

CENTUREON INSTITUTE

The School of the People®

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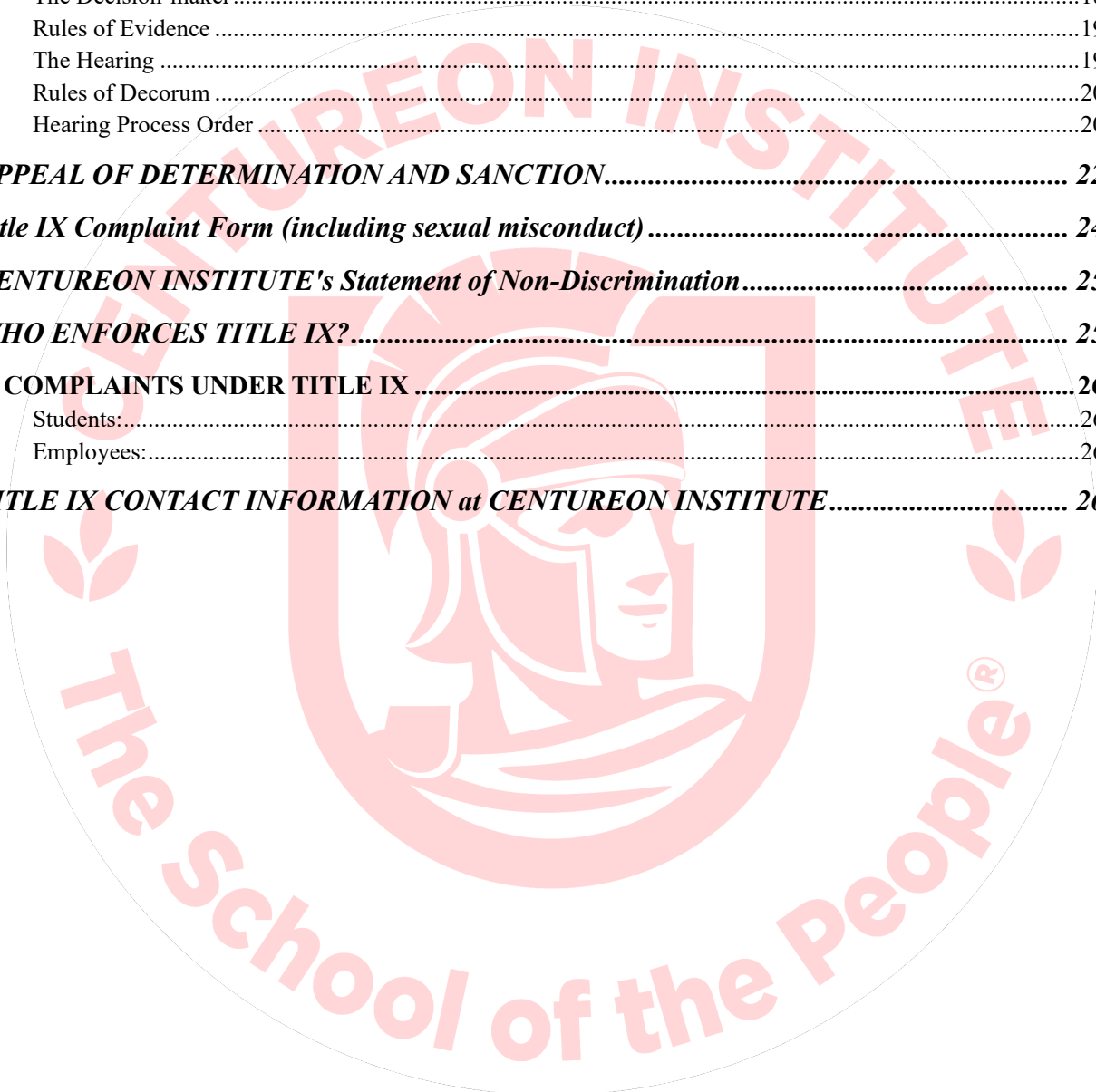
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Title IX

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POLICY STATEMENT

Centureon Institute (C.I.) upholds an unwavering commitment to fostering a working, learning, environment devoid of sexual discrimination and harassment. We aim to cultivate a vibrant community founded on the intrinsic dignity and worth of every individual member.

In alignment with this commitment and compliance with Title IX of the Education Amendments of 1972, as well as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the "Clery Act"), amended by the Violence Against Women Act ("VAWA"), Centureon Institute prohibits all forms of sexual or related conduct as delineated below.

