

Hypnosis Motivation Institute

2017 Annual Security Report

In order to be compliant with the Federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act reporting requirements, Hypnosis Motivation Institute (HMI) prepares the Annual Security Report and distributes notification of the report's availability to Staff, Faculty and Students by October 1st of each year. Notification is sent by email and posted on the HMI website. Prospective students receive the direct website link during the application process and receive an Acknowledgement of Receipt which they sign upon enrollment.

This report contains required policies and procedures in addition to crime statistics for Clery Act reportable crimes that occurred either on campus or on the public property immediately adjacent to a campus during the previous three calendar years. These crime statistics are reported for this campus location and are compiled from information provided by School Directors, other school officials and local law enforcement agencies.

HMI's campus geography is described as 18607 Ventura Blvd., Suite 310, Tarzana, CA 91356 and the upper and lower parking lots immediately adjacent to campus. HMI's public property is described as the sidewalks immediately adjacent to the parking lots and the sidewalks directly across the street from the parking lots. Also described as HMI's public property are the sidewalks immediately in front of the campus on Ventura Blvd and the sidewalks directly across the street from HMI. HMI does not have any recognized student organizations with non-campus locations and therefore does not monitor or record criminal activity that may take place at such locations nor maintain any records of incidents at such locations.

Reporting of Criminal Offenses

HMI strives to provide a safe environment for both its students and employees. In order to achieve this goal, HMI requires both its employees and students to immediately report criminal activity or other emergencies to the School Director, Director of Academic Services or the nearest available school official and/or in the event of an emergency or serious threat to the campus community to directly contact the local law enforcement agency or other emergency response agency by dialing 911.

Criminal offenses may also be reported to the HMI's Title IX Coordinator, Sandy Kappas by calling (818) 758-2720 or writing to Sandy@hypnosis.edu.

Victims or witnesses that wish to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics may do so by calling (818) 758-2720.

Campus Law Enforcement

HMI does not employ campus security personnel, does not have a campus police department, or maintain agreements or working relationships with local law enforcement agencies.

Any criminal activity occurring on-campus should be **immediately** reported to the School Director, Director of Academic Services or the nearest available school official. Students and staff are also encouraged to promptly and accurately report criminal activity to local law enforcement agencies when the victim of such crime elects or is unable to make such a report.

Security of and Access to Campus Facilities

During business hours, HMI's campuses are open to students, employees, guests, and approved vendors and contractors. During non-business hours, campuses are secured with door locks, alarm systems, and security cameras and are accessible only by designated key holders. HMI may also have regular inspections and preventative maintenance work performed by approved vendors to ensure that such security measures remain in working order.

Drug, Alcohol, and Substance Abuse

HMI does not permit the sale, possession or consumption of alcoholic beverages on school property and adheres to and enforces all state underage drinking laws. In addition, HMI does not permit the possession, use, or sale of illegal drugs by its employees and/or students and adheres to and enforces all state and federal drug laws. The violation of these policies by students or employees may result in expulsion, termination, and/or arrest.

For the complete policy on drug and alcohol abuse and a list of Substance Abuse Education Programs available, refer to the Drug-Free School/Drug-Free Workplace Annual Disclosure located in the Student Guide/Catalog Addendum.

Disclosure of Disciplinary Proceeding Results

All proceedings and records will be confidential to the extent permitted by law. However, both parties will be notified, in writing, concurrently about the outcome of the complaint. If the alleged victim of a crime of violence or non-forcible sex offense is deceased as a result of the crime or offense, the results of the disciplinary proceedings shall be provided, upon request, to the next of kin of the alleged victim.

Registered Sex Offenders

The United States Department of Justice maintains a national database of registered sex offenders which allows the public to search for information regarding registered sex offenders within a state. This database can be accessed online by visiting <http://www.nsopw.gov>.

Emergency Notifications and Evacuations

The School Director/Associate Director is the designated Campus Safety Authority and is responsible for ensuring that the campus is prepared in an emergency situation. Evacuation maps are posted at each exit door within the campus. An Evacuation Procedures and Emergency Numbers Sheet must also remain posted at each campus.

The School Director/Associate will determine if there is a significant threat at the campus that requires the immediate notification of students and staff and is responsible for ensuring that all staff and students are notified accordingly. Upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health and safety of students or employees on the campus, the emergency notification will be made immediately and without delay.

