



**Department of
Safety and Security**

**Report for
Calendar Year 2022**

**Compliance Document
for
Crime Awareness
and
*Fire Safety Report***

October 1, 2023

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This information is provided as part of the University of New England's commitment to safety and security on campus and is the compliance document for the Crime Awareness and Campus Security Act of 1990.

Overview of University of New England (UNE)

UNE is a private institution of higher education offering undergraduate and graduate programs in liberal arts and sciences, education and health professions. The scenic 125-acre Biddeford Campus is located in a rural area along the southern coast of Maine, 20 miles south of Portland and 90 miles north of Boston. The historic Portland Campus of the University of New England is located in suburban Portland. The one-of-a-kind Tangier campus of the University of New England is for students studying abroad and is located in suburban Tangier, Morocco.



How This Report Is Prepared

Each year, the Director of Safety & Security and the Associate Director of Safety review the Annual Security Report (ASR) for updates and any necessary changes. The statistics of reportable crimes and incidents are gathered by the Director of Safety and Security and reviewed for inclusion in this report. Sources include:

- Surveys and reports of incidents made by any individual on the campus who has significant responsibility for student and campus activities
- Campus security reports
- Statistics reported by the Student Conduct Office
- Statistics reported by the Office of Title IX and Civil Rights Compliance
- Statistics reported by the Global Affairs Office
- Statistics reported by the Biddeford Police Department
- Statistics reported by the Portland Police Department
- Statistics reported by the Tangier Police Department

This report is completed by the Director of Safety & Security and posted electronically at the University's website under Student Life and the Department of Safety and Security. A printed copy of this report is available to anyone at no cost by contacting the Department of Safety and Security at (207) 602-2298.

Formal Report or Investigation of a Crime Is Not Required

It is not necessary for a reporter or witness of a crime to file a formal report of that incident with the police or Department of Safety and Security in order for that crime to be published/counted in this annual report. Any member of the community can make a voluntary, anonymous report (to the extent permitted by law) of a crime by contacting the Office of Title IX at (207) 221-4554 for any campus. The community member should inform the Office of Title IX that they request to make an anonymous complaint at the beginning of any conversation. Anonymous complaints can also be reported using an online form through the Office of Title IX and Civil Rights Compliance at <https://www.une.edu/title-ix/reporting>. The Office of Title IX will report that statistic to the Department of Safety and Security for inclusion in this document.

Open Campus Log

The UNE Department of Safety and Security maintains an electronic "Campus Activity" log of significant events and any crimes or fires occurring on campus. Copies of these logs are available to any member of the community, or the public during normal business hours of 8a-4p Monday-Friday. Please contact the Director of Safety and Security at (207) 602-2298. Please specify the date or range of dates you would like to see. We can e-mail the log to you or provide a hard copy, whichever you prefer. There is no cost for this service.

Sex Offender Registry

Information pertaining to the existence of registered sex offenders on campus or anywhere in the State of Maine can be found by accessing the Maine State Police Sex Offender Registry at: <http://sor.informe.org/sor/>

Reporting Criminal Actions or Emergencies

UNE encourages every member of the community to report all crimes promptly and accurately. These reports should be directed to the Department of Safety & Security, any designated Campus Security Authority (CSA) or directly to local law enforcement when the victim of crime elects to or is unable to make such a report. The Department of Safety and Security is the main unit responsible for safety, security, and coordination of emergency services at the Biddeford and Portland campuses. Campus Safety and Security is located on the Biddeford Campus at 605 Pool Road, the Facilities Building, and 79 College Street on the Portland Campus. Security may be reached twenty-four hours a day from either the Portland Campus or the Biddeford Campus by dialing extension 366 from any on-campus phone. The non-emergency line for Safety & Security is (207) 602-2298 and the emergency line is (207) 283-0176 from any private phone (please use this line during power outages). A University Dispatcher will relay your request to a Security Officer at either campus, at any time of the day or night. Officers are ready to respond to calls for service twenty-four hours a day, every day.

Full-time and part-time University employees provide security staffing. Security Officers make routine vehicle and foot patrols of the campus grounds, academic buildings, and residential halls, particularly during hours of darkness. It is preferred that any report of criminal activity be directed to the Department of Safety & Security first. Members of the community may contact the Biddeford or Portland Police Department at any time to report a crime. UNE Security Officers will assist you upon request.

The Biddeford, Saco, and Portland Police and Fire Departments are the primary providers of law enforcement, fire protection, and ambulance services. To report a crime in progress, fire, or medical emergency at any UNE campus or facility, dial 911 (there is no need to dial a prefix number). If there is time and it is safe to do so then dial (207) 283-0176 for UNE Safety and Security. If you are using a campus phone, dial 366 for UNE Safety and Security. A number of marked and conveniently located call boxes are available throughout both campuses. The call boxes have a blue light on the top and are generally found at the entrance of residence halls and campus parking lots. You may use the boxes to report a criminal incident, a fire, or other type of emergency or to request assistance from the Department of Safety and Security. An interactive map of call box locations can be found online at <https://www.une.edu/parking>. We also strongly encourage all community members to download the Rave/Guardian mobile app for smart phones to help community members connect and engage with Safety & Security wherever they are on campus.

Tangier Morocco Emergency Numbers

Campus Address-Rue Abi Chouaib Doukkali

Tangier 90000, Morocco

Campus Manger Mr. Mourad Benkirane 212 661 39 80 08

Campus Coordinator Ms. Douaa Ben Imran 212 636 93 62 77

Police 190

Fire/Ambulance 150

US Embassy American Citizen Services 212 522 26 71 51

US Embassy After-Hours Emergencies 212 661 13 19 39

US Embassy in Rabat 212 537 76 22 65

US Embassy in Rabat after Hours Emergencies 212 537 76 96 39

This is a gated community with private security hired for campus safety & security.

Reporting Emergencies or Crimes Occurring Off-Campus

The UNE Department of Safety and Security does not respond to calls for service, crimes, or emergencies at public properties. The University of New England does not have any non-campus properties of officially recognized student organizations. UNE does, however, have non-campus properties that are not of officially recognized student organizations and those properties are patrolled by local law enforcement.

UNE Department of Safety and Security



UNE Security Officers have no arrest authority. The Biddeford, Portland, and Westbrook Police Departments share concurrent jurisdiction over UNE property with the York County Sheriff's Office, Cumberland County Sheriff's Office and Maine State Police. Response times will vary according to the nature of the call and the location of the closest available responder(s).

The UNE Department of Safety and Security is not a law enforcement agency and responds to calls for service on campus only. The department provides safety and security services to the UNE community including coordinating responses to campus by city

police, fire, and medical agencies. Any member of the community may call the UNE Safety and Security Department at any time of the day or night, any time of the year for any emergency, or any time police/fire or medical assistance is needed. The phone number for UNE Safety and Security is (207) 283-0176 from any personal or campus phone. Trained Safety and Security Officers will be pleased to assist by contacting city police/fire or medical assistance when needed. Community members may also call city police, fire, or medical services directly by dialing 911 from any campus phone or by cell phone. If it is safe and there is time then dial (207) 283-0176 for UNE Safety and Security.

Access to Campus Facilities

Most campus buildings and facilities are accessible to the campus, guests, and visitors from 6:00 AM to 8:00 PM, Monday through Friday. Exterior doors are secured each evening following their usage. Security Officers and designated staff members check campus buildings and residence halls throughout the night ensuring facilities are secured as needed.

Exterior Residence Hall doors are locked 24 hours a day and only accessible via an electronic ID card with the appropriate permissions. Residence halls and other buildings on the Morocco campus are accessible via hard key only. All other academic, administrative and non-residence facilities are secured following building usage.

Students and staff/faculty members are given keys/electronic access cards, which open exterior doors and secured interior doors for which they have the appropriate permissions. Electronic access is coordinated through the Office of Safety & Security and is granted based upon a legitimate work/study need, place of residence, or program enrollment requirement. Guests and visitors to the residence halls may gain admittance by calling a student living in the residence hall and then must be escorted by that individual at all times while in that facility.

All key requests or lock changes are processed through Facilities Management with designated ones approved by the Director of Safety & Security. All lost or stolen keys/electronic access cards must be reported promptly to the Safety and Security Department who will deactivate the card or re-core the effected doors, as required. Persons living in a residence hall must report lost or stolen keys/electronic access cards immediately to their Resident Advisor or Area Coordinator who will make the necessary notifications to Safety & Security.

Maintenance and Security of Campus Facilities, Fire Alarms

The University is committed to maintaining a safe level of exterior lighting. Security Officers routinely survey lighting and recommend maintenance and repositioning of existing lights and additional illumination, as required. Members of the campus community are encouraged to report any lighting deficiencies to the nearest

Department of Safety and Security Office. Security Officers also survey and routinely report problems with doors. This task is given a high priority. If the problem represents a security hazard, a maintenance person is immediately called in to make necessary repairs or adjustments.

Smoke detectors are installed in buildings throughout campus. The alarms are connected to a system that will sound interior and exterior horns and strobe lights. The fire alarm system also has local pull stations on each floor. All of the primary residence halls of the University have sprinkler systems. Students are required to participate in fire drills several times each year.

Enforcement Authority and Interagency Relationships

Officers of the Department of Safety and Security do not carry firearms and have no law enforcement powers. Officers are equipped and trained in the use of pepper spray and handcuffs for their personal safety.

The Department of Safety and Security maintains close working relationships with local law enforcement agencies as well as other security and law enforcement agencies on campuses throughout Maine and New England. In general, these jurisdictions are our primary providers of law enforcement services and there are no Memorandum of Understandings (M.O.U.'s) with the exception that an MOU exists between the Biddeford Police Department and SARSSM with the University outlining the processes and supports offered when relationship violence complaints are filed.

Security Awareness and Crime Prevention Programs

Security administrators meet with first year resident students at the beginning of each school year to explain Maine Law, safety procedures and offer crime prevention tips. The Department of Safety and Security administers the program, "Active Threat, Run-Hide-Fight" throughout the year upon request. Resident Advisors can initiate safety programs for their resident students by contacting the Department of Safety and Security. Safety and Security administrators conduct safety and security training sessions with the Housing and Residential/Commuter Life Staff. Some other programs include:

Green Dot Bystander Program: Conducted by the Title IX department periodically throughout the school year.
Management of Aggressive Behavior: Conducted by the Safety and Security Department upon request.
Basic Self-Defense Tactics: Conducted by the Safety & Security Department upon request.

Printed Crime Prevention Materials

The Student Affairs Office, Title IX Office, and the Department of Safety and Security distribute educational materials addressing Title IX, sexual harassment/assault, dating/domestic violence, stalking, survivor's rights, drug and alcohol abuse, fire safety, and safety on campus.

Reporting a Crime or Emergency to the Community

Considerable effort is made to advise members of the UNE community about campus crime and emergency situations. Each semester the community is advised of the existence of the Emergency Notification System by e-mail and postings throughout both campuses of the university. These efforts include the following:

I. Timely Warnings:

The decision to send a timely warning to the community is made on a case-by-case basis. Circumstances that would trigger the sending of a timely warning would be the occurrence or report to the UNE Department of Safety and Security of a "Clery Act" crime on Clery reportable geography that represents a serious or continuing threat to students and or employees. Clery Act crimes are listed in the "Crime Statistics" portion of this report. A Timely Warning would appear in any one or all of the following forms: campus email and campus websites. When issuing a "Timely Warning" the university will withhold as "confidential", reporters' names. Timely warnings are sent through the Department of Safety and Security by either the Director of Safety & Security or the Associate Director of Safety & Security. In the event

both parties are unavailable, a designated member of the Office of Communications will send the timely warning.

II. Immediate Emergency Notifications:

Upon confirmation by the Director or Assistant Director of Safety & Security of a significant campus emergency or dangerous situation involving an immediate threat to the health or safety of students or employees, the UNE Department of Safety and Security will initiate the university emergency notification process. The Director or Associate Director will make this decision considering the safety of the community and determine who needs to be notified, the content of the message, and send the notification unless the notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency. In the absence a member of Safety & Security leadership, the emergency notification will be sent by a designated member of the Office of Communications. All community members, regardless of campus, will receive the emergency notification to ensure, as best possible, the intended audience is reached.

The University encourages all members of the community to register and regularly update their emergency contact information on “U-Online”. Persons who have listed their contact information (phone numbers, e-mail addresses, text numbers, etc.) will receive the emergency notification by any one or all of these sources. The emergency notification system is tested at least once each year by activating the system and sending a “test” message. The community will receive email information concerning tests before they occur. Results of the test including date and time of the test will be reported to University administration. UNE does not conduct unannounced tests. This emergency notification process is explained on the UNE Safety & Security website.

The University leadership also has a Campus Crisis Response Guidelines and periodically holds annual table top exercises to assess and evaluate emergency plans, the emergency notification process and debrief incidents. On an annual basis, the Director of Safety & Security will publicize emergency response and evacuation procedures in conjunction with the test and document each test, a description of any exercise completed, including the date and time, and that it was announced. UNE does not conduct unannounced tests.

Selected UNE Campus Emergency protocols can be found on the UNE Website. Follow this link <http://www.une.edu/emergency/emergency-procedures>.

Campus Evacuation

The UNE Department of Safety and Security staff conduct evacuation drills in the residence halls several times each year. The purpose of the drills is to prepare occupants for an organized evacuation in the event of an emergency. During these evacuation drills occupants become familiar with the location of exits and the sights and sounds of the fire alarm system. Occupants can learn where their “muster stations” are by looking at the Fire Report at the end of this document. Evacuation drills are monitored and evaluated by Department of Safety and Security staff. Evacuation drills provide the opportunity to make certain all evacuation equipment is operating properly and that any necessary repairs are made promptly. Students receive instruction about evacuation drills at regular residence hall floor meetings. Should a long-term evacuation of the campus ever become necessary, UNE Department of Safety and Security would coordinate evacuation efforts with local and state Emergency Management authorities.

Missing Student Policy

UNE has established a procedure to investigate when a student is reported missing for more than 24 hours. Each residential student has the option to designate a confidential contact by submitting a form to the Office of Housing and Residential/Commuter Life. Only authorized campus officials and law enforcement officers may have access to that confidential information and only then, in the furtherance of a missing person

investigation. The University will contact the designated person when it has been determined that a student is considered missing. Any person receiving a report of a student missing more than 24 hours must immediately report that information to the UNE Department of Safety and Security by dialing (207) 283-0176 or for on campus phones, Extension 366. Law enforcement officials will also be notified of a student's absence after the student has been deemed missing within 24 hours and will follow their own investigation procedures. For students who are minors (under 18 and not emancipated), the University is obligated to notify parent(s) and/or guardian(s) that the student is missing within 24 hours of being determined missing. Housing and Residential/Commuter Life and Department of Safety and Security staff will gather as much information as possible about the missing student and share all appropriate information with law enforcement officials engaged in the search. University staff will interview roommates, make phone calls, and post information regarding the missing student using the campus electronic information system(s).

POLICIES RELATED TO CAMPUS CRIME

Sexual Assault Prevention and Response

The University educates the student community about sexual assaults and date rape through programming on both campuses. As part of the on campus new student Orientations offered in January, May, June, and August, students receive a 50-60 minute in person presentation from a member of the Title IX staff which provides information on policies, definitions, on and off campus support resources, and University processes. Examples of programming include the annual presentation: "UNE Sex Show", Green Dot Awareness Month programming, which focuses on bystander trainings and awareness trainings around gender and relationship violence, the What Were You Wearing art installation, Empty Chair Project, programs within the residence halls on Consent and Healthy Sexuality. The Title IX Office also has implemented the Green Dot Bystander Intervention initiative University-wide and provides trainings and workshops for faculty, staff, and students on being active bystanders to reduce power-based personal violence. This office provides program-specific trainings for the different majors and training for employees and many student employees on an annual basis as well as by request.

The UNE Athletics Department offers several educational outreach programs to both Athletes and the general student body as part of their compliance with NCAA regulations. The Title IX Coordinator and the Office of Student Affairs serve as resources for additional information about sexual assault education and risk reduction. Literature on date rape education, risk reduction, and University response is available through the Office of Title IX and Civil Rights Compliance, Student Affairs, and the Office of Housing and Residential/Commuter Life. The Office of Title IX and Civil Rights Compliance also posts materials in online communications to the faculty, staff and student populations about the policies, processes and resources on an annual basis. The related policies in their entirety can be found below and online at: www.une.edu/title-ix, in the University of New England Student Handbook and Conduct Code, the University of New England Personnel Handbook, and the University of New England Faculty Handbook

What You Should Do If You Are a Reporter of Sexual Assault

If you are a victim/survivor of sexual assault, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. The UNE Department of Safety and Security strongly advocates that a reporter of sexual assault report the incident in a timely manner. An assault should be reported directly to any of the following UNE personnel: the Title IX Coordinator, Deputy Title IX Coordinators, UNE Counseling Services, outside agency Victim Advocate, a Housing and Residential/Commuter Life staff member, the Dean of Students and Assistant Provost for Student Affairs, Assistant Dean of Students for Graduate and Professional Student Affairs, or a Department of Safety and Security Officer. Should a reporter prefer to speak to someone of the same gender, every reasonable effort will be made to accommodate the

reporter's request. Time is a critical factor for evidence collection and preservation. Ideally, a reporter of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam.

It is important to be aware that reports may also be submitted by others who have knowledge of an incident but did not themselves experience the assault.

Many reports of sexual assault may not be disclosed until some time has passed after the incident. Individuals are encouraged to come forward at the point at which they feel most comfortable and able to. There are many options for support and response available including academic supports, resource referrals, change in room and class section assignments, and other supports. These supports and accommodations are available to anyone regardless of whether or not they file a formal discipline complaint or report to campus safety or local law enforcement.

You may contact the local police department directly by dialing 911. UNE Safety and Security Officers will provide assistance contacting the police upon request. UNE Safety and Security can be reached twenty-four hours a day, seven days a week at (207) 283-0176. Should a student wish to file a confidential report, they can do so by contacting University Counseling Services Biddeford: (207) 602-2549, Portland: 207-221-4550, Crisis Response, 24 hours a day, 1 (888) 568-1112. The crisis number is answered by Maine Crisis Response Hotline. This hotline will put you in touch with the closest or most appropriate crisis organization. A student may also contact any number of local and national sexual assault response services such as Sexual Response Services of Southern Maine (SARSSM) 24 hours: 1-(800) 871-7741.

