a person under the age of sixteen years.

Section 285b

Any person who unlawfully, systematically, intentionally violates another person's personal privacy with the intention of compelling that other person to act or to refrain from certain acts or to tolerate certain acts or of instilling fear in that person, shall be guilty of stalking.

APPENDIX D – Bystander Intervention Tips

The University encourages the campus community to recognize that we all have an opportunity to make a difference and reduce the incidents of sexual misconduct on our campus, by learning how to intervene when we witness a situation that makes us uncomfortable, or we know is wrong. One method of bystander intervention is referred to as the "3 D's - Distract, Delegate, and Direct." Information about how to engage in this method appears below. **IMPORTANT REMINDER**: You should always assess whether you can safely intervene before engaging in any of the techniques described below.

Distract. This technique involves causing some form of distraction that will interrupt the flow of what is happening. Once you identify a high-risk situation you can attempt to distract either of the two individuals.

Examples:

- Ask one of the people to help you find a lost item.
- Interrupt to ask for directions.
- Spill a drink.
- Start talking to the couple and don't leave, so isolation cannot happen.
- An easy technique you can use is to invite the targeted individual to go outside for some fresh air. Once he or she is away from the other person, check in and ask if she or he needs help.

Delegate. When a bystander doesn't feel safe to approach the situation alone, she or he can involve others.

Examples:

- Group intervention. There is power in numbers. If you don't feel comfortable going by yourself, ask a group to go with you. Say to one's friends, I am concerned for that person. Can you find their friends and get them to check on the situation, while I stay here and watch?
- Ask a bouncer at a bar to look into the situation
- Ask the host to intervene. For example, I am worried for that girl, who is so drunk. Could you let that guy know that upstairs is off limits?

Direct. With the direct approach, you confront either the potential target or the person who you think is potentially about to commit a sexual assault.

Examples:

- Say to the couple, "we are finding her friends and they will take her home."
- Say to the targeted individual, "I am not letting a stranger take you home."

APPENDIX E – Fire Safety Tips

If your clothes are on fire, stop, drop, and roll to extinguish fire. If you are trapped in a room:

- Place cloth material around the bottom of the door to prevent smoke from entering.
- Close as many doors as possible between you and the fire.
- Do not break glass unless necessary. Outside smoke may enter.
- Signal from a window if possible.

If you are caught in smoke:

- Drop to your hands and knees, and crawl.
- Hold your breath as long as possible.
- Breathe shallowly through your nose and use clothing as a filter.

If you are forced to advance through flames:

- Hold your breath.
- Move quickly.
- Cover your head and hair.
- Lower your head and close your eyes often.