The School Director/Associate will be responsible for confirming the emergency, determining the content of the notification, and initiating the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency. The School Director/Associate will contact the necessary agency (i.e. Fire Department, Police Department, etc.) and continue to communicate any necessary information with the agency and ensure that all staff and students assemble in the predetermined safe area.

In the event of an emergency, students and staff on campus at the time of the occurrence will be notified of the emergency situation by the notification by the School Director/Associate. Fire alarms are located within the campus premises and will be activated in the event of a fire or other emergency.

HMI will also attempt to contact students and staff members not present on campus via reasonable means to inform them of any threat to the health or safety of students or employees occurring on the campus. HMI will also use such means to contact students and staff in the event of campus closures due to inclement weather or other emergency situations.

Timely Warnings

Upon notification and identification of a Clery Act reportable crime that occurs on campus or surrounding the campus's general geographic area and represents a serious or continuing threat to the health and safety of students and employees, the School Director will issue a Timely Warning Notification to the campus students and staff as soon as pertinent information is available. This notification will take the form of a verbal or written announcement in order to aid in the prevention of similar occurrences. The notification will withhold the names and other identifying information of victims as confidential. HMI will ensure that all classes, students, and staff are notified of the warning.

Sexual Harassment, Sexual Assault, Domestic Violence, Dating Violence, and Stalking

HMI is committed to providing an educational, employment, and business environment free of sexual harassment and sexual violence. HMI provides helpful warning signs of abusive behavior and future risks in the section below in efforts to prevent any form of sexual misconduct. Incoming students and staff will be provided with this information to promote the awareness and prevention of rape, acquaintance rape, domestic violence, dating violence, sexual assault, and stalking and may also visit www.notalone.gov for additional information.

- Information regarding the definitions of domestic violence, dating violence, sexual assault, stalking, and consent.
- Safe and positive options for bystander intervention that may be carried out by an individual to prevent harm or intervene when there is a risk of domestic violence, dating violence, sexual assault, or stalking against someone else.
- Information on risk reduction to recognize warning signs of abusive behavior and how to avoid potential attacks.
- Possible sanctions or protective measures that may be imposed following the results of an institutional disciplinary proceeding regarding rape, acquaintance rape, domestic violence, dating violence, sexual assault, or stalking.
- Procedures victims should follow if a sex offense, domestic violence, dating violence, sexual assault, or stalking has occurred.
- Procedures for institutional disciplinary action in cases of alleged domestic violence, dating violence, sexual assault, or stalking.
- Information about how the institution will protect the confidentiality of victims.
- Information regarding the availability of existing counseling, health, mental health, victim advocacy, legal assistance, and other services available for victims.
- Information regarding options for, and available assistance in, changing academic or working situations, if so requested by a victim and if such accommodations are reasonably available, regardless of whether the victim chooses to report the crime to police or local law enforcement.

Sexual harassment and acts of sexual assault, including rape, acquaintance rape, and other forcible and non-forcible sex offenses, domestic violence, dating violence, and stalking are prohibited by HMI. Any student who feels that he or she is the victim of any of these crimes has the right to seek redress of the grievance through the procedures indicated below. Victims will also be provided a written notification of these procedures.

A student who feels they are the victim of sexual harassment may attempt to resolve the matter informally by bringing a complaint to the Title IX Coordinator. Upon receipt of the complaint, the Title IX Coordinator will inform the complainant in writing of their formal recourse, that informal mediation will not be used to resolve

sexual violence complaints, and that they have the right to file a separate criminal complaint for allegations relating to sexual violence, domestic violence, dating violence, and stalking. The Title IX Coordinator will, with the permission of the complainant, attempt to resolve the conflict informally by informing the individual alleged to have caused the grievance that the complaint has been filed, seek to find out the facts, and if both parties desire it, arrange a meeting to try to resolve the differences. In the event that an attempt at informal resolution is unsuccessful, or if the complainant deems that informal resolution is undesirable, the Title IX Coordinator will stop the informal resolution process and assist the complainant in filing a formal complaint.