The Title IX Office also provides a link on its website for individuals to submit a report online. While this online report cannot be guaranteed to remain confidential, it can be submitted anonymously. The form is located at <https://www.une.edu/title-ix/reporting>.

University Policies Addressing Title IX and Sexual Misconduct

Title IX Compliance

The US Department of Education requires as part of Title IX of the Higher Education Act for every school or school district that receives federal funding (which includes almost all colleges and universities, as well as public elementary, middle, and secondary schools) is required to designate and/or adequately train at least one employee to coordinate the recipient's Title IX responsibilities. Title IX regulations also require that the names and contact information of the Title IX Coordinator and Deputy Title IX Coordinators be made public by the educational institution. If you have been, or think you might be a reporter of harassment (sexual or any other form), bullying, or discrimination in any way, you may contact the University's Title IX Compliance Officers. All university employees receive an annual online training regarding their obligations and resources under Title IX. The Title IX Coordinator and the Title IX Investigator and Prevention Specialist receive annual training from national organizations on investigations, compliance, and other resources. Faculty and staff who serve on the University Student Conduct Board receive annual training specifically around Title IX cases. The Title IX Coordinator, Deputy Coordinators, and Investigative staff meet regularly to discuss campus concerns, trends and ongoing training on Title IX-related issues. The University of New England has two policies to address sexual harassment and misconduct. The **Grievance Policy for Addressing Formal Complaints of Sexual Harassment Under the Title IX Regulations** addresses formal complaints filed that meet the criteria and jurisdictions outlined by the Department of Education's Title IX requirements. The **Non-Discrimination, Anti-Harassment, and Sexual Misconduct Policy** addresses related conduct that does not meet the criteria and jurisdictions outlined by the Department of Education's Title IX requirements.

NON-DISCRIMINATION, ANTI-HARASSMENT, AND SEXUAL MISCONDUCT POLICY

The University of New England (“the University”) is committed to maintaining a fair and respectful environment for living, work, and study. To that end, and in accordance with federal and state law, and University policy, the University prohibits any member of the faculty, staff, administration, trustees, student body, vendors, volunteers, or visitors to campus, whether they are guests, patrons, independent contractors, or clients, from harassing and/or discriminating against any other member of the University community because of that person’s race, sex, sexual orientation, gender identity and/or expression, ethnicity or national origin, religion, age, creed, color, genetic information, physical or mental disability, HIV status, or status as a veteran.

The University is required by Title IX of the Education Amendments of 1972, and the final Title IX regulations issued by the U.S. Department of Education’s Office for Civil Rights in May 2020, not to discriminate on the basis of sex and the following policy is designed to address such discrimination.

NON-DISCRIMINATION AND EQUAL OPPORTUNITY

Consistent with federal and state law and University policy, the University of New England is committed to the fundamental concept of equal opportunity for all of the members of the University community. The University prohibits and will not tolerate discrimination in employment, admission policies, scholarship and loan programs, the provision of academic services, or in any other area of University life based on race, color, sex, physical or mental disability, religion, age, ancestry, national origin, sexual orientation, gender identity and/or expression, ethnicity, genetic information, HIV status, or status as a veteran.

This policy is enforced by Federal Law under Title IX of the Education Amendments of 1972 and its implementing regulations, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, as amended by the Violence Against Women Reauthorization Act of 2013, Title VII of the Civil Rights Act of 1964, and Section 504 of the Rehabilitation Act of 1973. It is also enforced under Maine law through the Maine Human Rights Act at 5 M.R.S.A. section 4551 et. seq, as well as other applicable federal and Maine state laws. Inquiries regarding compliance with these statutes may be directed to the Title IX Coordinator, Angela Shambarger (ashambarger@une.edu, (207)-221-4554, 11 Hills Beach Road, Biddeford, ME 04005), the Associate Vice President of Human Resources & Chief Human Resources Officer, Bobbie Kallner (bkallner@une.edu, (207) 602-2339, 11 Hills Beach Road, Biddeford, ME 04005), or to the Director, Office of Civil Rights, Department of Education, 8th Floor, 5 Post Office Square, Boston, MA 02109-3921, 617-289-0111 or the Maine Human Rights Commission, 51 State House Station, Augusta, ME 04333-0051, 207-624-6290, and/or the U.S. Equal Employment Opportunity Commission, 131 M Street, NE, Washington, D.C. 20507, (202) 663-4900.

Every member of this University community is expected to uphold this policy as a matter of mutual respect and fundamental fairness in human relations. Every student of this institution has a responsibility to behave in accordance with this policy as a condition of enrollment. Further, every University employee has an obligation to observe UNE policies, as well as federal and state law, as a term of employment.

Merit and productivity, free from prohibited bias, will continue to guide decisions relating to employment and enrollment. No person will be penalized for good faith utilization of or participation in channels available for resolving concerns dealing with prohibited discrimination, harassment, or sexual misconduct.

Discrimination, harassment, and sexual misconduct, including sexual assault, dating violence, domestic violence, and stalking, undermine the character and mission of the University and will not be tolerated. Students and employees who engage in conduct prohibited under this Policy may be subject to disciplinary action, including dismissal from the University or termination of employment. In addition, the University

will provide remedies to a Complainant designed to restore or preserve equal access to the University's education programs or activities where a determination of responsibility has been made against a Respondent.

In addition, this policy specifically prohibits any and all forms of sexual or gender-based harassment, and all forms of sexual misconduct, including sexual assault, dating violence, domestic violence, stalking, and sexual exploitation. This policy also addresses consensual sexual or romantic interactions where a supervisory relationship and/or power imbalance exists. This policy covers conduct that falls within the jurisdiction set forth in the May 2020 Title IX regulations, as well as conduct that falls outside of Title IX such as gender-based and sexual harassment that does not meet the Title IX regulations' definition and conduct that occurs outside of the United States but still within the University's education programs or activities. The University condemns all forms of sexual misconduct, even conduct that does not meet the definition of sexual harassment under Title IX. Accordingly, this Policy provides procedures for reporting and investigating sexual harassment that falls outside of Title IX's definition of sexual harassment or outside of Title IX's geographic scope but is nonetheless detrimental to the safety and wellbeing of the University community.

TITLE IX COORDINATOR/ DEPUTY TITLE IX COORDINATORS

The Title IX Coordinator is the individual designated by the President with responsibility for providing education and training about discrimination, harassment and sexual misconduct, including sexual assault, dating violence, domestic violence or stalking to the University community and for receiving and investigating reports and complaints of discrimination, harassment, and sexual misconduct in accordance with this policy. The **Title IX Coordinator** is Angela Shambarger, 207-221-4554 or ashambarger@une.edu. You may also contact one of the **Deputy Title IX Coordinators**: Jennifer DeBurro, Vice President for Student Affairs at 207-602-2372 or jdeburro@une.edu; Ray Handy, Associate Dean of Student Affairs at 207-221-4213 or rhandy@une.edu; Heather Davis, Director of Athletics at 207-602-2629 or hdavis@une.edu; Janna Merritt, Assistant Director of Human Resources, 207-602-2281 or jmerritt2@une.edu; or Shaylah Kelly, 207-602-2524 or skelly4@une.edu. In addition, **Student Counseling Services** may be reached at 207-602-2549 on the Biddeford campus and 207-221-4550 on the Portland campus. **In case of an emergency** dial 366 from any campus phone for both the Portland and the Biddeford campus. Dial 207-283-0176 from any non-campus phone. Local Law enforcement can be reached by dialing 911.

The Title IX Coordinator/ Deputy Title IX Coordinators will: (1) provide oversight of any investigation of claims of discrimination, harassment, or sexual misconduct in violation of this policy; (2) be available to assist any individual to access the resources of the University or the community in the event of any complaint under this policy; (3) assist anyone who wishes to report a crime to local law enforcement; (4) be responsible for all training and education programs and monitoring the campus climate with regard to discrimination, harassment, and sexual misconduct; and (5) complete required annual reports to government agencies.

APPLICABLE PROCESSES

The nature of the conduct alleged, the geographic location in which it occurs, and the status of the parties will dictate the applicable process to be used for investigating and resolving reports.

- When the reported conduct falls within the Title IX regulations, the University's Title IX grievance process will be used for both employees and students, linked here: <https://www.une.edu/title-ix-civil-rights-compliance>.
 - When the reported conduct involves both Title IX and non-Title IX allegations arising out of

the same facts and circumstances, the University's Title IX grievance process will be used: <https://www.une.edu/title-ix-civil-rights-compliance>.

- When the reported conduct against a student involves either (a) gender-based harassment or sexual misconduct covered under this Policy that does not fall within the Title IX regulations or (b) discriminatory harassment based on other protected categories covered under this Policy, the investigation and grievance process set forth in this Policy will be used.
- To the extent that alleged misconduct by a student implicates the University's Professional Codes of Conduct, the matter may be referred for adjudication under the applicable College's conduct board proceedings following an investigation and hearing under this Policy or the Title IX Policy. This referral to a professional code of conduct board may occur even if no determination of responsibility is found under the Title IX or Discriminatory Harassment policies.
- When the reported conduct against an employee involves discrimination or harassment, including gender-based or sexual harassment, that is not covered by Title IX, the investigation and grievance procedures below and in the University's Personnel Handbook will apply. These grievance procedures are set forth in Appendix A and Appendix J of the Personnel Handbook. The complete Personnel Handbook can be found here: <https://www.une.edu/studentlife/handbook>

The Title IX Coordinator or Deputy Title IX Coordinator will assess the complaint and submit it to the appropriate University investigation and grievance process, which are all designed to be fair, impartial, prompt, and equitable.

DEFINITIONS

DISCRIMINATORY HARASSMENT

At the University of New England, discriminatory harassment is defined as:

Unwelcome verbal or physical conduct based on race, sex, sexual orientation, gender identity and/or expression, ethnicity or national origin, religion, age, creed, color, genetic information, physical or mental disability, HIV status, or status as a veteran, when:

- Such conduct has the purpose or effect of unreasonably interfering with the individual's work or educational performance;
- Such conduct creates or has the intention of creating an intimidating, hostile, or offensive working and/or learning environment; and/or
- Such conduct unreasonably interferes with or limits one's ability to participate in or benefit from an educational program or activity.

SEXUAL HARASSMENT

Sexual harassment includes two distinct, but overlapping definitions. Depending on the nature of the sexual harassment alleged and the status of the parties, the grievance procedures may differ as described above and in the accompanying policies and processes.

The Title IX regulations define Sexual Harassment as conduct on the basis of sex that must satisfy one or more of the following:

- a. A University employee conditions the provision of an aid, benefit, or service of University on an individual's participating in unwelcome sexual conduct (*quid pro quo*); or

- b. Unwelcome conduct that is determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the University's education program or activity;
- c. Sexual Assault, Dating Violence, Domestic Violence, Stalking and Retaliation as defined below.

In addition, pursuant to the Maine Human Rights Act and Title VII of the Civil Rights Act of 1964, the University defines Sexual Harassment here and in the University Personnel Handbook to include any:

Unwelcome sexual advances, requests for sexual favors, and other verbal, non-verbal, or physical conduct of a sexual nature, when:

- a. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment or status in a course, program or activity;
- b. Submission or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual; and/or
- c. Such conduct has the purpose or effect:
 - o of interfering with the individual's work or educational performance;
 - o of creating an intimidating, hostile, or offensive working and/or learning environment; and/or
 - o of interfering with or limiting one's ability to participate in or benefit from an educational program or activity.

Examples of sexual harassment may include, but are not limited to the following:

- a. Physical assault, and/or physical sexual acts perpetrated against a person's will or where the actor knew or should have known the person is incapable of giving consent due to the use of drugs or alcohol, or due to an intellectual or other disability and where the respondent should have known the person to be incapacitated. This includes sexual assault (including, rape), sexual battery, and any form of sexual coercion.
- b. Direct or implied threats that submission to sexual advances will be a condition of employment, work status, compensation, promotion, grades, or letters of recommendation.
- c. Sexual advances, physical or implied, or direct propositions of a sexual nature. This activity may include inappropriate/unnecessary touching or rubbing against another, sexually suggestive or degrading jokes or comments, remarks of a sexual nature about one's clothing and/or body, preferential treatment in exchange for sexual activity, and the inappropriate display of sexually explicit pictures, text, printed materials, or objects that do not serve an academic purpose.
- d. A pattern of conduct, which can be subtle in nature that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliating another.
- e. Remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history that do not serve a medical or academic purpose.

Sexual harassment can occur regardless of the relationship, position, and/or respective gender of the parties. Same sex harassment violates this policy, as does harassment by a student of a faculty member or a subordinate employee of his/her/their supervisor.

SEXUAL MISCONDUCT

A. Sexual Assault

Sexual Assault is having or attempting to have sexual intercourse with another individual, including: (1) by use of force or threat; (2) without effective consent; or (3) where the actor knew or should have known the

individual is incapacitated by drugs and/or alcohol or was physically or mentally unable to make informed or reasonable judgments or provide consent. For purposes of this definition, sexual intercourse includes vaginal, anal or oral penetration, no matter how slight, with any body part or object, or oral penetration involving any form of mouth to genital contact. For purposes of these regulations, Sexual Assault includes rape, fondling, incest, or statutory rape as those crimes are defined by the Federal Bureau of Investigation (FBI) Uniform Crime Reporting Program. This definition conforms to the FBI's Uniform Crime Report and Clery Act definition and also conforms to the definition of rape under Maine law.

B. Non-Consensual Sexual Contact (includes "Fondling")

Non-Consensual Sexual Contact is contact with the intimate parts of another individual (including but not limited to contact with breasts, buttocks, groin, genitals, or other intimate body parts) for the purposes of sexual gratification through the (1) use of threat or force, (2) without effective consent, or (3) where the actor knew or should have known the individual was incapacitated or physically or mentally unable to make informed, reasonable judgments or provide consent.

C. Sexual Exploitation

Sexual Exploitation is taking non-consensual or abusive sexual advantage of another for one's own benefit or the benefit of anyone other than the individual being exploited. Sexual exploitation may include but is not limited to: (1) secretly observing the sexual actions of another or allowing others to secretly observe the sexual activity without the knowledge or consent of the other party; (2) sharing visual images, audio recordings, videos of another individual in a state of undress or of a sexual nature without consent; (3) causing an individual to prostitute themselves through force, intimidation, or coercion; (4) knowingly exposing another individual to a sexually transmitted disease without their knowledge; (5) exposing one's genitalia or causing another person's genitalia to be exposed without effective consent.

D. Dating Violence

Dating Violence is violence by a person who has been in a romantic or intimate relationship with the Complainant. The determination of whether there was a "social relationship of a romantic or intimate nature" is based on the Complainant's characterization of the relationship, the length and type of the relationship, and the frequency of interaction between the parties. The use of terms such as "hooking up" or "hanging out" instead of dating is not determinative. Emotional and psychological abuse are not encompassed in this definition. Dating violence also does not include incidents of Domestic Violence.

E. Domestic Violence

Domestic Violence includes asserted violent misdemeanor and felony offenses committed by the Complainant's current or former spouse, current or former cohabitant, person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law.

F. Stalking

Stalking is a course of conduct directed at a specific person that would cause a reasonable person to fear for her, his, theirs, or another's safety, or to suffer substantial emotional distress. "Course of conduct" means two or more acts, including but not limited to acts in which the stalker directly or 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 person under similar circumstances and identities with the Complainant. "Substantial emotional distress" means a significant mental suffering or anguish that may but does not necessarily require medical or other

professional treatment or counseling. Stalking includes the concept of cyberstalking, a particular form of stalking in which electronic media is used.

G. Consent

Consent is the affirmative, unambiguous, and voluntary agreement to engage in a specific sexual activity during a sexual encounter. Consent requires an outward demonstration, through mutually understandable words or actions, indicating that an individual has freely chosen to engage in sexual contact.

Maine law on consent: Minors who are 14 or 15 cannot legally consent to sexual activity if the other party is at least 5 years older. Minors under 14 can never legally consent to sexual activity. Such sexual acts are felonies under Maine law.

- a. Consent given at the start of sexual activity may not be understood to apply to each individual sexual act during the encounter.
- b. Each party must clearly consent to each act during the sexual encounter.
- c. Consent may not be inferred from silence.
- d. Consent is not voluntary if it is induced by force, threat, coercion or deception.
- e. Consent cannot be obtained by taking advantage of the incapacitation of another, such as someone who is incapacitated by drugs or alcohol, who is asleep, unconscious, or otherwise physically or mentally incapacitated.
- f. Consent may be withdrawn at any time and if it is, sexual activity of any kind must stop.
- g. Consent to one form of sexual activity does not constitute consent to all forms of sexual activity, and consent to sexual activity with one person does not equal consent to engage in sexual activity with anyone else.
- h. The failure to obtain consent is never excused by the consumption of alcohol or drugs.

H. Coercion or Force:

Coercion is verbal or physical conduct that would reasonably place an individual in fear of immediate or future harm and that is employed to compel someone to engage in sexual contact. Force is the use or threat of physical violence or intimidation to overcome an individual's free will to choose to participate in sexual contact.

I. Incapacitation:

Incapacitation is defined as the inability to make rational, reasonable decisions because the individual lacks capacity to give knowing consent (e.g. to understand the "who", "what", "when", "where", "why", or "how" of their sexual interaction. A person may be incapacitated because of their consumption of drugs/alcohol and/or because they are mentally/physically helpless or disabled, asleep, unconscious, or otherwise unaware that the sexual activity is occurring. Where drugs or alcohol are involved, incapacitation is a state beyond impairment or intoxication, and involves an assessment of the person's decision-making ability, awareness of consequences, ability to make informed, rational judgments, capacity to appreciate the nature and quality of

the act, and/or level of consciousness. The assessment is based on objectively and reasonably apparent signs of incapacitation when viewed from the perspective of a sober, reasonable person.