In the event of sexual violence, domestic violence, dating violence, and stalking, a formal complaint process will be used. The complainant will address their complaint to the Title IX Coordinator, if the individual alleged to have caused the grievance is another student, or if the individual alleged to have caused the grievance is a faculty or non-faculty employee.

A formal complaint will be made in writing by the complainant, addressed to the above-mentioned HMI officials, stating in detail the nature of the complaint, any relevant dates, and the names of any potential witnesses. In a situation deemed to be an emergency by the Title IX Coordinator, the individual alleged to have caused the grievance or complaint may be temporarily transferred pending the outcome of the case.

Anyone who feels they have been the victim of sexual harassment, domestic violence, dating violence, sexual assault, or stalking should notify the proper school official immediately. The alleged victim also has the option to notify appropriate law enforcement authorities, including local police. The School Director or other school official will assist in notifying these authorities, if the victim so chooses. The victim also has the right to decline to notify such authorities. Notification of the alleged offense should occur immediately due to the importance of preserving evidence as may be necessary for the proof of criminal domestic violence, dating violence, sexual assault, or stalking, or in obtaining a protection order. Victims may also have rights regarding obtaining orders of protection, no contact orders, restraining orders, or similar lawful orders issued by a criminal, civil, or tribal court. Any student or employee who reports that they have been a victim of domestic violence, dating violence, sexual assault, or stalking, whether the offense has occurred on or off campus, will be provided with a written explanation of their rights and options regarding procedures following the offense, procedures for disciplinary action and sanctions to be imposed, victim confidentiality, counseling services, and accommodations options.

All proceedings and records concerning sexual harassment, sexual assault, domestic violence, dating violence, and stalking complaints shall be confidential to the extent permitted by law and HMI will protect the confidentiality of victims, including ensuring that any publicly-available recordkeeping will be accomplished without the inclusion of identifying information about the victim. Such proceedings shall provide a prompt, fair, and impartial investigation and resolution and be conducted by individuals qualified to conduct an investigation and hearing process that protects the safety of victims and promote accountability. In the event of a formal complaint in writing, the school officials receiving the complaint will initiate an investigation within two weeks to determine whether there is a reasonable basis for taking action. A preponderance of the evidence will be used as the standard of evidence during any institutional conduct proceeding arising from a complaint regarding sexual assault, domestic violence, dating violence, and stalking. HMI officials need not wait for the conclusion of a criminal investigation or criminal proceeding to begin their own investigation and, if needed, may take immediate steps to protect the student in the educational setting. The alleged victim also has the right to change their academic or working situation after an alleged sex offense occurs, if requested and reasonably available.

Both the accused and the accuser are entitled to the same opportunities to have others present during an institutional disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by an advisor of their choice. Both the accused and the accuser shall be simultaneously informed, in writing, of the following: 1) the outcome of any institutional disciplinary proceedings with respect to the alleged sex offense, domestic violence, dating violence, or stalking, 2) the institution's procedures for the accused and the victim to appeal the results of the institutional disciplinary proceeding, 3) any change to the results that occurs prior to the time that such results become final, 4) when such results become final.

Following a final determination of an institutional disciplinary procedure regarding rape, acquaintance rape, domestic violence, dating violence, sexual assault or stalking, possible sanctions for substantiated accusations include suspension or termination of the employee's employment or the student's enrollment. Alleged sexual

violence against another may also constitute a crime resulting in additional, independent law enforcement investigation outside of HMI's Grievance Procedure. In addition, complainants who make accusations of sexual harassment, sexual violence, domestic violence, dating violence, or stalking in bad faith may be subject to equivalent disciplinary action.

HMI does not employ any pastoral or professional counselors. Contact information for local and national support and counseling services including those for rape and sexual assault support and counseling, health, mental health, victim advocacy, legal assistance, and other services available for victims is posted and available for viewing by students and staff at each campus location.

Below is a list of contact information for several national support services: *National Domestic Violence Hotline* 1-800-799-7233 www.ndvh.org *National Sexual Assault Hotline* 1-800-656-4673 www.rainn.org *US Department of Health & Human Services* 1-800-662-4357 www.hhs.gov *National Alliance on Mental Illness* 1-800-950-6264 www.nami.org *National Organization for Victim Assistance* 1-800-879-6682 www.trynova.org *National Legal Services Corporation Database* www.lsc.gov/find-legal-aid

DEFINITIONS

Dating Violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim, as determined by the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. Dating violence includes, but is not limited to, sexual and or physical abuse or the threat of such abuse and does not include acts covered under the definition of domestic violence.