J. Consensual Relations in Regard to Sexual Misconduct/Sexual Harassment

When one party has a professional relationship toward the other, or stands in a position of authority over the other, even an apparently consensual sexual relationship may lead to sexual harassment or other breaches of professional obligations. For the personal protection of all members of the UNE community, the University strongly discourages all relationships where such a power differential exists. Consensual romantic or sexual relationships in which one party maintains a direct supervisory and/or evaluative role over the other party constitute a conflict of interest both intrinsic to the relationship and may be perceived by others as preferential. Therefore, the University requires that persons with direct supervisory and/or evaluative responsibilities who are involved in such romantic or sexual relationships act immediately to remove themselves from any decision making regarding the individual in the lesser power position including, but not limited to, grading, evaluating, supervising, or in any way influencing any of the terms or conditions of that individual's education and/or position of employment, and bring the existence of the relationship to the attention of their senior administrator in a timely fashion. The notification will likely result in the necessity to remove the employee from the supervisory or evaluative responsibilities or to shift the individual out of being supervised or evaluated by the person with whom the individual is in the consenting relationship. Failure to self-report such relationships can result in disciplinary action. For more information, please see "13.2 Consensual Relationships" in the Personnel Handbook here: https://www.une.edu/sites/default/files/personnel_handbook_effective_20191220_0.pdf.

SCOPE

A. Applicability

The University's Non-Discrimination, Anti-Harassment, and Sexual Misconduct Policy applies broadly to the entire University community, including all trustees, employees, the student body (graduate and undergraduate), vendors, volunteers, alumni, prospective students, prospective employees, and visitors to campus. This includes guests, patrons, independent contractors, or clients of the University of New England. This Policy prohibits discrimination, harassment, or sexual misconduct discrimination in any University education program or activity, which means all academic, educational, extracurricular, athletic, and other programs. The term "education program or activity" includes all University operations, including locations, events or circumstances over which the University exercised substantial control over both the Respondent and the context in which the conduct occurs; and any building owned or controlled by a student organization that is officially recognized by the University.

B. Off -Campus/ Non U.S. Based Programs

Off-campus programs and activities are covered by this Policy even though it may fall outside the jurisdiction set forth in the May 2020 Title IX regulations. Such off-campus programs and activities covered under this Policy include, but are not limited to, the Morocco campus, study abroad programs, internships, participation in affiliated programs, clinical programs, student teaching, and applied learning, such as but not limited to, online course experiences. Depending on the particular facts and circumstances, the University may investigate and respond to complaints of discriminatory harassment or sexual misconduct by students or University employees that occur outside of the University's "education program or activity" if such conduct directly and adversely disrupts the educational process on campus at any location or in any program sponsored by or affiliated with the University.

C. Employment Decisions

This policy is not meant to address differences in opinion regarding the validity of employment determinations such as salary recommendations, promotion and tenure decisions, performance evaluations, hiring decisions,

job classification decisions, transfers or reassignments, termination or layoff because of lack of work or elimination of a position, and normal supervisory counseling. Furthermore, this policy does not intend to address behaviors that do not constitute discrimination, harassment, or sexual misconduct. Offensive workplace behavior that does not violate this policy should be addressed to the appropriate supervisor and the Associate Vice President of Human Resources & Chief Human Resources Officer.

D. Academic Freedom and Freedom of Expression

The University is committed to protecting, maintaining, and encouraging both freedom of expression and the academic freedom of inquiry, teaching, service, and research. However, these freedoms come with a responsibility that all members of the education community benefit from these freedoms without intimidation. In recognition and support of academic freedom for faculty in the pursuit of teaching, academic freedom and freedom of expression shall be strongly considered in investigating and reviewing complaints and reports of discrimination, harassment, or sexual misconduct. However, raising issues of academic freedom and freedom of expression will not excuse behavior that constitutes a violation of the law or the University's, Non-Discrimination, Anti-Harassment, and Sexual Misconduct Policy.

E. Responsibility of Supervisors and Others in Positions of Authority

No individual who is in a position of authority over another, either in the employment or educational context, has the authority to discriminate against, harass, or engage in acts of sexual misconduct by virtue of his, her, or their role. The University does not in any way, expressly or impliedly; condone discrimination, harassment, and/or sexual misconduct, including sexual assault, dating violence, domestic violence, or stalking, by any employee or person in a position of authority, including an administrator, or a supervisor. Furthermore, a supervisor, administrator, or person in a position of authority who does not appropriately handle reports or incidents of discrimination, harassment, and/or sexual misconduct or who does not report incidents about which they become aware to the Title IX Coordinator may be subject to disciplinary action. All members of the University community including students, contract vendors, trustees, employees, and others should report any discrimination, harassment, and/or sexual misconduct that they experience and/or observe to the Title IX Coordinator. No UNE community member should assume that an official of the University of New England knows about any particular situation of concern involving discrimination, harassment, or sexual misconduct. All incidents must be reported to the Title IX Coordinator.

F. Responsible Employees

Any employee of the University who is responsible in any way for student welfare, or who a student could reasonably believe is responsible for student welfare, and who is not by law, licensure or University regulation designated as a confidential resource, must forward any report of discrimination, harassment, or sexual misconduct to the Title IX Coordinator or a Deputy Title IX Coordinator as soon as possible after receiving it. This definition of "responsible employee" includes faculty, coaches, administrators, security officers, advisors, staff, RAs, and other student employees involved in promoting student welfare.

If a responsible employee receives or becomes aware of a report or incident covered by this Policy, if possible before hearing it fully, the responsible employee should be clear with the Complainant that (1) they are not a confidential resource, if they are not so designated, and (2) they are obligated to report any incident to the Title IX Coordinator.

G. Confidential Resources

Confidential campus professionals are those individuals with the statutorily granted ability to maintain information as privileged and who cannot reveal such information unless they receive the express permission of the individual, there is an imminent threat of harm to self or others, the conduct involves suspected abuse of a minor under the age of 18, or as otherwise required by law. Confidential resources on campus include:

Student Counseling Services for the University of New England.

For general Counseling Services (confidential) support:
Biddeford Campus: 207-602-2549, or on the Portland Campus: 207-221-4550
<http://www.une.edu/studentlife/counseling>

Student Health Care

207-602-2358 (BC) or 207-221-4242 (PC)

Confidentiality is distinguished from “privacy.” For the purposes of this policy, unless shared with a confidential resource, information disclosed related to a report of discriminatory harassment or sexual misconduct will be shared with a limited number of individuals who “need to know” in order to ensure the prompt, equitable, and impartial review, investigation and resolution of the report. The University will attempt to protect the privacy interests of the parties involved in a report under this Policy, but cannot assure confidentiality unless disclosure is limited to a confidential resource.

H. Clery Act Reporting:

Pursuant to the Clery Act, the University includes statistics about Clery Act crimes in its daily crime log and Annual Security Report and provides those statistics to the United States Department of Education; in all these instances, the information is reported in a manner that does not include personally identifying information about persons involved in an incident (including incidents disclosed to Confidential Resources). The University will also issue a timely warning to the community for reports of Clery-defined conduct that may constitute a serious and ongoing threat, as outlined in the Annual Security Report.

REPORTING OF COMPLAINTS OF, DISCRIMINATION, HARASSMENT, OR SEXUAL MISCONDUCT TO THE UNIVERSITY

Anyone who reports an incident of discriminatory harassment, or sexual misconduct, including sexual assault, dating violence, domestic violence, stalking, will be assisted in understanding their reporting options and will not be forced to make any type of report with which they are uncomfortable. Any individual may make a report under this Policy regardless of whether or not the reporting person is the alleged victim of the conduct or a member of the University community. Reports can be made in person, by mail, by telephone, online, or by electronic mail, using the contact information listed for the Title IX Coordinator or by any means that results in the Title IX Coordinator receiving the person’s verbal or written report. A report may be made at any time (including during non-business hours) by using the telephone number, email, online reporting link (<https://www.une.edu/title-ix/reporting>), or mailing address listed for the Title IX Coordinator or other persons familiar with this Policy including:

The Title IX Coordinator for the University of New England is Angela Shambarger, 207-221-4554, ashambarger@une.edu, Senior Director, the Office of Title IX and Civil Rights Compliance, Human Resources Office, both campuses, 11 Hills Beach Road, Biddeford, ME 04005 and 716 Stevens Avenue, Portland, Maine, 04103.

The Deputy Title IX Coordinators are: (1) Jennifer DeBurro, Vice President for Student Affairs at 207-602-2372 or jdeburro@une.edu; (2) Ray Handy, Associate Dean of Student Affairs: 207-221-4213, rhandy@une.edu; (3) Heather Davis, Director of Athletics, 207-602-2629, hdavis@une.edu; (4) Janna Merritt, Assistant Director of Human Resources, 207-602-2281, jmerritt2@une.edu; (5) Shaylah Kelly, Senior Employee Relations and Talent Development Manager, 207-221-4307, skelly4@une.edu.

The Associate Vice President of Human Resources & Chief Human Resources Officer for the University of New England is Bobbie Kallner, 207-602-2339, bkallner@une.edu, Human Resources Office, both campuses, 11 Hills Beach Road, Biddeford, Maine 04005 and 716 Stevens Avenue, Portland, Maine, 04103.

As noted above, individuals may disclose incidents and seek support in a confidential manner to a designated confidential resource. A disclosure to a confidential resource does not constitute a report to the University. Individuals may also file anonymous reports on the University's Title IX webpage using the anonymous reporting feature here: <https://www.une.edu/title-ix/reporting>.

Amnesty Involving Alcohol or the Use of Controlled Substances

The University of New England encourages reporting of sexual misconduct and seeks to remove any barriers to reporting such an incident. The University recognizes that a student who has been drinking or using drugs at the time of an incident may be hesitant to make a report because of potential disciplinary consequences for their own conduct. Thus, a student who reports sexual misconduct, either as a Complainant or as a witness, will not be subject to disciplinary action by the University for their own personal consumption of alcohol or drugs at or near the time of the incident, provided that 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. Alcohol and/or drug use may affect the memory of involved parties and may affect the outcome of the complaint. Further, immunity from disciplinary actions has no effect on actions by law enforcement agencies. For more information, please see "F. Responsible Action Clause" in the University Student Handbook found here: <https://www.une.edu/studentlife/handbook>.

TIMELINE FOR REPORTING

Complaints and reports of sexual misconduct, including sexual assault, dating violence, domestic violence or stalking, and/or sexual harassment should be reported as soon as possible after the incident(s) in order to be most effectively investigated though there is no time limit on reporting violations under this Policy. If a Respondent is no longer affiliated with the University (as a student or employee), the University may still provide reasonably available supportive measures to the complainant, assist the complainant in identifying external reporting options, and take other appropriate action to address the reported conduct.

INITIAL ASSESSMENT UPON RECEIPT OF A REPORT AND FILING OF COMPLAINT BY TITLE IX COORDINATOR

When the Title IX Coordinator receives a report, the Title IX Coordinator will reach out to the Complainant to explain options for informal and formal resolution of a complaint, offer supportive measures, and conduct an initial assessment of the reported information. The initial assessment seeks to gather information only to determine whether this Policy applies and what form of resolution is reasonably available and appropriate. The initial assessment is not an investigation of responsibility. The initial assessment may also include a determination as to whether a timely warning pursuant to the Clery Act is necessary to protect the safety of the Complainant or any other individuals.

In receiving a report under this policy, the University will make all reasonable efforts to protect the privacy rights of the Complainant, the Respondent, and the witnesses in a manner consistent with the University's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations required by law.

The University will, whenever possible, honor the Complainant's wishes with respect to supportive measures and seek to respect a Complainant's autonomy in making a determination regarding how to proceed. Any request for confidentiality must be balanced against the University's obligation to provide a safe and non-discriminatory environment for the entire University community. The University may also be severely limited in its ability to take action against a Respondent if strict confidentiality is maintained. The Title IX Coordinator, the Director of Safety and Security, the Chair of the Behavior Risk Assessment Committee (BRAC), and/or their designee(s) shall be responsible for evaluating all requests for confidentiality and will consider the severity of the alleged conduct, the ages of the parties, any pattern of misconduct, and the rights of the Respondent in assessing whether such a request can be honored. In limited circumstances, typically where a risk of imminent harm to an individual or others or a threat to the physical health and safety of the campus is determined to exist, the University may need to take immediate action upon a receipt of a report under this Policy and/or a Title IX Coordinator may need to initiate a formal complaint against a Complainant's wishes. In such cases, the Title IX Coordinator will notify the Complainant and keep the Complainant informed of the status of the investigation and resolution of the complaint at reasonable intervals.

As part of the initial assessment phase, the University's Title IX Coordinator will determine whether the alleged conduct, if true, falls under Title IX (see the University's Title IX Grievance Policy for definitions). If the alleged conduct falls outside of the definition of sexual harassment and/or geographic scope of Title IX, the University will then assess whether the alleged conduct, if true, would amount to a violation of this Policy. If the complaint proceeds to a formal investigation under either policy and the investigation reveals that the conduct was incorrectly placed within either policy, the University will transfer the complaint to the appropriate process for resolution or dismiss the complaint, as appropriate.

Supportive Measures: The University will make available reasonable and appropriate supportive measures designed to restore or preserve access to educational and employment opportunities without unreasonably burdening either party; address safety concerns of the Complainant, the Reporting Party, the Respondent or broader University community; maintain the integrity of the investigative and/or resolution process; and deter retaliation. Supportive Measures are available whether or not a Formal Complaint is filed and regardless of whether the Complainant or Title IX Coordinator files a Formal Complaint. Supportive Measures are non-disciplinary, non-punitive individualized measures offered as appropriate, as reasonably available and without fee or charge to the Complainant or Respondent. More restrictive supportive measures are typically only available if there is an articulable factual foundation that would support taking such a measure and is interim in nature while the investigation is pending, unless voluntarily agreed to by the restricted party. The respondent will have an opportunity to challenge the decision immediately following the imposition of a more restrictive action and these more restrictive actions may be evaluated and reassessed by the University during the pendency of the investigation. Members of the University's Behavioral Risk Assessment Team or designee will review the student respondent's appeal to removal. Employee respondent's appeals would be reviewed by the AVP of HR.

Supportive Measures may include:

- Facilitating access to counseling and medical services;
- Guidance in obtaining a sexual assault forensic examination;
- Assistance in arranging rescheduling of exams and assignments and extensions of deadlines;
- Academic supports;
- Assistance in requesting accommodations through the appropriate office, if the Complainant or Respondent qualifies as an individual with a disability;
- Changes in the Complainant's or Respondent's class schedule (including the ability to transfer course sections or withdraw from a course), work schedule, or job assignment;
- Change in the Complainant's or Respondent's campus housing;

- Escort and other safety planning steps;
- Mutual imposition of a "no contact order," an administrative remedy designed to curtail contact and communications between two or more individuals;
- Voluntary leave of absence;
- Referral to resources to assist in obtaining a protective order;
- Referral to resources to assist with any financial aid, visa, or immigration concerns; or
- Any other remedial Supportive Measure that does not unreasonably interfere with either party's access to education or employment opportunities can be used to achieve the goals of this policy.
- Emergency removal of a Student Respondent
- Paid or unpaid administrative leave for the Employee Respondent;
- Withdrawal from sponsored research projects;
- Exclusion from all or part of campus housing;
- Exclusion from specified activities or areas of campus;
- Prohibition from participating in student activities or representing the University in any capacity such as playing on an official team; serving in student government; participating in a recognized student organization; or participating in academic honor ceremonies;
- Interim suspension; or
- Any other protective restrictive measure that can be used to achieve the goals of this policy.

The University will also work in good faith to implement the requirements of judicially issued protective orders and similar orders, to the extent that doing so is within its authority.

FALSE CLAIMS

It is a violation of this Policy to make deliberate false statements or knowingly submit false information in the investigation or grievance proceedings of conduct covered under this Policy and the Title IX Grievance Process. In such instances, the parties may be subject to disciplinary action. The level of discipline will depend on the severity of the false claim and may include, but is not limited to: probation, suspension, expulsion, or termination.

Failure to prove a claim of discrimination, harassment, or sexual misconduct does not constitute proof of a false and/or malicious accusation.

RETALIATION

No person may intimidate, threaten, coerce, or discriminate against any individual because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding or hearing under this Title IX Grievance Policy.

Any intimidation, threats, coercion, or discrimination, for the purpose of interfering with any right or privilege secured by Title IX or its implementing regulations constitutes retaliation. This includes any charges filed against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but that arise from the same facts or circumstances as a report or complaint of sex discrimination or a report or Formal Complaint of sexual harassment, as set forth in the University's Amnesty policy in the University's Anti-Discrimination, Anti-Harassment and Non-Discrimination Policy.

UNE adheres to a strict no retaliation policy. Retaliation will not be tolerated. All students, administrators, faculty, or staff who report a possible violation of this Policy are protected against retaliation. If you have

reported a violation and think that you are a victim of retaliation for having done so, please contact the Title IX Coordinator or one of the Deputy Title IX Coordinators as soon as possible.

SANCTIONS FOR VIOLATION OF THIS POLICY

Any party found responsible for violating the University's Non-Discrimination, Anti-Harassment, and Sexual Misconduct Policy may be subject to disciplinary sanctioning.

Any student found responsible for violating the policies on Non-Consensual Sexual Contact or Stalking will likely receive a sanction ranging from probation to expulsion, depending on the severity of the incident and taking into account any previous student conduct code violations.

Any student found responsible for violating the policies on Sexual Assault, Dating Violence, or Domestic Violence will likely face a recommended sanction of suspension or expulsion.

Any student found responsible for violating the policy on Sexual Exploitation, or Sexual Harassment will likely receive a recommended sanction ranging from warning to expulsion, depending on the severity of the incident, and taking into account any previous campus conduct code violations.

Any employee of the University found responsible for any element of this policy will be referred to and disciplined in accordance with the applicable Disciplinary Policy for the employee, as outlined in both the University Personnel Handbook and the Faculty Handbook. Disciplinary responses will likely range from an oral reminder to employment termination depending upon the severity of the incident and taking into account any previous disciplinary actions.

Disciplinary actions for conduct falling under the jurisdiction of Title IX will only be taken after the following the investigation and grievance procedures set forth in the University's accompanying Title IX Grievance Policy and consistent with the range of sanctions set forth in this Policy.

RESOURCES FOR REPORTING AND RESPONDING PARTIES

In the event that a student experiences sexual misconduct in any form, they should treat it seriously and tell someone. There are long-term effects, even if the immediate effects may not appear obvious. Help is important. Which service one starts with is not important. Each service is designed to address the specific concerns of a situation. These resources are not isolated, but cooperate to provide a web of support for the student who has experienced discrimination, harassment, or sexual misconduct. After the first contact, there is help for deciding who else might be of assistance.

If students experience discrimination, harassment, and/or sexual misconduct, including sexual assault, dating violence, domestic violence, or stalking, on or off campus, and have questions or need help, contact any of these resources below:

ON-CAMPUS RESOURCES FOR STUDENTS

The Title IX Coordinator for the University of New England is Angela Shambarger, 207-221-4554, ashambarger@une.edu, Human Resources Office, both campuses, 11 Hills Beach Road, Biddeford, ME 04005 and 716 Stevens Avenue, Portland, Maine, 04103.

The Deputy Title IX Coordinators are: (1) Jennifer DeBurro, Vice President for Student Affairs at 207-602-2372 or jdeburro@une.edu; (2) Ray Handy, Associate Dean of Student Affairs: 207-221-4213, rhandy@une.edu; (3) Heather Davis, Director of Athletics, 207-602-2629, hdavis@une.edu; (4) Janna

Merritt, Assistant Director of Human Resources, 207-602-2281, jmerritt2@une.edu; or (5) Shaylah Kelly, Senior Employee Relations and Talent Development Manager, 207-221-4307, skelly4@une.edu.

Student Counseling Services for the University of New England.

For general Counseling Services support:

Biddeford Campus: 207-602-2549/toll-free 1-866-743-2230, or on the Portland Campus: 207-221-4550 or toll-free: 1-866-798-9201. UNE's on-call counselor may be reached by calling 207-602-2549 and then pressing "6".

Confidential and free to students.

<http://www.une.edu/studentlife/counseling>

University Safety and Security: In case of **emergency**, University Safety and Security for both the Portland and Biddeford campuses may be reached by **dialing 366** from any campus phone and by dialing (207) 283-0176 from any non-campus phone. In all emergencies, 911 can be dialed from any on-campus phone to reach local law enforcement or emergency medical services. University Safety and Security can also assist a student in reaching local emergency services.

In non-emergency situations, University Safety and Security may be reached at: 207-602-2298.

Student Health Care

207-602-2358 (BC) or 207-221-4242 (PC)

During routine Health Center hours, staff can provide immediate emergency and ongoing medical care, STD (sexually transmitted disease) testing, and pregnancy testing and prevention. With the complainant's consent, they will make arrangements with local hospitals, municipal Police Departments, and Campus Safety and Security for transportation and medical protocol used to provide evidence for prosecution. They will also provide referral and advice regarding campus and community resources.

Housing and Residential/Commuter Life Staff, Biddeford Campus, (BC)

(Resident Advisor or Professional Staff)

Individual R.A. extension or 207-602-2272 (BC) for Housing

This office can provide immediate support and response, make arrangements as necessary for emergency services, provide advice regarding university and community resources, and provide intervention to assure safety.

Intercultural Student Engagement

Biddeford Campus: Campus Center 100, 207-602- 2461 or Portland Campus: 02 Proctor Hall, 207-221-4212. Online: <http://www.une.edu/ise>. Can help connect students to resources and support regarding spiritual or faith communities as well as provide information on gender expression and inclusivity.

Student Access Center

Biddeford Campus: 207-602-2815, bcstudentaccess@une.edu

Portland Campus: 207-221-4438, pcstudentaccess@une.edu

OFF-CAMPUS RESOURCES

Police Department (911)

Any individual who experiences sexual misconduct can contact the Police Department or Department of Safety and Security for assistance in obtaining medical attention and to initiate an investigation of the crime. The University will assist any individual who wishes to report to the police. Those departments can summon medical resources and criminal investigators, act as a liaison with local law enforcement, County Attorney,

and Victim/Witness Advocate, and provide referral and advice regarding University and community resources. The University will make reasonable efforts to protect and secure the complainant's rights and the complainant will have input into the course of the investigation.

Hospital Emergency Department

Maine Medical Center at 207-662-2381 or Southern Maine Medical Center at 207-294-5000

These health care units can provide immediate medical care, STD (sexually transmitted disease) testing and pregnancy testing and prevention. The successful prosecution of sexual assault/rape cases often depends on physical evidence collected soon after the assault. Each hospital has health care providers trained to treat individuals who have experienced sexual assault/rape with attention to collecting physical evidence. In order to assure the collection of evidence, individuals who have experienced sexual assault/rape are advised not to wash or change clothes prior to seeking immediate medical treatment.

Maine State Crisis Number

1-888-568-1112

National Crisis Text Line

Text "TALK" to 74174

National Suicide Prevention Lifeline

1-800-273-TALK (8255)

SEXUAL MISCONDUCT SPECIFIC OFF-CAMPUS RESOURCES

[Sexual Assault Response Services of Southern Maine](#)

24 Hours: 1-800-871-7741, 207-828-1035 (Cumberland Administrative Office), or 207-571-3451

Provides confidential hotline counseling and referral for victims of sexual misconduct. They may accompany you to a medical facility and stay with you during an examination if you wish.

<https://www.sarssm.org/>

[Caring Unlimited](#)

1-800-239-7298

York County's Dating/Domestic Violence Program. 24-hour confidential hotline counseling and referral, free court advocates for help obtaining orders for Protection from Abuse, confidential emergency shelter.

<https://www.caring-unlimited.org/>

[Through These Doors](#)

1-800-537-6066, or 207-874-1973

Cumberland County Domestic Violence Services. 24-hour confidential hotline counseling and referral, free court advocates for help obtaining orders for Protection from Abuse, confidential emergency shelter.

<https://www.throughthesedoors.org/>

[Planned Parenthood of Maine](#)

Biddeford: 275 Main St, Suite 102, Biddeford, ME 04005 207-282-6620

Portland: 443 Congress Street, Portland, ME 04101, 1-800-230-7526, 207-221-4242 or online at

<https://www.plannedparenthood.org/planned-parenthood-northern-new-england>

Confidential services and can provide information about emergency contraception and information about sexually transmitted diseases.

[Rape, Abuse, and Incest National Network \(RAINN\) \(confidential resource\)](#)

800-656-HOPE (4673)

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

National Sexual Violence Resource Center (NSVRC)

<https://www.nsvrc.org/>

APPLICABLE PROCEDURES UNDER THIS POLICY

In response to a report of sexual misconduct under this Policy, including conduct covered by Title IX, the report may be resolved in any one of the following ways (1) by the Title IX Coordinator offering or providing supportive measures to the Complainant and/or the Respondent; (2) by the Complainant filing a formal complaint and initiating a formal investigation and grievance process; (3) by the Title IX Coordinator filing a formal complaint and initiating a formal investigation and grievance process; or (4) by both parties voluntarily and mutually entering into an informal resolution, as deemed appropriate by the Title IX Coordinator, after the filing of a formal complaint.

The nature of the reported conduct, the location of the reported conduct and the role of the Respondent determines the procedures that will be used to investigate and resolve formal complaints under this Policy. The goal of the University in utilizing these procedures is to provide the appropriate framework for the investigation and if necessary, the adjudication of these complaints and to provide Complainants and Respondents a fundamentally fair process for resolution of such complaints.

For Title IX Covered Conduct (employees and students): Please see the Title IX Grievance Policy linked here: <https://www.une.edu/title-ix-civil-rights-compliance>.

For Discriminatory Conduct, Harassment and Sexual Misconduct Not Covered by Title IX (employees): Please see the University's Personnel Handbook, linked here: <https://www.une.edu/pdfs/une-personnel-handbook> and the investigation process listed below.

For Discriminatory Conduct, Harassment and Sexual Misconduct Not Covered by Title IX (undergraduate and graduate students): Please see the process below.

Reported conduct may also implicate other University policies and/or professional codes of conduct and, where applicable, referred to the applicable grievance procedures for resolution.

COMPLAINT REVIEW PROCEDURES FOR ALLEGED VIOLATIONS OF THE UNIVERSITY NON-DISCRIMINATION, ANTI-HARASSMENT, AND SEXUAL MISCONDUCT POLICY BY STUDENTS

- A. **Steps Taken By the Title IX Coordinator Once A Formal Complaint is Received: Once a complaint has been received by the Title IX Coordinator or one of the Deputy Title IX Coordinators as set forth above the following steps will be taken:**
- a. The Title IX Coordinator or designee (hereafter referred to as the Title IX Coordinator) will meet with the Complainant and conduct an initial assessment. As part of the initial assessment, the Title IX Coordinator will determine whether the University has jurisdiction and which policy (or policies) and grievance process applies. The Complainant may be asked to provide a statement of the allegations in writing.
 - b. If the allegations in the complaint would constitute a violation of the discriminatory harassment or sexual misconduct provisions of this Policy and/or the Student Conduct Code

if proved, then the Title IX Coordinator will meet with the Respondent.

- i. The Title IX Coordinator will issue a letter to the Respondent outlining the specific sections of the Policy and/or Student Conduct Code, and/or applicable professional codes of conduct the Respondent is alleged to have violated. The Title IX Coordinator may also meet with the Respondent in person to inform the Respondent of the allegations and provide access to resource for support prior to issuing the written notice of allegations.
- c. A Respondent may elect not to participate in the University process as that is their legal right. However, failure to provide information to the Title IX Coordinator or to otherwise not participate in the process as it moves forward will not stop the University's investigation and grievance process from proceeding according to the provisions of this policy.

B. Investigation of Alleged Violations of Discriminatory Harassment and Sexual Misconduct

- a. All allegations of discriminatory harassment and sexual misconduct will be investigated either by the University's Title IX Coordinator, internal Title IX Investigator and Prevention Specialist, or designee, or at the University's sole discretion by an outside Investigator.
- b. The Investigator will attempt to be expeditious in conducting interviews, gathering evidence, and producing a final report but will not sacrifice thoroughness for a specific time frame for completion. Generally, however, investigations will range in length from 60-90 days.
- c. The Investigator will be provided with the information obtained from the Complainant and/or the Respondent. The Investigator will meet with and interview both parties and will provide both parties with the opportunity to identify witnesses and or documents such as texts or other electronic media that either party would like the investigator to interview or to consider as evidence.
 - i. The Investigator may meet with the Complainant, the Respondent, and any witnesses deemed to have relevant information in any order the Investigator deems appropriate. The Investigator may also meet with either party or any of the witnesses more than once.
 - ii. During the interviews, the Complainant and the Respondent may both choose to have an advisor and/or a support person with them. The advisor may be a member of the UNE community or if the violations asserted against the Respondent include allegations of sexual misconduct covered under the Clery Act/Title IX, they may be any individual of the party's choosing, including an attorney. The advisor is there for support and may not address the Investigator. If the advisor is in any way disruptive of the investigatory process, the investigator shall ask the advisor to leave the room and the process shall not continue until they have done so.
- d. The investigator will gather other relevant information or evidence, including documents, photographs, communications, card swipe records, video evidence, and electronic records. The investigator may visit relevant sites and locations. The investigator may also consider publicly available social media or online sources, though will generally not actively monitor online information. The investigator may, in certain cases, consult with witnesses who have subject matter expertise related to issues involved in the investigation (e.g. medical professional to opine on physical injury). Character witnesses are not permitted. The investigator has the discretion to determine which witnesses to interview and what evidence to collect, as well as to determine the relevance of such information. Both parties may submit questions to the investigator that they want asked of the other party and/or witnesses by the investigator. The investigator has the discretion to determine the relevance of any questions posed and therefore which questions to ask. There is a presumption that all investigatory interviews conducted by the investigators will be recorded electronically in accordance with the *University Investigative Interview Recording Policy*. Once all of the interviews have been completed and the investigation phase is complete, both the Complainant and the Respondent shall be provided an opportunity to review a copy of all interview summaries (or transcripts)

and the evidence the investigator deems relevant and intends to rely upon in the investigator's findings ("the Record"). Redactions will be made as appropriate to comply with applicable privacy laws and as necessary to exclude information that is irrelevant, prejudicial, and/or protected by a privilege where appropriate consents for disclosure have not been obtained (e.g. information subject to rape shield protection or personal health information) to protect students' personally identifiable information involving matters outside the scope of the investigation.

- e. Once the Complainant and the Respondent have each had the opportunity to review the Record, they shall each have the opportunity to provide the Investigator with any additional written statement they wish to submit concerning what they have reviewed in the Record.
 - i. The Complainant and the Respondent should provide this additional statement, if they wish to submit one, to the Investigator within five (5) business days of the receipt of the Record.
 - ii. The Investigator will review and consider the parties' statements (to the extent timely submitted) in the investigation report.

C. Investigation Report

- a. The Investigator's report shall set forth findings of fact which shall include assessments of credibility where called for. Based on those findings of fact and the applicable provisions of University policy, the Investigator will make a recommended finding based on the preponderance of the evidence standard as to whether or not the investigator finds the Respondent responsible for each of the allegations of violation of University policy set forth in the letter of specific allegations sent to the Respondent prior to the start of the investigation. The Investigator shall not make any recommendation as to possible sanctions. If the alleged facts, even if substantiated, would not meet the specific policy elements of conduct that is prohibited by this Policy, the investigator may either (1) dismiss the complaint or (2) refer the complaint for resolution under a separate University policy and process, as applicable. If the investigator dismisses the complaint, the parties shall have the opportunity to appeal the dismissal decision by initiating the appeal process for any of the reasons set forth under Section E below.

D. Hearing Panel

- a. Following the completion of the investigation report, the vpsa will ask the Director of Student Conduct to convene a three-person Hearing Panel. The Hearing Panel will be chaired by the Director of Student Conduct and a two-person panel of decision makers.
 - i. The Hearing Panel shall be chaired by the Director of Student Conduct. Based on the findings of facts, the Hearing Panel shall meet to consider the recommended findings of the investigator to determine whether there is sufficient evidence, by a preponderance of the evidence, to establish that the Respondent engaged in conduct that is prohibited by this Policy, the Hearing Panel and/or other applicable professional code of conduct and to determine what sanctions, if any, are appropriate for the violations. The Hearing Panel may accept or reject the recommended findings of the investigator. The Hearing Panel may also direct the investigator to conduct any follow up inquiry or investigation the Hearing Panel deems necessary to reach a final determination.
- b. Both the Complainant and the Respondent shall each have the opportunity to appear before the Hearing Panel to address the investigator's recommended findings and the material issues before the Panel. They may also choose to submit a statement in writing to the Hearing Panel and to not appear in person.
 - i. An appearance by either the Complainant or the Respondent is voluntary and not required. If either or both choose to appear they may each have an advisor with them. The advisor may be a member of the UNE community or if allegations involve conduct covered by the Title IX or Clery Act, they may have an advisor of their

choice (who may be an attorney). The advisor is there for support and may not address the Hearing Panel. If the advisor is in any way disruptive of the Hearing process, the Director of Student Conduct shall ask the advisor to leave the room and the process shall not continue until they have done so. The proceedings of the Hearing shall not be recorded in any manner.

- c. At the conclusion of the Hearing, the parties and their advisors shall leave the room and the Panel shall begin deliberations in order to make a determination of responsibility and, if the Respondent is found responsible, what, if any, sanctions should be assigned for the violations of the provisions of this Policy. The determination of responsibility and sanctioning portions of the Hearing may be bifurcated.
 - i. If the Respondent is found responsible and is an undergraduate, graduate, or professional student in a program with a professional code of conduct, a faculty member from the student's College or Program shall be added to the Hearing Panel to address applicable professional code of conduct issues and serve as an additional decision maker on sanctioning only.
 - ii. In determining sanctions, the Panel shall consider the final investigation report, the statements made by the parties in the hearing, and any previously adjudicated violations of the Student Conduct Code and any related sanctions.
 - iii. Once the Panel has reached its decision, the Director of Student Conduct shall report the decision of the Panel to the Title IX Coordinator who shall inform the Complainant and the Respondent of the decision in writing.

E. Appealing a Decision of the Hearing Panel

- a. Within seven (7) business days of the receipt of the written decision letter from the Title IX Coordinator, both Complainant and the Respondent shall have the right to appeal the decision on sanctions to the Vice President of Student Affairs (VPSA) or designee. The appeal may raise any of the following grounds (1) alleged procedural errors that had a material impact on the fairness of the proceedings by the Hearing Panel; (2) new evidence that was not reasonably available at the time of the hearing that could have affected the outcome of the matter. Upon receipt of the appeal request, the VPSA will determine if it meets the requirements for an appeal review and convene a three-person appeal board chosen from a pool of trained appeal board members.
 - i. Within seven (7) business days of the receipt of the appeal/s the three-person appeal board shall issue a decision in writing to both the Complainant and the Respondent. The three-person appeal board may uphold the decision of the Hearing Panel or return the decision to the Hearing Panel through the Director of Student Conduct for reconsideration of a procedural error or based on new evidence.
 - ii. If necessary, the Hearing Panel will reconsider their decision based on the concerns of the three-person appeal board. The Hearing Panel shall issue a new written decision to the three-person appeal board within seven business (7) days of the receipt by the Hearing Panel of the three-person appeal panel's request for reconsideration.

The three-person appeal board shall then have five business (5) days to issue a final decision on the appeal. This final decision shall be issued to both the Complainant and the Respondent concurrently

I. Introduction

What is the Purpose of the Title IX Grievance Policy?

Title IX of the Educational Amendments of 1972 prohibits any person in the United States from being discriminated against on the basis of sex in seeking access to any educational program or activity receiving federal financial assistance. The U.S. Department of Education, which enforces Title IX, has long defined the meaning of Title IX's prohibition on sex discrimination broadly to include various forms of sexual harassment and sexual violence that interfere with a student's ability to equally access our educational programs and opportunities.