Domestic Violence: A felony or misdemeanor crime of violence committed by one of the following: 1) a current or former spouse or intimate partner of the victim, 2) a person with whom the victim shares a child in common, 3) a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, 4) a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or 5) any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Sexual Assault: An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting program.

Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others or suffer substantial emotional distress.

Consent: Consent is a voluntary, knowing, active, and affirmatively communicated willingness to participate in a particular sexual activity or behavior.

BYSTANDER INTERVENTION TIPS

If you see someone in danger of domestic violence, dating violence, sexual assault, or stalking:

- Take the initiative, step in, offer assistance and ask if the person needs help. Make sure to evaluate the risk of the situation first. Call 911 instead of putting yourself into danger.
- Distract either person at the scene to intervene but don't be antagonistic.
- Have others intervene with you, if it's safe to do so. This may have a greater influence on the perpetrator and increase your safety.
- If the offender is known to you, ask them to leave the potential victim alone.
- Remain at the scene as a witness instead of leaving. The perpetrator will be less likely to commit the

assault with a witness there.

Help to prevent situations of domestic violence, dating violence, sexual assault, or stalking by:

- Traveling with friends to parties or other events rather than by yourself. Check in with each other frequently and leave together.
- Trust your intuition and don't be afraid to call for help or let someone know if you are worried about your safety or the safety of someone else.
- If you see someone is intoxicated, offer to call them a cab home.

WARNING SIGNS OF ABUSIVE BEHAVIOR

- Past abuse and minimizing those occurrences
- Threats of violence or abuse
- Breaking objects
- Use of force during an argument
- Jealousy about who you are talking to and how your time is being spent
- Controlling behavior
- Quick involvement and pressuring you into a committed relationship
- Unrealistic expectations of perfection
- Isolating you from your support system of family and friends
- Blaming others for problems and feelings
- Hypersensitivity
- Explosive behavior and mood swings

RISK REDUCTION AND AVOIDING POTENTIAL ATTACKS

- Avoid isolated areas and dimly lit places. Always be aware of your surroundings.
- Make sure your cell phone is always with you and charged in case you need to call for help.
- Use a buddy system, especially when walking around at night.
- Avoid being alone with someone you don't know or don't trust.
- Carry a noisemaker, such as a whistle, and a small flashlight on your keychain.
- Avoid giving out personal information to someone you don't know (phone number, address, etc).
- In case of an emergency, dial 911.

Campus Crime Statistics

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act requires postsecondary institutions to disclose the number of instances in which certain types of crimes have been reported in any building or on any property owned or controlled by this institution that is used for activities related to the educational purpose of the institution and any public property immediately adjacent to and accessible from the school. In compliance with that law, the following tables reflect this institution’s crime statistics for this campus for the calendar years 2014, 2015, and 2016. Crimes are disclosed under the year in which they were reported. HMI does not maintain any on-campus student housing facilities. This report, in its entirety, may be accessed by the general public at <http://ope.ed.gov/security>. A paper copy of entire report to be provided upon request.

Criminal Offenses Reported	<i>On Campus</i>	<i>Public Property 2014</i>	<i>On Campus</i>	<i>Public Property 2015</i>	<i>On Campus</i>	<i>Public Property 2016</i>
Murder/Non-negligent Manslaughter	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0
Sex Offenses – Forcible	0	0	0	0	0	0
Sex Offenses – Non-forcible	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Domestic Violence	-	-	-	-	0	0
Dating Violence	-	-	-	-	0	0
Stalking	-	-	-	-	0	0
Arrests Reported						
Weapons Laws Violations	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0
Referred for Disciplinary Action						
Weapons Laws Violations	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0

PLEASE NOTE THAT THERE HAVE BEEN NO REPORTED HATE CRIMES IN 2016, 2015, or 2014 AND THERE HAVE BEEN NO REPORTED INCIDENTS OF DOMESTIC VIOLENCE, DATING VIOLENCE, AND STALKING IN 2016, 2015, or 2014.