On May 19, 2020, the U.S. Department of Education issued a Final Rule under Title IX of the Education Amendments of 1972 that:

- Defines the meaning of "sexual harassment" (including forms of sex-based violence)
- Addresses how this institution **must** respond to reports of misconduct falling within that definition of sexual harassment, and
- Mandates a grievance process that this institution **must** follow to comply with the law in these specific covered cases before issuing a disciplinary sanction against a person accused of sexual harassment.

See, 85 Fed. Reg. 30026 (May 19, 2020). The full text of the Final Rule and its extensive Preamble are available here: <http://bit.ly/TitleIXReg>. Based on the Final Rule, the University of New England will implement the following Title IX Grievance Policy, effective August 14, 2020.

How does the Title IX Grievance Policy impact other campus disciplinary policies?

In recent years, "Title IX" cases have become a short-hand for any campus disciplinary process involving sex discrimination, including those arising from sexual harassment and sexual assault. But under the Final Rule, the University of New England must narrow both the geographic scope of its authority to act under Title IX and the types of "sexual harassment" that it must subject to its Title IX investigation and adjudication process. **Only** incidents falling within the Final Rule's definition of sexual harassment will be investigated under this policy and, if appropriate, brought to a live hearing through the Title IX Grievance Policy defined below.

The University of New England remains committed to addressing any violations of its policies, even those not meeting the narrow standards defined under the Title IX Final Rule. Specifically, our University has a **Non-Discrimination, Anti-Harassment, and Sexual Misconduct Policy** that defines certain behavior as a violation of campus policy, linked here: <https://www.une.edu/title-ix-civil-rights-compliance>.

To the extent that alleged misconduct falls outside the Title IX Grievance Policy, or misconduct falling outside the Title IX Grievance Policy is discovered in the course of investigating covered Title IX misconduct, the institution retains authority to investigate and adjudicate the allegations under the policies and procedures defined within the University's Non-Discrimination, Anti-Harassment, and Sexual Misconduct Policy, the University's Personnel Handbook, and/or the University's Professional Codes of Conduct through the separate grievance proceedings outlined in those policies linked here: <https://www.une.edu/title-ix>.

The elements established in the Title IX Grievance Policy under the Final Rule have no effect and are not transferable to any other policy of the College for any violation of the Code of Conduct, employment

policies, or any civil rights violation except as narrowly defined in this Policy. This Policy does not set a precedent for other policies or processes of the College and may not be cited for or against any right or aspect of any other policy or process.

How does the Title IX Grievance Policy impact the handling of complaints?

Our existing Office of Title IX and Civil Rights Compliance and reporting structure remains in place. What has changed is the way our Office of Title IX and Civil Rights Compliance will handle different types of reports arising from sexual misconduct, as detailed in full throughout the next section.

II. The Title IX Grievance Policy

General Rules of Application

Effective Date

This Title IX Grievance Policy will become effective on August 14, 2020, and will only apply to formal complaints of sexual harassment brought on or after August 14, 2020. Complaints brought prior to August 14, 2020 will be investigated and adjudicated according to the University's Non-Discrimination, Anti-Harassment, Sexual Misconduct Policy.

Revocation by Operation of Law

Should any portion of the Title IX Final Rule, 85 Fed. Reg. 30026 (May 19, 2020), be stayed or held invalid by a court of law, or should the Title IX Final Rule be withdrawn or modified to not require the elements of this policy, this policy, or the invalidated elements of this policy, will be deemed revoked as of the publication date of the opinion or order and for all reports after that date, as well as any elements of the process that occur after that date if a case is not complete by that date of opinion or order publication. Should the Title IX Grievance Policy be revoked in this manner, any conduct covered under the Title IX Grievance Policy shall be investigated and adjudicated under the existing Non-Discrimination, Anti-Harassment, and Sexual Misconduct Policy.

Non-Discrimination in Application

The requirements and protections of this policy apply equally regardless of sex, sexual orientation, gender identity, gender expression, or other protected classes covered by federal or state law. Please see the University's Non-Discrimination, Anti-Harassment, and Sexual Misconduct Policy linked here: <https://www.une.edu/title-ix-civil-rights-compliance>. All requirements and protections are equitably provided to individuals regardless of such status or status as a Complainant, Respondent, or Witness. Individuals who wish to file a complaint about the institution's policy or process may contact the Department of Education's Office for Civil Rights using contact information available at <https://ocrcas.ed.gov/contact-ocr>.

Definitions:

Covered by Sexual Harassment:

For the purposes of this Title IX Grievance Policy, "covered sexual harassment" includes any conduct on the basis of sex that satisfies one or more of the following:

1. An employee conditioning educational benefits on participation in unwelcome sexual conduct (i.e., quid pro quo);

2. Unwelcome conduct that a reasonable person would determine is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the educational institution's education program or activity;
3. Sexual assault (as defined in the Clery Act), which includes any sexual act directed against another person, without the consent of the victim including instances where the victim is incapable of giving consent;
4. Dating violence (as defined in the Violence Against Women Act (VAWA) amendments to the Clery Act), which includes any violence committed by a person: (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (B) where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) The length of the relationship; (ii) The type of relationship; (iii) The frequency of interaction between the persons involved in the relationship.
5. Domestic violence (as defined in the VAWA amendments to the Clery Act), which includes any felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under Maine domestic or family violence laws 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 Maine.
6. Stalking (as defined in the VAWA amendments to the Clery Act), meaning engaging in a course of conduct directed at a specific person that would cause a reasonable person to:
 - a. (A) fear for their safety or the safety of others; or (B) suffer substantial emotional distress.

Note that conduct that does not meet one or more of these criteria may still be prohibited under the University's Non-Discrimination, Anti-Harassment, and Sexual Misconduct Policy, the University's Personnel Handbook, the University's Professional Codes of Conduct and/or any other applicable University Conduct Policy.

Consent

For the purposes of this Title IX Grievance Policy, "consent" means consent is the affirmative, unambiguous, and voluntary agreement to engage in a specific sexual activity during a sexual encounter. Maine law on consent: Minors who are 14 or 15 cannot legally consent to sexual activity if the other party is at least 5 years older. Minors under 14 can never legally consent to sexual activity. Such sexual acts are felonies under Maine law. Please see the University's Non-Discrimination, Anti-Harassment, and Sexual Misconduct Policy for the full definition, found here: <https://www.une.edu/title-ix-civil-rights-compliance>.

Education Program or Activity

For the purposes of this Title IX Grievance Policy, the University's "education program or activity" includes:

- Any on-campus premises
- Any off-campus premises that the University of New England has substantial control over. This includes buildings or property owned or controlled by a recognized student organization.
- Activity occurring within computer and internet networks, digital platforms, and computer hardware or software owned or operated by, or used in the operations of University of New England's programs and activities over which the University has substantial control.

Formal Complaint

For the purposes of this Title IX Grievance Policy, “formal complaint” means a document – including an electronic submission - filed by a complainant with a signature or other indication that the complainant is the person filing the formal complaint, or signed by the Title IX Coordinator, alleging sexual harassment against a respondent about conduct within University of New England’s education program or activity and requesting initiation of the procedures consistent with the Title IX Grievance Policy to investigate the allegation of sexual harassment.

Complainant

For the purposes of this Title IX Grievance Policy, Complainant means any individual who has reported being or is alleged to be the victim of conduct that could constitute covered sexual harassment as defined under this policy.

Relevant evidence and questions

“Relevant” evidence and questions refer to any questions and evidence that tends to make an allegation of sexual harassment more or less likely to be true. Information that does not directly relate to the facts at issue, but instead relates to the reputation, habits, personality, or qualities of an individual is generally not relevant and will not be considered.

“Relevant” evidence and questions do not include the following types of evidence and questions, which are deemed “irrelevant” at all stages of the Title IX Grievance Process:

- Evidence and questions about the complainant’s sexual predisposition or prior sexual behavior **unless**:
 - They are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or
 - They concern specific incidents of the complainant’s prior sexual behavior with respect to the respondent and are offered to prove consent.
- Evidence and questions that constitute, or seek disclosure of, information protected under a legally-recognized privilege. Legally-recognized privileges include, e.g., attorney client privilege and a medical professional and patient relationship.
- Any party’s medical, psychological, and similar records unless the party has given voluntary, written consent.

Respondent

For the purposes of this Title IX Grievance policy, Respondent means any individual who has been reported to be the perpetrator of conduct that could constitute covered sexual harassment as defined under this policy.

Privacy vs. Confidentiality

Consistent with the University’s Non-Discrimination, Anti-Harassment, and Sexual Misconduct Policy, references made in confidentiality refer to the ability of identified confidential resources to not report crimes and violations to law enforcement or college officials without permission, except for extreme circumstances, such as a health and/or safety emergency or child abuse. References made to privacy mean University offices and employees who cannot guarantee confidentiality but will maintain privacy to the greatest extent possible, and information disclosed will be relayed only as necessary to investigate and/or seek a resolution and to notify the Title IX Coordinator or designee, who is responsible for tracking patterns and spotting systemic issues. The University will limit the disclosure as much as practicable, even if the Title IX Coordinator determines that the request for confidentiality cannot be honored.

Disability Accommodations

This Policy does not alter any institutional obligations under federal disability laws including the Americans with Disabilities Act of 1990, and Section 504 of the Rehabilitation Act of 1973. Parties may request reasonable accommodations for disclosed disabilities to the Title IX Coordinator at any point before or during the Title IX Grievance Process that do not fundamentally alter the Process. The Title IX Coordinator will not affirmatively provide disability accommodations that have not been specifically requested by the Parties, even where the Parties may be receiving accommodations in other institutional programs and activities.

III. **Making a Report Regarding Covered Sexual Harassment to the Institution**

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment, and/or whether or not the person is a member of the University community), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report.

Contact Information for the University's Title IX Coordinator:

Angela Shambarger
Title IX Coordinator
McDougall Hall 203, Portland Campus
ashambager@une.edu
(207) 221-4554

Such a report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address listed for the Title IX Coordinator.

Confidential Reporting

Please refer to the University's Non-Discrimination, Anti-Harassment, and Sexual Misconduct Policy for information regarding confidential reporting.

IV. **Non-Investigatory Measures Available Under the Title IX Grievance Policy**

Supportive Measures

Complainants (as defined above), who report allegations that could constitute covered sexual harassment under this policy, have the right to receive supportive measures from the University regardless of whether they desire to file a complaint. Supportive measures are non-disciplinary and non-punitive. Please see the University's Non-Discrimination, Anti-Harassment, and Sexual Misconduct Policy for a full description of all available supportive measures.

Emergency Removal

The University retains the authority to remove a student respondent from the University's program or activity on an emergency basis, where the University (1) undertakes an individualized safety and risk analysis and (2) determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of covered sexual harassment justifies a removal.

If the University determines such removal is necessary, the respondent will be provided notice by the University's Title IX Coordinator or designee. The respondent will have an opportunity to challenge the decision immediately following the removal. The challenge should be submitted in writing to either the Vice President for Student Affairs (VPSA) for student respondents or to the Associate Vice President for Human Resources (AVPHR) for employee respondents or their designees. Members of the University's Behavioral Risk Assessment Team or designee will review the respondent's appeal to removal.

The University retains the authority to place a non-student employee respondent on administrative leave during the Title IX Grievance Process, consistent with the University's Personnel Handbook.

V. The Title IX Grievance Process

Filing a Formal Complaint

The timeframe for the Title IX Grievance Process begins with the filing of a Formal Complaint. The Grievance Process will be concluded within a reasonably prompt manner, and generally within one hundred (100) business days (approximately 60-75 days to conduct the investigation, 10 business days for the party to inspect and review evidence, and approximately 15 days for the investigator to complete the investigation report) after the filing of the Formal Complaint. The process provided that the Process may be extended for a good reason, including but not limited to the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; the need to replace an advisor due to the violation of the rules of decorum (see the University's Rules of Decorum Policy for Title IX Grievance Process Hearing); or the need for language assistance or accommodation of disabilities. The procedure for applying for extensions is described below.

To file a Formal Complaint, a complainant must provide the Title IX Coordinator a written, signed complaint describing the facts alleged. Complainants are only able to file a Formal Complaint under this Policy if they are currently participating in, or attempting to participate in, the education programs or activities of the University of New England, including as an employee. For complainants who do not meet this criterion, the University will utilize the existing policy in the Non-Discrimination, Anti-Harassment, and Sexual Misconduct Policy. For the latest version of this policy please refer to <https://www.une.edu/title-ix-civil-rights-compliance>.

If a complainant does not wish to make a Formal Complaint, the Title IX Coordinator may determine a Formal Complaint is necessary. The Title IX Coordinator or another University designee will inform the complainant of this decision in writing, and the complainant need not participate in the process further but will receive all notices issued under this Policy and Process.

Nothing in the Title IX Grievance Policy or the University's Non-Discrimination, Anti-Harassment, and Sexual Misconduct Policy or any of the University's Codes of Conduct prevents a complainant from seeking the assistance of state or local law enforcement alongside the appropriate on-campus process. A complainant who files a Formal Complaint may elect, at any time, to address the matter through the Institution's Informal Resolution Process. Information about this process is available here: <https://www.une.edu/title-ix-civil-rights-compliance>.

Multi-Party Situations

The institution may consolidate Formal Complaints alleging covered sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of covered sexual harassment arise out of the same facts or circumstances.

VI. Determining Jurisdiction

At any point the Title IX Coordinator, the Associate Vice President of Human Resources & Chief Human Resources Officer, the Title IX Investigator or designee will determine if the instant Title IX Grievance Process should apply to a Formal Complaint. The Process will apply when all of the following elements are met, in the reasonable determination of the Title IX Coordinator:

1. The conduct is alleged to have occurred on or after August 14, 2020;
2. The conduct is alleged to have occurred in the United States;
3. The conduct is alleged to have occurred in the University's education program or activity;
4. The institution has control over the respondent; and
5. The alleged conduct, if true, would constitute covered sexual harassment as defined in this policy.

If all of the elements are met, the University will investigate the allegations according to the Grievance Process.

Allegations Potentially Falling Under Multiple Policies

If the alleged conduct, if true, includes conduct that would constitute covered sexual harassment and conduct that would not constitute covered sexual harassment, the Title IX Grievance Process will be applied in the investigation and adjudication of all of the allegations. This includes conduct that falls under employee policies, the student code of conduct, and other professional codes of conduct (student and employee).

Mandatory Dismissal

If any one of these elements are not met, the Title IX Coordinator, The Associate Vice President of Human Resources & Chief Human Resources Officer, The Title IX Investigator, or designee will notify the parties that the Formal Complaint is being dismissed for the purposes of the Title IX Grievance Policy. Each party may appeal this dismissal using the procedure outlined in “Appeals,” below.

Discretionary Dismissal

The Title IX Coordinator or designee may dismiss a Formal Complaint brought under the Title IX Grievance Policy, or any specific allegations raised within that Formal Complaint, at any time during the investigation or hearing, if:

- A complainant notifies the Title IX Coordinator in writing that they would like to withdraw the Formal Complaint or any allegations raised in the Formal Complaint;
- The respondent is no longer enrolled or employed by the University; and/or,
- If specific circumstances prevent the University from gathering evidence sufficient to reach a determination regarding the Formal Complaint or allegations within the Formal Complaint.

Any party may appeal a dismissal determination using the process set forth in “Appeals,” below.

Notice of Dismissal

Upon reaching a decision that the Formal Complaint will be dismissed, the institution will promptly send written notice of the dismissal of the Formal Complaint or any specific allegation within the Formal Complaint, and the reason for the dismissal, simultaneously to the parties through their institutional email accounts. It is the responsibility of parties to maintain and regularly check their email accounts.

Notice of Removal

Upon dismissal for the purposes of Title IX, the University retains discretion to determine if a violation of one or more of the policies or standards set forth in the University’s Non-Discrimination, Anti-Harassment, and Sexual Misconduct Policy, Student Code of Conduct, Professional Codes of Conduct, Personnel Handbook, and Faculty Handbook(s) has occurred. If so, the University will promptly send written notice of the dismissal of the Formal Complaint under the Title IX Grievance Process and removal of the allegations to the appropriate conduct process.

VII. Notice of Allegations

The Title IX Coordinator will draft and provide the Notice of Allegations to any party to the allegations of sexual harassment. Such notice will occur within 5 business days, unless extended for good cause, after the institution receives a Formal Complaint of the allegations, if there are no extenuating circumstances.

The parties will be notified by their institutional email accounts if they are a student or employee, and by other reasonable means if they are neither.

The institution will provide sufficient time for the parties to review the Notice of Allegations and prepare a response before any initial interview.

The Title IX Coordinator or designee may determine that the Formal Complaint must be dismissed on the mandatory grounds identified above, and will issue a Notice of Dismissal. If such a determination is made, any party to the allegations of sexual harassment identified in the Formal Complaint will receive the Notice of Dismissal in conjunction with, or in separate correspondence after, the Notice of Allegations.

Contents of Notice

The Notice of Allegations will include the following:

- Notice of the institution's Title IX Grievance Process, including any informal resolution process, and a hyperlink to a copy of the process.
- Notice of the allegations potentially constituting covered sexual harassment, and sufficient details known at the time the Notice is issued, such as the identities of the parties involved in the incident, if known, including the complainant; the conduct allegedly constituting covered sexual harassment; and the date and location of the alleged incident, if known.
- A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process.
- A statement that the parties may have an advisor of their choice, who may be, but is not required to be, an attorney.
- A statement that before the conclusion of the investigation, the parties may inspect and review evidence obtained as part of the investigation that is directly related to the allegations raised in the Formal Complaint, including the evidence upon which the institution does not intend to rely in reaching a determination regarding responsibility, and evidence that both tends to prove or disprove the allegations, whether obtained from a party or other source.
- A statement that knowingly making or submitting false statements during the investigation and grievance process is prohibited by the University's Non-Discrimination, Anti-Harassment and Sexual Misconduct Policy.

Ongoing Notice

If, in the course of an investigation, the institution decides to investigate allegations about the complainant or respondent that are not included in the Notice of Allegations and are otherwise covered "sexual harassment" falling within the Title IX Grievance Policy, the institution will notify the parties whose identities are known of the additional allegations by their institutional email accounts or other reasonable means.

The parties will be provided sufficient time to review the additional allegations to prepare a response before any initial interview regarding those additional charges.

VIII. Advisor of Choice and Participation of Advisor of Choice

The University will provide the parties equal access to advisors and support persons; any restrictions on advisor participation will be applied equally.

The University has a long-standing practice of requiring students to participate in the process directly and not through an advocate or representative. Students participating as Complainant or Respondent in this process may be accompanied by an Advisor of Choice to any meeting or hearing to which they are required or are eligible to attend. The Advisor of Choice is not an advocate. The Advisor of Choice can be, but does not have to be an attorney. Except where explicitly stated by this Policy, as consistent with the Final Rule,

Advisors of Choice shall not participate directly in the process as per standard policy and practice of the University and as outlined in the University's Non-Discrimination, Harassment and Sexual Misconduct Policy.

The University will not intentionally schedule meetings or hearings on dates where the Advisors of Choice for all parties are not available, provided that the Advisors act reasonably in providing available dates and work collegially to find dates and times that meet all schedules.

The University's obligations to investigate and adjudicate in a prompt timeframe under Title IX and other college policies apply to matters governed under this Policy, and the University cannot agree to extensive delays solely to accommodate the schedule of an Advisor of Choice. The determination of what is reasonable shall be made by the Title IX Coordinator or designee. The University will not be obligated to delay a meeting or hearing under this process more than five (5) business days due to the unavailability of an Advisor of Choice, and may offer the party the opportunity to obtain a different Advisor of Choice or utilize one provided by the University.

Notice of Meetings and Interviews

The University will provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings with a party, with sufficient time for the party to prepare to participate.

Delays

Each party may request extensions in the Grievance Process, which may be granted or denied in the sole judgment of the Title IX Coordinator, the Associate Vice President of Human Resources & Chief Human Resources Officer, the Title IX Investigator, or designee. The requestor should provide reasonable notice and the delay must not overly inconvenience other parties.

For example, a request to take a five day pause made an hour before a hearing for which multiple parties and their advisors have traveled to and prepared for shall generally not be granted, while a request for a five day pause in the middle of investigation interviews to allow a party to obtain certain documentary evidence shall generally be granted.

The Title IX Coordinator, the Associate Vice President of Human Resources & Chief Human Resources Officer, or designee shall have sole judgment to grant further pauses in the Process.

IX. Investigation

General Rules of Investigations

The Title IX Coordinator and/or an investigator designated by the Title IX Coordinator will perform an investigation under a reasonably prompt timeframe (as designated above) of the conduct alleged to constitute covered sexual harassment after issuing the Notice of Allegations.

The University and not the parties, has the burden of proof and the burden of gathering evidence, i.e. the responsibility of showing a violation of this Policy has occurred. This burden does not rest with either party, and either party may decide not to share their account of what occurred or may decide not to participate in an investigation or hearing. This does not shift the burden of proof away from the University and the University may not draw an adverse inference from a party's lack of participation.

The University cannot access, consider, or disclose medical records without a waiver from the party (or parent, if applicable) to whom the records belong or of whom the records include information. The University will provide an equal opportunity for the parties to present witnesses, including fact and expert

witnesses, and other inculpatory and exculpatory evidence, (i.e. evidence that tends to prove and disprove the allegations) as described below.

Inspection and Review of Evidence

Prior to the completion of the investigation, the parties will have an equal opportunity to inspect and review the evidence obtained through the investigation. The purpose of the inspection and review process is to allow each party the equal opportunity to meaningfully respond to the evidence prior to conclusion of the investigation.

Evidence that will be available for inspection and review by the parties will be any evidence that is directly related to the allegations raised in the Formal Complaint. It will include any:

1. Evidence that is relevant, even if that evidence does not end up being relied upon by the institution in deciding regarding responsibility;
2. Inculpatory or exculpatory evidence (i.e. evidence that tends to prove or disprove the allegations) that is directly related to the allegations, whether obtained from a party or other source.

All parties must submit any evidence they would like the investigator to consider, including expert witnesses and their statements, as soon as possible during the course of the investigation, and prior to when the parties' time to inspect and review evidence begins unless it was not discovered or reasonably available at that time.

The institution will send the evidence made available for each party and each party's advisor, if any, to inspect and review through an electronic format or hard copy. The Institution is not under an obligation to use any specific process or technology to provide the evidence and shall have the sole discretion in terms of determining format and any restrictions or limitations on access.

The parties will have ten (10) business days to inspect and review the evidence and submit a written response by email to the investigator. The investigator will consider the parties' written responses before completing the Investigative Report. Parties may request a reasonable extension as their designated extension request.

The institution will provide copies of the parties' written responses to the investigator to all parties and their advisors, if any.

Any evidence subject to inspection and review will be available at any hearing, including for purposes of cross-examination.

The parties and their advisors must sign an agreement not to disseminate any of the evidence subject to inspection and review or use such evidence for any purpose unrelated to the Title IX grievance process. The parties and their advisors agree not to photograph or otherwise copy the evidence.

Inclusion of Evidence Not Directly Related to the Allegations.

Evidence obtained in the investigation that is determined in the reasoned judgment of the investigator not to be directly related to the allegations in the Formal Complaint will not be disclosed, or may be appropriately redacted before the parties' inspection to avoid disclosure of personally identifiable information of a student. Any evidence obtained in the investigation that is kept from disclosure or appropriately redacted will be documented in a "privilege log" that may be reviewed by the parties and their advisors, if any.

X. Investigation

The Title IX Coordinator and/or an investigator designated by the Title IX Coordinator will create an Investigative Report that fairly summarizes relevant evidence.

The Investigative Report is not intended to catalog all evidence obtained by the investigator, but only to provide a fair summary of that evidence.

Only relevant evidence (including both inculpatory and exculpatory – i.e. tending to prove and disprove the allegations - relevant evidence) will be referenced in the Investigative Report.

The investigator may redact irrelevant information from the Investigative Report when that information is contained in documents or evidence that is/are otherwise relevant.

The investigator will not make a determination of responsibility, but may draw reasonable inferences from the evidence; make direct observations regarding the evidence, outline consistencies and inconsistencies in the record evidence, and identify potential biases/motives of parties and witnesses.

XI. Hearing

General Rules of Hearings

The University will not issue a disciplinary sanction arising from an allegation of covered sexual harassment without holding a live hearing, unless otherwise resolved through an informal resolution process.

The live hearing may be conducted with all parties physically present in the same geographic location, or, at the University's discretion, any or all parties, witnesses, and other participants may appear at the live hearing virtually through a University-approved video conferencing option, including but not limited to Zoom. This technology will enable participants simultaneously to see and hear each other. At its discretion, the University may delay or adjourn a hearing based on technological errors not within a party's control. All proceedings with the exception of the hearing deliberation will be recorded, which will be made available to the parties for inspection and review. Parties, advisors, and witnesses may not record the hearing.

Prior to obtaining access to any evidence, the parties and their advisors must sign an agreement not to disseminate any of the testimony heard or evidence obtained in the hearing or use such testimony or evidence for any purpose unrelated to the Title IX Grievance Process. Once signed, this Agreement may not be withdrawn.

Continuances or Granting Extensions

The University may determine that multiple sessions or a continuance (i.e. a pause on the continuation of the hearing until a later date or time) is needed to complete a hearing. If so, the University will notify all participants and endeavor to accommodate all participants' schedules and complete the hearing as promptly as practicable.

Participants in the live hearing

Live hearings are not public, and the only individuals permitted to participate in the hearing are as follows:
Complainant and Respondent (The Parties)

- The parties cannot waive the right to a live hearing.
- The institution may still proceed with the live hearing in the absence of a party, and may reach a determination of responsibility in their absence, including through any evidence gathered that constitutes a prior statement made by a party. See, Letter to Students, Educators, and other Stakeholders re *Victim Rights Law Center et al. v. Cardona* (August 24,

2021), available at: <https://www2.ed.gov/about/offices/list/ocr/docs/202108-titleix-VRLC.pdf>.

- The University will not threaten, coerce, intimidate or discriminate against the party in an attempt to secure the party's participation.
- The decision-maker cannot draw an inference about the determination regarding responsibility based solely on a party's absence from the live hearing or refusal to answer cross examination or other questions.
- The parties shall be subject to the University's Rules of Decorum, found here: <https://www.une.edu/title-ix>.

The Decision-maker

- The hearing body will consist of a primary hearing officer and a two-person panel of decision makers.
- No member of the hearing body will also have served as the Title IX Coordinator, Title IX investigator, or advisor to any party in the case, nor may any member of the hearing body serve on the appeals body in the case.
- No member of the hearing body will have a conflict of interest or demonstrated bias in favor of or against complainants or respondents generally, or in favor or against the parties to the particular case.
- The hearing body will be trained on topics including how to serve impartially, issues of relevance, including how to apply the rape shield protections provided for complainants, and any technology to be used at the hearing.
- The parties will have an opportunity to raise any objections regarding a decision-maker's actual or perceived conflicts of interest or bias prior to the commencement of the live hearing. Objections must be submitted in writing to the VPSA or AVPHR or designee within three days of receiving the Notice of Hearing.

Advisor of choice

- The parties have the right to select an advisor of their choice, who may be, but does not have to be, an attorney.
- The advisor of choice may accompany the parties to any meeting or hearing they are permitted to attend, but may not speak for the party, except for the purpose of cross-examination.
- In addition to selecting an advisor to conduct cross-examination, the parties may select a process advisor and/or support person who may accompany the parties to any meeting or hearing they are permitted to attend, but may not speak for the party.
- The parties are not permitted to conduct cross-examination; it must be conducted by the advisor. As a result, if a party does not select an advisor, the institution will select an advisor to serve in this role for the limited purpose of conducting the cross-examination at no fee or charge to the party.
- If a party does not attend the live hearing, the party's advisor may appear and conduct cross-examination on their behalf.
- If neither a party nor their advisor appear at the hearing, the University will provide an advisor to appear on behalf of the non-appearing party.
- Advisors shall be subject to the institution's Rules of Decorum, and may be removed upon violation of those Rules (see the University's Policy for Title IX Grievance Process Hearings).

Hearing Procedures

For all live hearings conducted under this Title IX Grievance Process, the procedure will be as follows:

- The primary hearing officer will open and establish rules and expectations for the hearing;
- The Parties will each be given the opportunity to provide opening statements;
- The primary hearing officer and the hearing board will ask questions of the Parties and Witnesses;
- Parties will be given the opportunity for live cross-examination by advisors after the hearing board conducts its initial round of questioning; During the Parties' cross-examination, the hearing board will have the authority to pause cross-examination at any time for the purposes of asking the hearing board's own follow up questions; and any time necessary in order to enforce the established rules of decorum.
- Should a Party or the Party's Advisor choose not to cross-examine a Party or Witness, the Party shall affirmatively waive cross-examination through a written or oral statement to the Hearing Board.

Live Cross-Examination Procedure

Each party's advisor will conduct live cross-examination of the other party or parties and witnesses. During this live-cross examination the advisor will ask the other party or parties and witnesses relevant questions and follow-up questions, including those challenging credibility directly, orally, and in real time.

Before any cross-examination question is answered, the Hearing Officer will determine if the question is relevant. Cross-examination questions that are duplicative of those already asked, including by the Hearing Board may be deemed irrelevant if they have been asked and answered and will not be permitted.

Review of Transcript

The transcript of the hearing will be available for review (though copies will not be provided) by the parties within 10 business days, unless there are any extenuating circumstances.

XII. Determination Regarding Responsibility

Standard of Proof

The University uses the preponderance of the evidence standard for investigations and determinations regarding responsibility of formal complaints covered under this Policy. This means that the hearing panel determines whether it is more likely than not that a violation of the Policy occurred.

General Considerations for Evaluating Testimony and Evidence

While the opportunity for cross-examination is required in all Title IX hearings, determinations regarding responsibility may be based in part, or entirely, on documentary, audiovisual, and digital evidence, as warranted in the reasoned judgment of the Decision-maker.

Decision-makers shall not draw inferences regarding a party or witness' credibility based on the party or witness' status as a complainant, respondent, or witness, nor shall it base its judgments on stereotypes about how a party or witness would or should act under the circumstances.

Generally, credibility judgments should consider the demeanor of the party or witness, the plausibility of their testimony, the consistency of their testimony, and its reliability in light of corroborating or conflicting testimony or evidence.

Decision makers will afford the highest weight relative to other testimony to first-hand testimony by parties and witnesses regarding their own memory of specific facts that occurred. Both inculpatory and exculpatory (i.e. tending to prove and disprove the allegations) evidence will be weighed in equal fashion.

Except where specifically barred by the Title IX Final Rule, a witness' testimony regarding third-party knowledge of the facts at issue will be allowed, but will generally be accorded lower weight than testimony regarding direct knowledge of specific facts that occurred.

The Final Rule requires that the University allow parties to call "expert witnesses" for direct and cross examination. While the expert witness will be allowed to testify and be crossed as required by the Final Rule, the decision-maker will be instructed to afford lower weight to non-factual testimony of the expert relative to fact witnesses, and any expert testimony that is not directed to the specific facts that occurred in the case will be afforded lower weight relative to fact witnesses, regardless of whether the expert witness testimony is the subject of cross examination and regardless of whether all parties present experts as witnesses. The University is not obligated to provide expert witnesses on behalf of any party.

Where a party or witness' conduct or statements demonstrate that the party or witness is engaging in retaliatory conduct, including but not limited to witness tampering and intimidation, the Hearing Board may draw an adverse inference as to that party or witness' credibility.

Components of the Determination Regarding Responsibility

The written Determination Regarding Responsibility will be issued simultaneously to all parties through their institution email account, or other reasonable means as necessary. The Determination will include:

1. Identification of the allegations potentially constituting covered sexual harassment;
2. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
3. Findings of fact supporting the determination;
4. Conclusions regarding which section of the Student Conduct Code, Professional Codes of Conduct, the Personnel Handbook and/or the Faculty Handbook, if any, the respondent has or has not violated.
5. For each allegation:
 - a. A statement of, and rationale for, a determination regarding responsibility;
 - b. A statement of, and rationale for, any disciplinary sanctions the recipient imposes on the respondent; and
 - c. A statement of, and rationale for, whether remedies designed to restore or preserve equal access to the recipient's education program or activity will be provided by the recipient to the complainant; and
6. The recipient's procedures and the permitted reasons for the complainant and respondent to appeal (described below in "Appeal").

Timeline of Determination Regarding Responsibility

If there are no extenuating circumstances, the determination regarding responsibility will be issued by the University within ten business days of the completion of the hearing.

Finality

The determination regarding responsibility becomes final either on the date that the institution provides the parties with the written determination of the result of the appeal, if an appeal is filed consistent with the procedures and timeline outlined in "Appeals" below, or if an appeal is not filed, the date on which the opportunity to appeal expires.

XIII. Appeals

Each party may appeal (1) the dismissal of a formal complaint or any included allegations and/or (2) a determination regarding responsibility. To appeal, a party must submit their written appeal to the VPSA, AVPHR, or designee, within five (5) business days of being notified of the decision, indicating the grounds for the appeal.

The limited grounds for appeal available are as follows:

- Procedural irregularity that affected the outcome of the matter (i.e. a failure to follow the institution's own procedures);
- New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter;
- The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or demonstrated bias for or against an individual party, or for or against complainants or respondents in general, that affected the outcome of the matter.

Supportive measures and remote learning opportunities remain available during the pendency of the appeal. If a party appeals, the institution will as soon as practicable notify the other party in writing of the appeal, however the time for appeal shall be offered equitably to all parties and shall not be extended for any party solely because the other party filed an appeal.

Appeals may be no longer than five (5) pages (including attachments).

Appeals will be decided by a three-person appeal board selected from a pool of trained appeal hearing officers who will be free of conflict of interest and demonstrated bias, and will not serve as investigator, Title IX Coordinator, or hearing decision maker in the same matter.

Outcome of appeal will be provided in writing, including via email, simultaneously to both parties, and include rationale for the decision.

XVI. Retaliation

The University will keep the identity of any individual who has made a report or complaint of sex discrimination confidential, including the identity of any individual who has made a report or filed a Formal Complaint of sexual harassment under this Title IX Grievance Policy, any Complainant, any individual who has been reported to be the perpetrator of sex discrimination, any Respondent, and any witness, except as permitted by the FERPA statute, 20 U.S.C. 1232g, or FERPA regulations, 34 CFR part 99, or as required by law, or to carry out the purposes of 34 CFR part 106, including the conduct of any investigation, hearing, or judicial proceeding under this Title IX Grievance Policy.

No person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX of the Education Amendments of 1972 or its implementing regulations.

No person may intimidate, threaten, coerce, or discriminate against any individual because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding or hearing under this Title IX Grievance Policy.

Any intimidation, threats, coercion, or discrimination, for the purpose of interfering with any right or privilege secured by Title IX or its implementing regulations constitutes retaliation. This includes any charges filed against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but that arise from the same facts or circumstances as a report or complaint of sex

discrimination or a report or Formal Complaint of sexual harassment, as set forth in the University's Amnesty policy in the University's Anti-Discrimination, Anti-Harassment and Non-Discrimination Policy. Complaints alleging retaliation may be filed according to the University's Anti-Discrimination, Anti-Harassment, and Sexual Misconduct Policy.

Filing a Report

Filing a report with a University official will not obligate the reporter to participate in any Student Conduct process nor will it subject the reporter to scrutiny or judgmental opinions of staff. Filing a report with the University will:

- Ensure the reporter has an advisor of their choosing to assist them in accessing University resources
- Assure the reporter has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention
- Facilitate contacting law enforcement authorities upon request.

A reporter may choose for the investigation to be pursued through the criminal justice system and the University student conduct or employee discipline systems or both or only the latter. A University representative will guide the reporter through the available options and support the reporter in his or her decision. Various counseling options are available to all reporters.

University conduct proceedings as well as special guidelines for cases involving sexual misconduct are detailed in the *Student Handbook*. The *Handbook* provides, in part, that:

- The accused and the reporter will each be allowed to choose an adviser of their choosing to accompany them throughout the investigation and hearing process.
- Both the reporter and the accused will be informed of the outcome of the investigation or hearing.
- A student or employee found responsible for violating University policy could also be criminally prosecuted in the state courts and may be suspended or expelled (or terminated from employment if an employee) from the University for the first offense.
- Student reporters have the option to change their academic and/or on-campus living situations after an alleged sexual assault, if such changes are reasonably available.

Any member of the university community may file a complaint by contacting the University's Title IX Coordinator, Angela Shambarger, ashambarger@une.edu, 207-221-4554.

If you are a reporter of any of these crimes, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. See, **What You Should Do If You Are a Reporter of Sexual Assault listed above.**

Protection Orders and "No Contact Orders"

- Complainants may seek protection from their abusers by obtaining restraining orders, protective orders and the like through the local courts. Reporters may contact the court directly. The Maine District Court in Biddeford is located at 25 Adams Street and the phone number is (207) 283-1147. The Maine District Court in Portland is located at 205 Newbury Street and the phone number is (207) 822-4200. Police or university staff can also provide information on how to do that. Should an abuser violate a court order, that person could be subject to arrest or further action by the court.
- If the complainant chooses to seek assistance through the university, the university may issue a "No Contact Order" directing the accused not to have any contact with the reporter.

- If the accused is an employee and violates a “No Contact Order” issued by the university, that person could be subject to internal disciplinary action which could include sanctions up to and including dismissal or termination and banning from university property.
- If the accused is a student and violates a “No Contact Order” issued by the university, the student could be subject to the student conduct process and banning from university property.
- If the accused is a non-UNE guest, campus visitor, or third-party contractor, they will be banned from University property and services.
- If, after an investigation, there is insufficient information to result in a responsibility finding as defined by the University’s preponderance of the evidence standard, the No Contact Order will remain in effect so long as the involved individuals remain active students or employees.

Full and most current procedures are available in the University of New England Student Handbook <http://www.une.edu/studentlife/handbook> and also <http://www.une.edu/title-ix/reporting> .

Standard of Evidence

The standard of evidence the university employs in adjudicating cases involving sexual assault, dating violence, harassment, and stalking is “Preponderance of the Evidence”. That means “It’s more likely than not” that the incident occurred.

Prevention and Bystander Training Efforts

- Title IX Staff offer a 50-60-minute presentation to incoming undergraduate, graduate, and professional students at their new student orientations.
- Title IX information is covered in several ways as part of the New Student Orientation sessions for incoming undergraduates: PowerPoints, skits, small groups, etc.
- UNE Housing and Residential/Commuter Life staff offer several educational programs for residence halls that specifically address sexual decision making, consent, as well as alcohol or drug use and its risk factors for sexual assault.
- All faculty and staff are required to take a Title IX training module as part of their annual compliance training.
- Campus-wide programs such as Sex-a-palooza (resource and information fair) and the Sex Show offer information and resources for upwards of 700 undergraduates annually.
- A Title IX poster series is posted in key locations on the campus and in the residence halls. The posters include definitions, resources, and bystander information.
- The Title IX Coordinator works with outside support agencies and academic programs to provide trainings and workshops for students as part of their academic experience and trainings.
- Literature from area advocacy agencies on relationship and sexual violence are posted in key areas around the Biddeford and Portland campuses.
- A Title IX informational email is sent to the community at least once per semester.
- The Title IX Coordinator provides specialized trainings for groups of student leaders, student staff, and various key professional staff groups or departments on campus.
- The Office of Title IX and Civil Rights Compliance has implemented the nationally recognized Green Dot Bystander Intervention Strategy across the University and provides multiple 3-hour trainings, 1-hour presentations, and numerous Green dot –themed events each semester.

A more comprehensive list of programming is kept on file with the Office of Title IX and Civil Rights Compliance.

Campus Alert Notifications Pertaining to Sexual Assaults

If the Department of Safety and Security determines that a reported incident of sexual assault represents a potential danger to the campus community, the Vice President for Student Engagement and/or the Vice

President for Campus Services/Risk Management Office will be contacted. A potential danger to the community is defined as:

- A pattern of acquaintance sexual assault
- A stranger assault
- A violent or sadistic assault

The Vice President for Campus Services, in collaboration with the Director of Campus Safety and Security will determine if a campus alert notification is warranted and whether it should take the form of an “*Immediate Emergency Notification*” or “*Timely Warning*.” If so, the Department of Safety and Security will create the notification and distribute it widely on the campus to protect and educate the community while respecting the student’s right to anonymity.

For a complete, more detailed explanation of the UNE Sexual Misconduct Policy, students can refer to the UNE Student Handbook online at <http://www.une.edu/studentlife/handbook/>.

Alcohol and Substance Abuse

UNE does not permit or condone the illicit or unauthorized possession, use, manufacturing, consumption, sale, or distribution of illicit drugs, and/or alcohol by students or employees on University owned or controlled property or as part of any University sponsored activity. UNE supports enforcement of State underage drinking laws. UNE officials, including the Department of Safety & Security, will decide if local law enforcement authorities will be contacted or if violators, when applicable, will be referred to Student Conduct or Human Resources. Persons found in violation of this policy will be subject to appropriate disciplinary action consistent with local, state, and federal laws or university policy and procedure. Such disciplinary action may include counseling, mandatory participation in an appropriate rehabilitation program, a verbal or written warning, suspension from school or employment, or termination of student status or employment. In addition, these persons may be referred to proper law enforcement authorities for prosecution.

Any faculty member, staff member or student employee engaged in activities supported by a federal grant or contract must report any criminal conviction related to possession or use of a controlled substance in the workplace to the UNE Office of Human Resources within five calendar days of conviction. The term "conviction" means a finding of guilt (including a plea of nolo-contendere) and/or imposition of a sentence by any Student Conduct body charged with the responsibility to determine violations of state or federal criminal drug statutes. The University is obligated to notify the appropriate federal contracting agency within 10 days of receipt of notice of an employee conviction.

It is a federal crime to distribute a controlled substance (illegal drug) within 1,000 feet of a public or private college or university, 21 U.S.C. sect. 845a. The distribution of controlled substances in or near schools carries lengthy minimum mandatory periods of imprisonment. UNE strongly encourages all members of our community to take an active role in reporting crime and any security or safety problem you become aware of immediately. The University of New England supports the enforcement of Federal and State drug laws. University officials, including the Department of Safety & Security, will decide if local law enforcement authorities will be contacted or if violators, when applicable, will be referred to Student Conduct or Human Resources.

In compliance with the Drug Free Schools and Communities Act and the Drug Free Workplace Act, the University publishes and distributes a *Student Handbook*, to all students and a *Personnel Handbook* to all full-time and part-time employees. Each provides the reader with a more comprehensive presentation of the University's substance abuse, rape and sexual assault, and sexual harassment policies, sanctions for violation of those policies, state and federal alcohol and drug laws, criminal and civil offenses, and sanctions that can be included in this document. Additional copies of the *Student Handbook* and *Personnel Handbook* are

available upon request. For more information, please contact Student Affairs, Counseling Services, Student Health Center, Office of Human Resources, or Department of Safety and Security.

The University of New England has standards of conduct that clearly prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees. The *Student Handbook* and *Personnel Handbook* contain a list of applicable legal sanctions under federal, state, or local laws for the unlawful possession or distribution of illicit drugs and alcohol; a description of the health risks associated with the abuse of alcohol or use of illicit drugs; a list of drug and alcohol programs that are available to employees or students; and a clear statement that the IHE will impose disciplinary sanctions on students and employees for violations of the standards of conduct as well as a description of those sanctions, up to and including expulsion or termination of employment and referral for prosecution.

Counseling Services

Counseling services are provided on both campuses, and can be reached at (207) 602-2549 (Biddeford Campus) or (207) 221-4550 (Portland Campus) and can choose “6” from the call menu to speak to the on-call counselor service. Another option is the state Crisis Response Hotline, available 24 hours a day, 1-888-568-1112. The crisis number is answered by Maine Crisis Response Hotline. It will put you in touch with the closest or most appropriate crisis organization. These services are free to students, including any student reporter of a rape or assault. It is the policy of the Counseling Center, when and if they deem it appropriate, to encourage the persons they are counseling to report crimes on a voluntary, confidential basis.

Prohibited Items

Firearms, weapons, (including “look alike” firearms and weapons) explosives and other devices, instruments, materials or substances, whether animate or inanimate, which create a substantial risk of death, bodily injury, or threat to the environment are not permitted on property owned and/or controlled by UNE, unless excepted by provision of law or University rule or policy. Violations of these conditions will result in referral to the Office of the Vice President for Student Affairs or the appropriate law enforcement agency or environmental regulatory agency and may result in dismissal from the University.

Scroll Down for Crime Statistics

Crime Statistics

The following statistics, provided in compliance with the Crime Awareness and Campus Security Act of 1990, are for your information. They include statistics from the three main campuses for the 3 prior calendar years, the most recent being from January 1, 2022, through December 31, 2022. The University of New England Department of Safety and Security is not a law enforcement agency and does not “Unfound” any crime.

Hate/Bias Crimes - No reported Hate/Bias Crimes for 2020, 2021 or 2022. All Clery crimes for Clery geographical areas are evaluated for Hate/Bias including race, gender, gender identity, religion, sexual orientation, ethnicity, national origin and disability.

2022 Clery Biddeford Campus Statistics						
Offense	Year	On Campus	On Campus Housing	Non-Campus	Public Property	Total
Murder-Non-Negligent Manslaughter	2020	0	0	0	0	0
	2021	0	0	0	0	0
	2022	0	0	0	0	0

Negligent Manslaughter	2020	0	0	0	0	0
	2021	0	0	0	0	0
	2022	0	0	0	0	0
Sex Offenses - Rape	2020	3	3	0	0	3
	2021	6	6	0	0	6
	2022	5	5	0	0	5
Sex Offenses - Statutory Rape	2020	0	0	0	0	0
	2021	0	0	0	0	0
	2022	0	0	0	0	0
Sex Offenses - Fondling	2020	3	3	0	0	3
	2021	1	1	0	0	1
	2022	2	2	0	0	2
Sex Offense - Incest	2020	0	0	0	0	0
	2021	0	0	0	0	0
	2022	0	0	0	0	0
Robbery	2020	0	0	0	0	0
	2021	0	0	0	0	0
	2022	0	0	0	0	0
Aggravated Assault	2020	0	0	0	0	0
	2021	0	0	0	0	0
	2022	0	0	0	0	0
Burglary	2020	2	2	0	0	2
	2021	0	0	0	0	0
	2022	0	0	0	0	0
Motor Vehicle Theft	2020	0	0	0	0	0
	2021	0	0	0	0	0
	2022	0	0	0	0	0
Arson	2020	0	0	0	0	0
	2021	0	0	0	0	0
	2022	0	0	0	0	0
Arrests; Weapons Offenses	2020	0	0	0	0	0
	2021	0	0	0	0	0
	2022	0	0	0	0	0
Disciplinary Referrals - Weapons Offenses	2020	1	1	0	0	1
	2021	1	1	0	0	1
	2022	0	0	0	0	0

Arrests; Drug Violations	2020	0	0	0	0	0
	2021	0	0	0	0	0
	2022	0	0	0	0	0
Disciplinary Referrals - Drug Violations	2020	44	44	0	0	44
	2021	26	26	0	0	26
	2022	66	63	0	0	66
Arrests; Liquor Law Violations	2020	0	0	0	0	0
	2021	0	0	0	0	0
	2022	0	0	0	0	0
Disciplinary Referrals Liquor Law Violations	2020	125	125	0	0	125
	2021	112	110	0	0	112
	2022	144	138	0	0	144
Domestic Violence	2020	0	0	0	0	0
	2021	1	1	0	0	1
	2022	0	0	0	0	0
Dating Violence	2020	1	1	0	0	1
	2021	1	1	0	0	1
	2022	0	0	0	0	0
Stalking	2020	1	1	0	0	1
	2021	2	1	0	0	2
	2022	0	0	0	0	0
Unfounded Crimes	2020	0	0	0	0	0
	2021	0	0	0	0	0
	2022	0	0	0	0	0

2022 Clery Portland Campus Statistics						
Offense	Year	On Campus	On Campus Housing	Non- Campus	Public Property	Total
Murder-Non-Negligent Manslaughter	2020	0	0	0	0	0
	2021	0	0	0	0	0
	2022	0	0	0	0	0
Negligent Manslaughter	2020	0	0	0	0	0
	2021	0	0	0	0	0
	2022	0	0	0	0	0
Sex Offenses - Rape	2020	0	0	0	0	0

	2021	0	0	0	0	0
	2022	0	0	0	0	0
Sex Offenses - Statutory Rape						
	2020	0	0	0	0	0
	2021	0	0	0	0	0
	2022	0	0	0	0	0
Sex Offenses - Fondling						
	2020	0	0	0	0	0
	2021	0	0	0	0	0
	2022	0	0	0	0	0
Sex Offense - Incest						
	2020	0	0	0	0	0
	2021	0	0	0	0	0
	2022	0	0	0	0	0
Robbery						
	2020	0	0	0	0	0
	2021	0	0	0	0	0
	2022	0	0	0	0	0
Aggravated Assault						
	2020	0	0	0	0	0
	2021	0	0	0	0	0
	2022	0	0	0	0	0
Burglary						
	2020	0	0	0	0	0
	2021	0	0	0	0	0
	2022	0	0	0	0	0
Motor Vehicle Theft						
	2020	1	0	0	0	1
	2021	0	0	0	0	0
	2022	0	0	0	0	0
Arson						
	2020	0	0	0	0	0
	2021	0	0	0	0	0
	2022	0	0	0	0	0
Arrests; Weapons Offenses						
	2020	0	0	0	0	0
	2021	0	0	0	0	0
	2022	0	0	0	0	0
Disciplinary Referrals - Weapons Offenses						
	2020	0	0	0	0	0
	2021	0	0	0	0	0
	2022	0	0	0	0	0
Arrests; Drug Violations						
	2020	0	0	0	0	0
	2021	0	0	0	0	0
	2022	0	0	0	0	0
Disciplinary Referrals - Drug						
	2020	0	0	0	0	0

Violations	2021	0	0	0	0	0
	2022	0	0	0	0	0
Arrests; Liquor Law Violations	2020	0	0	0	0	0
	2021	0	0	0	0	0
	2022	0	0	0	0	0
Disciplinary Referrals Liquor Law Violations	2020	0	0	0	0	0
	2021	0	0	0	0	0
	2022	0	0	0	0	0
Domestic Violence	2020	1	0	0	0	1
	2021	0	0	0	0	0
	2022	1	0	0	0	1
Dating Violence	2020	0	0	0	0	0
	2021	0	0	0	0	0
	2022	0	0	0	0	0
Stalking	2020	1	0	0	0	1
	2021	0	0	0	0	0
	2022	2	0	0	0	2
Unfounded Crimes	2020	0	0	0	0	0
	2021	0	0	0	0	0
	2022	0	0	0	0	0

Hate/Bias Crimes - No hate/bias crimes reported on the Portland Campus in 2019, 2020 or 2021. All Clery crimes for Clery geographical areas are evaluated for Hate/Bias including race, gender, gender identity, religion, sexual orientation, ethnicity, national origin and disability.

2022 Clery Tangier Campus Statistics						
Offense	Year	On Campus	On Campus Housing	Non-Campus	Public Property	Total
Murder-Non-Negligent Manslaughter	2020	0	0	0	0	0
	2021	0	0	0	0	0
	2022	0	0	0	0	0
Negligent Manslaughter	2020	0	0	0	0	0
	2021	0	0	0	0	0
	2022	0	0	0	0	0
Sex Offenses - Rape	2020	0	0	0	0	0
	2021	0	0	0	0	0
	2022	0	0	0	0	0

Sex Offenses - Statutory Rape	2020	0	0	0	0	0
	2021	0	0	0	0	0
	2022	0	0	0	0	0
Sex Offenses - Fondling	2020	0	0	0	0	0
	2021	0	0	0	0	0
	2022	0	0	0	0	0
Sex Offense - Incest	2020	0	0	0	0	0
	2021	0	0	0	0	0
	2022	0	0	0	0	0
Robbery	2020	0	0	0	0	0
	2021	0	0	0	0	0
	2022	0	0	0	0	0
Aggravated Assault	2020	0	0	0	0	0
	2021	0	0	0	0	0
	2022	0	0	0	0	0
Burglary	2020	0	0	0	0	0
	2021	0	0	0	0	0
	2022	0	0	0	0	0
Motor Vehicle Theft	2020	0	0	0	0	0
	2021	0	0	0	0	0
	2022	0	0	0	0	0
Arson	2020	0	0	0	0	0
	2021	0	0	0	0	0
	2022	0	0	0	0	0
Arrests; Weapons Offenses	2020	0	0	0	0	0
	2021	0	0	0	0	0
	2022	0	0	0	0	0
Disciplinary Referrals - Weapons Offenses	2020	0	0	0	0	0
	2021	0	0	0	0	0
	2022	0	0	0	0	0
Arrests; Drug Violations	2020	0	0	0	0	0
	2021	0	0	0	0	0
	2022	0	0	0	0	0
Disciplinary Referrals - Drug	2020	0	0	0	0	0

Violations	2021	0	0	0	0	0
	2022	0	0	0	0	0
Arrests; Liquor Law Violations	2020	0	0	0	0	0
	2021	0	0	0	0	0
	2022	0	0	0	0	0
Disciplinary Referrals Liquor Law Violations	2020	0	0	0	0	0
	2021	0	0	0	0	0
	2022	0	0	0	0	0
Domestic Violence	2020	0	0	0	0	0
	2021	0	0	0	0	0
	2022	0	0	0	0	0
Dating Violence	2020	0	0	0	0	0
	2021	0	0	0	0	0
	2022	0	0	0	0	0
Stalking	2020	0	0	0	0	0
	2021	0	0	0	0	0
	2022	0	0	0	0	0
Unfounded Crimes	2020	0	0	0	0	0
	2021	0	0	0	0	0
	2022	0	0	0	0	0

No Hate/Bias Crimes reported for Tangier campus 2020, 2021 or 2022. All Clery crimes for Clery geographical areas are evaluated for Hate/Bias including race, gender, gender identity, religion, sexual orientation, ethnicity, national origin and disability.

University of New England Fire Safety Report

Reporting period for this report is January 1, 2022, to December 31, 2022.

The US Department of Education now requires colleges and universities to post to the community, an annual fire safety report. The report must include:

1. Maintain a log of all reported fires that occur in those on-campus student housing facilities;
 2. Publish an annual fire safety report that contains fire safety policies and fire statistics for each of those facilities, including a description of each on-campus student housing facility fire safety system and drills on that system; and
- Submit the fire statistics from the fire safety report annually to the Department of Education.

University-Wide Protocol for Fire Emergency

The following procedure is the University-wide protocol in cases of fire emergency:

1. Pull the fire alarm as you exit the building.
2. Dial 911 from a safe location.
3. State that you are calling from UNE.
4. Provide the proper name of the building, floor, and room numbers.

5. Specify fire type (chemical, paper, wood, electrical, etc.).
6. Direct fire/emergency personnel to location.
7. Notify Department of Safety and Security at extension 366.
8. Proceed to your designated muster location.
9. If you are unable to use the stairs for any reason wait for rescue in the nearest stairwell. Stairwells are designated “areas of refuge.”

Do not attempt to extinguish a fire unless trained and in a controlled environment with proper equipment available.

All fires, even if extinguished, must be reported to the Biddeford Fire Department for the Biddeford Campus and Portland Fire Department for the Portland Campus. Additionally, the Department of Safety and Security on your respective campus must be notified.

UNE Safety and Security Conducting Fire Extinguisher Training on the Biddeford Campus



Fire Log

The Department of Safety & Security maintains an electronic copy of the department’s combined Crime Log and Fire Log. This log is available to anyone upon request, free of charge. This log can be obtained by requesting a copy from the Director of Safety & Security, Assistant Director of Safety & Security or stopping by the Safety & Security Office in the Support Services Building on the Biddeford Campus.

Reporting Fires That Have Occurred (Not in Progress)

For any fire that has occurred (not in progress), individuals are encouraged to report the incident to any member of Housing and Residential/Commuter Life Staff or any member of the Safety and Security Staff. These incidents can also be reported to anyone designated as a Campus Security Authority (CSA).

Annual Fire Safety Report

The University of New England reports statistics for the previous three years on the annual fire safety report to include:

1. The number of fires and the cause of each fire in a residential facility.
 - a. A fire is an instance of an open flame or other burning in a place not intended to contain burning or in an uncontrolled manner.
 - b. The cause of each fire includes the factors that give rise to a fire. This could include but not limited to; cooking, smoking materials, open flames, electrical, hazardous products, natural

- causes or other causes.
2. The number of persons who received treatment for fire-related injuries at a medical facility or on-campus health center.
 3. The number of deaths related to a fire in a residential facility
 4. The value of property damaged by fire in a residential facility

Arson

The Clery Act requires universities to report acts of Arson in the Annual Crime Statistics along with the being reported on the Annual Fire Safety Report if it occurs in an on-campus residential facility as a reportable fire with the cause listed as “arson”.

Student Housing Fire Notification and Evacuation Procedure

University-Wide Protocol for Fire Emergency

The following procedure is the University-wide protocol in cases of fire emergency:

1. Pull the fire alarm as you exit the building.
2. Dial 911 from a safe location.
3. State that you are calling from the University of New England, Biddeford Campus.
4. Provide the proper name of the building, floor, and room numbers.
5. Specify fire type (chemical, paper, wood, electrical, etc.).
6. Direct fire/emergency personnel to location.
7. Notify Department of Safety and Security at extension 366.
8. Proceed to your designated muster location.
9. If you are unable to use the stairs for any reason wait for rescue in the nearest stairwell. Stairwells are designated “areas of refuge.”

Do not attempt to extinguish a fire unless trained and in a controlled environment with proper equipment available.

All fires, even if extinguished, must be reported to the Biddeford Fire Department for the Biddeford Campus and Portland Fire Department for the Portland Campus. Additionally, the Department of Safety and Security on your respective campus must be notified.

UNE Fire Safety Policies for the Residence Halls

These policies are posted in the *Housing and Residential/Commuter Life Handbook*, *Student Handbook*, and *University Conduct Code*.

Fire Safety

1. Unannounced fire evacuation drills will be held regularly throughout the school year in each residence hall. Students who fail to exit the halls, attempt to re-enter the building without the permission of proper authorities, or fail to comply with University officials will be subject to disciplinary action and the assessment of fines.
2. Tampering with fire safety equipment or fire alarms is a violation of state law, as well as University policy. Persons found in violation will be subject to severe disciplinary action.
3. Fire detection units should not be covered or blocked at any time.
4. For reasons of fire safety, the following items are not permitted in student rooms: irons (may be used in laundry areas), space heaters, halogen lamps, non-UL rated lamps, any non-UL rated decorations requiring electricity, sun lamps/tanning beds, toaster ovens, hot plates, candles with or without wicks, decorative candles, incense, candle warmers, tart burners, non-light bulb potpourri burners, scented oil burners, live/cut Christmas trees, and wreaths.
5. Unauthorized possession, storage, or use of hazardous or dangerous weapons, explosive components

or substances including, but not limited to, firearms, fireworks, and chemical materials such as gasoline/fuels, kerosene, or compressed gases/air in University residence halls is specifically forbidden and, therefore, subject to severe disciplinary action.

6. The roofs and fire escapes of each building are for emergency purposes only. Under no other conditions should these be used. Failure to comply will lead to disciplinary action.
7. Do not hang anything from the sprinkler heads. This will cause damage to the system that will be charged to the occupants of that suite/room. Additionally, decorations or objects hung on the walls must be at least 18 inches away from the ceiling.
8. For reasons of fire safety, the maximum occupancy may not exceed eight (8) people at any one time for a residence hall room and twelve (12) for a suite.
9. Fire safety tips:
 - a. Know where alarm pull stations are in your building.
 - b. Know all of the exits and evacuation plans to your building.
 - c. If you discover smoke or fire:
 1. Sound the alarm.
 2. Call the Office of Safety and Security at x 366 or call the local emergency at 911.
 - d. If you are in a burning building:
 1. Close the window.
 2. Close the door.
 3. Go to the nearest exit or stairs (if you are in a smoke-filled area, keep low to the floor).
 4. Leave the residence halls immediately.

The University of New England has installed fire safety systems in all of the residential housing facilities on the Biddeford Campus to detect if a fire is present in the facility, warn the occupants of the fire including if fire extinguishers are present, fire rated doors, horn/strobe notification systems, and sprinkler systems that will extinguish a fire. The University of New England monitors all fire alarms on Biddeford and Portland Campuses in the campus dispatch center and is able to alert the fire department directly in the case of fire.

Along with the types of fire safety systems in each residential housing facility, statistics on the number of fire drills conducted in each facility is provided. A fire drill is a supervised practice of mandatory evacuation of a facility by activating the fire alarm. During this activation, all devices are checked to ensure proper function and devices not operational are repaired or replaced.

Fire Drills

Whenever a fire alarm sounds, day or night, the residence halls or other buildings are to be evacuated immediately. Everyone should particularly note the available exit routes. Fire drills will be held periodically throughout the year in all of the residence halls and administrative classroom buildings. Evacuation is mandatory.

Fire Equipment

Fire extinguishers, smoke detectors, heat detectors, and other related fire protection equipment are provided to protect life in the event of a fire. Any tampering with this equipment, including false alarms, will result in a minimum assessment of two hundred and fifty dollars (\$250.00), for the first incident and five hundred dollars (\$500.00) for all subsequent events, being levied against the individual in addition to other disciplinary sanctions. Tampering with fire alarms or sending false communication of a fire is a Class D Misdemeanor in the State of Maine. Criminal charges may be brought against the violator(s).

Appliances

All electrical appliances must be UL approved and in good working condition. Electrical appliances are permitted in resident rooms except those appliances, which 1) have exposed heating units or open flames; and 2) are used for the specific purpose of cooking food, with the exception of small microwaves and units with enclosed heating elements. Appliances such as coffee pots, hot air popcorn poppers, hot pots, and “George Foreman Grills” are prohibited except with appropriate approval in designated areas. Designated areas include residence hall lounge kitchens and kitchenettes in the suite-style buildings. Such items may be stored in rooms as long as they are not used in rooms. Air conditioners, space heaters, halogen lamps, sun lamps/tanning beds, and hot plates or any other open coil appliance not provided by the University are not permitted.

The Office Housing and Residential/Commuter Life staff has authority to prohibit and/or remove, without prior notice, all illegal or potentially dangerous appliances/devices for reasons of health and safety.

Furnishings

Curtains, draperies, valances, or other fabric decorations covering or draping the windows must be made of documented fire-retardant material. Students must provide documentation of this fire-retardant quality before items may be hung. Each year, the Residence Hall Council offers a curtain treatment program to help students meet compliance. All non-University provided waste receptacles must be constructed of solid metal (no woven, fabric, plastic, wood, or metal mesh etc.).

Smoking

The University of New England is a tobacco and smoke-free campus. Smoking of tobacco or other substances and use of all tobacco products, including electronic cigarettes or any form of vaping will not be permitted anywhere or anytime on the University campuses. This includes all parking lots, (including personal vehicles), buildings, residence halls and their grounds, clinics, laboratories, classrooms, private offices, balconies, roofs, plazas, vestibules, loading docks, sidewalks, and on any other campus property, as well as within close proximity to or causing the obstruction of any building entrance, covered walkway, or ventilation system.

Holiday Decorations

Students are encouraged to express their observances of holidays within the following guidelines:

1. Live and cut trees and wreaths are prohibited.
2. Candles or other open flames or burning items are not permitted.
3. Lights must be UL rated and the small and non-heat producing type.
4. Decorations in the public areas must be approved for safety.
5. Decorations must be removed prior to leaving for break.
6. Nothing should be hung from smoke or sprinkler heads.

Room Decorations

Students are encouraged to personalize their rooms to make them comfortable while they are on campus. Below are guidelines that must be followed:

1. Hanging posters/pictures, etc., should be done with poster putty **only**. Tape and other adhesive materials will remove the paint.
2. No objects or materials may be hung on the walls within 18 inches of the ceiling.
3. Tapestries may be hung under guidelines of the tapestry policy (see below).
4. Tape, stickers or other adhesive materials are **not** to be placed on ceiling tiles. Students will be charged the replacement cost for each tile damaged in this way.

5. No decorations should at any time be attached to or cover any fire safety equipment. This includes, but is not limited to: stickers on smoke detectors; any items that cover detectors or fire horns; and any items that cover the evacuation map or hang from the sprinkler heads.
6. Decorations may not cover more than 1/3 of the wall.
7. UL approved lights can be hung on the walls but may not be suspended from the ceiling, in front of windows or threaded through mattress springs.
8. Empty beer boxes are prohibited as decoration in student rooms.

Tapestries

Students may hang a tapestry in their rooms under the following guidelines:

1. Tapestries must be fire retardant and registered with the Office of Housing and Residential/Commuter Life (see “Furnishings” section).
2. Tapestries may not be hung from or covering the ceiling in any way.
3. The tapestry may not cover or block fire safety or heating equipment.
4. A tapestry hung vertically must be against the wall only. It may not be hung in front of the doorway or to divide the room.
5. The tapestry must be hung at least 18 inches away from the ceiling.
6. Students wishing to hang a tapestry in their room must get the approval of the RA on the floor for its proper location.
7. Failure to abide by these guidelines will result in immediate and permanent suspension of the privilege to hang a tapestry in the room.

This policy is subject to change depending on municipal and state fire codes.

UNE Student Handbook and Conduct Code as They Pertain to Fire Safety Policies in Residence Halls

1. Tampering in any way with fire emergency equipment.
2. Failure to evacuate a building or area at the request of University staff, for safety and/or security reasons, including evacuation during a fire alarm.
3. To give, or cause to be given, false reports of fire or other dangerous conditions.
4. Creation of a fire hazard or other dangerous condition. This includes burning candles, incense, potpourri burners, and other flammable materials.
5. Unauthorized use or possession of explosive components or chemicals such as fireworks, explosives, gas, or compressed air.
6. Possession or use of fireworks or weapons, including firearms, knives, slingshots, or other similar items, as set forth in the “Weapons and Fireworks” section of the *Student Handbook*.

Biddeford Campus Muster Locations

Residential Facilities- Biddeford, Maine	Muster Location
Champlain Hall- 11 Hills Beach Road	Frederick Hall Parking Lot- Keep access road clear for emergency vehicles
East Hall- 11 Hills Beach Road	Parking Lot between Freddy and Campus Center
West Hall- 11 Hills Beach Road	Exit rear of building to the Quad area near Avila
Featherman Hall- 11 Hills Beach Road	Parking lot between Avila and Featherman
Avila Hall- 11 Hills Beach Road	Lawn between Avila and Campus Center
Padua Hall- 11 Hills Beach Road	Avila parking lot
Assisi Hall- 11 Hills Beach Road	Volleyball court between Assisi and Alfond Science
Sienna Hall- 11 Hills Beach Road	Walkway between Library and Commons
Frederick Hall- 11 Hills Beach Road	Lawn in front of Campus Center, near Hills Beach Road
Sokokis Hall- Hedly Reynolds Way	Lawn between Sokokis and Forum
Hampton Inn- 48 Industrial Park Road, Saco	Parking Lot behind building

Biddeford Campus-Annual Fire Safety Report Statistics 2022

University of New England Statistics and Related Information Regarding Fires in Residential Facilities for 2020-2022

Residential Facilities- Biddeford, Maine	Year	Total Fires in Each Building	Fire Number	Cause of Fire	Number of Injuries That Required Treatment at a Medical Facility	Number of Deaths Related to Fire	Value of Property Damage Caused by Fire
Champlain Hall- 11 Hills Beach Road	2022	0	0	N/A	N/A	N/A	N/A
	2021	0	0	N/A	N/A	N/A	N/A
	2020	1	2	Candle Caught Poster on Fire	0	0	\$100
East Hall- 11 Hills Beach Road	2022	0	0	N/A	N/A	N/A	N/A
	2021	0	0	N/A	N/A	N/A	N/A
	2020	0	0	N/A	N/A	N/A	N/A
West Hall- 11 Hills Beach Road	2022	0	0	N/A	N/A	N/A	N/A
	2021	0	0	N/A	N/A	N/A	N/A
	2020	1	1	Smoking Materials Caught Trash Can On Fire	0	0	\$50
Featherman Hall- 11 Hills Beach Road	2022	0	0	N/A	N/A	N/A	N/A
	2021	0	0	N/A	N/A	N/A	N/A
	2020	0	0	N/A	N/A	N/A	N/A
Avila Hall- 11 Hills Beach Road	2022	0	0	N/A	N/A	N/A	N/A
	2021	0	0	N/A	N/A	N/A	N/A
	2020	0	0	N/A	N/A	N/A	N/A
Padua Hall- 11 Hills Beach Road	2022	0	0	N/A	N/A	N/A	N/A
	2021	0	0	N/A	N/A	N/A	N/A
	2020	0	0	N/A	N/A	N/A	N/A
Assisi Hall- 11 Hills Beach Road	2022	0	0	N/A	N/A	N/A	N/A
	2021	0	0	N/A	N/A	N/A	N/A
	2020	0	0	N/A	N/A	N/A	N/A
Sienna Hall- 11 Hills Beach Road	2022	0	0	N/A	N/A	N/A	N/A
	2021	0	0	N/A	N/A	N/A	N/A
	2020	0	0	N/A	N/A	N/A	N/A
Frederick Hall- 11 Hills Beach Road	2022	0	0	N/A	N/A	N/A	N/A
	2021	0	0	N/A	N/A	N/A	N/A
	2020	0	0	N/A	N/A	N/A	N/A
Sokokis Hall- Hedly Reynolds Way	2022	0	0	N/A	N/A	N/A	N/A
	2021	0	0	N/A	N/A	N/A	N/A
	2020	0	0	N/A	N/A	N/A	N/A
Hampton Inn- 48 Industrial Park Road, Saco	2022	N/A	N/A	N/A	N/A	N/A	N/A
	2021	N/A	N/A	N/A	N/A	N/A	N/A
	2020	0	0	N/A	N/A	N/A	N/A

Tangier Campus-Annual Fire Safety Report Statistics 2022

University of New England Statistics and Related Information Regarding Fires in Residential Facilities for 2020-2022

Residential Facilities-Tangier, Morocco	Year	Total Fires in Each Building	Fire Number	Cause of Fire	Number of Injuries That Required Treatment at a Medical Facility	Number of Deaths Related to Fire	Value of Property Damage Caused by Fire
Residence Hall-Avenue Abi Chouaib Doukkali	2022	0	0	N/A	N/A	N/A	N/A
	2021	0	0	N/A	N/A	N/A	N/A
	2020	0	0	N/A	N/A	N/A	N/A

Biddeford Campus-On-Campus Housing Fire Safety Systems 2022

University of New England On-Campus Student Housing Fire Safety System Description

Residential Facilities- Biddeford, Maine	Fire Extinguishers	Sprinkler	Fire Rated Doors	Horn Strobes	Fire Drills 2022	Alarm to Fire Department
Champlain Hall- 11 Hills Beach Road	X	X	X	X	8	
East Hall- 11 Hills Beach Road	X	X	X	X	9	
West Hall- 11 Hills Beach Road	X	X	X	X	8	
Featherman Hall- 11 Hills Beach Road	X	X	X	X	12	
Avila Hall- 11 Hills Beach Road	X	X	X	X	9	
Padua Hall- 11 Hills Beach Road	X	X	X	X	9	
Assisi Hall- 11 Hills Beach Road	X	X	X	X	9	
Sienna Hall- 11 Hills Beach Road	X	X	X	X	10	
Frederick Hall- 11 Hills Beach Road	X	X	X	X	8	
Sokokis Hall- Hedly Reynolds Way	X	X	X	X	7	

Tangier Campus-On Campus Housing Fire Safety Systems 2022

University of New England On-Campus Student Housing Fire Safety System Description

Residential Facilities- Tangier, Morocco	Fire Extinguishers	Sprinkler	Fire Rated Doors	Horn Strobes	Fire Drills 2022	Alarm to Fire Department
Residence Hall-Avenue Abi Chouaib Doukkali	X			X	2	