Title IX of the Educational Amendments Act of 1972, commonly referred to as "Title IX," is a federal law prohibiting sex discrimination in educational institutions that receive federal funding. Judicial interpretation and guidance from the U.S. Department of Education mandate schools to enact specific measures to prevent and respond to incidents of sexual harassment.

In May 2020, the U.S. Department of Education released new regulations about sexual harassment for colleges and universities. These regulations, under Title IX, include:

- Defining "sexual harassment," which includes various forms of sex-based violence, while limiting Title IX's jurisdiction to cases involving misconduct that is "severe, pervasive, and objectively offensive," is a crucial aspect of Centureon Institute's policies.
- Dictating the procedures for schools of higher education, including Centureon Institute, which receives federal funding, in addressing reports of behaviors meeting the specified criteria for sexual harassment.
- Providing a structured grievance procedure that schools, including Centureon Institute (C.I.), must follow during investigations, adjudication, and the application of sanctions in instances of sexual harassment as defined.

To adhere to these guidelines, the school has embraced the Title IX Policy and Procedures, which oversee alleged misconduct involving employees. It's crucial to acknowledge that these regulations do not encompass all instances of prohibited behavior or locations where sexual misconduct may arise. Centureon Institute is dedicated to addressing such matters in alignment with our commitment to non-discrimination and our legal obligations under state and local laws.

Furthermore, Centureon Institute upholds a Policy and Procedures on Unlawful Harassment, addressing various forms of discrimination, harassment, and gender-based misconduct by employees not covered by the new regulations. These policies are essential in fostering and preserving a school community that staunchly opposes all forms of discrimination, harassment, and gender-based misconduct. Under both the Title IX Policy and Procedures and the Policy and Procedures on Unlawful Harassment, Centureon Institute is committed to thoroughly investigating reports of prohibited conduct, supporting students and employees who experience

discrimination, harassment, or gender-based misconduct, and responding decisively and fairly when members of the Centureon Institute community violate school policy.

EFFECTIVE DATE

The Title IX Policy and Procedures take effect on August 14, 2020, and solely apply to allegations of sexual harassment occurring on or after this date. Instances of sexual harassment alleged to have taken place before August 14, 2020, will be investigated and adjudicated according to the procedures in effect at the time of the alleged incident.

SCOPE OF POLICY AND PROCEDURES

This Policy governs the conduct of Centureon Institute employees within any school educational program or activity within the United States, encompassing locations, events, or circumstances over which Centureon Institute has exercised substantial control over both the Respondent and the context in which the Title IX behavior occurs. The Procedures outlined describe the general response, investigation, disciplinary actions, sanctions, and appeal processes applicable when a person accused of sexual harassment (referred to as the "Respondent") is a current Centureon Institute employee.

POLICY

All members of the C.I. community are required to comply with this policy and to cooperate with the procedures outlined herein. This policy encompasses the following directives:

- Federal law Definition of sexual harassment
- Reporting obligations and options
- Procedures

According to a blog post from the Department of Education Office for Civil Rights dated August 5, 2020, the Rule does not apply to schools' responses to sexual harassment that allegedly occurred before August 14, 2020. The Department will only enforce the Rule concerning sexual harassment that allegedly occurred on or after August 14, 2020. Regarding sexual harassment allegations before August 14, 2020, OCR will assess the school's Title IX compliance based on the Title IX statute and regulations applicable at the time of the alleged harassment. In essence, the Rule governs how schools must address sexual harassment incidents occurring on or after August 14, 2020.

This policy and related procedures only pertain to the Federal Title IX Regulated Policy and Procedures. Other behaviors and conduct may be covered under C.I policies.

DEFINITION OF PROHIBITED CONDUCT

Sexual Harassment

Sexual Harassment is defined by Federal Title IX as misconduct based on sex that satisfies one or more of the following conditions:

- An employee conditioning educational benefits on participation in unwelcome sexual conduct (i.e., quid pro quo).
- Unwelcome sexual conduct that a reasonable person would determine is so severe, pervasive, and objectively offensive that it effectively defines a person's equal access to C.I.'s educational programs or activities.
- Sexual Assault (as defined in the Clery Act); which includes any sexual act directed against another person, without consent of the victim including instances where the victim is incapable of giving consent.
- Dating Violence (as defined in the 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 will 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 people involved in the relationship.
- 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 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 Florida 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 Florida.
- 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) fear for their safety or the safety of others; or (b) suffer substantial emotional distress.

IMPORTANT POLICY-RELATED CONCEPTS

Affirmative Consent: Affirmative consent is a knowing, voluntary, and mutual decision among all participants to engage in sexual activity.

- Consent can be given by words or actions, as long as those words or actions communicate willingness to engage in sexual activity. It is important not to make assumptions about consent. If

there is confusion or ambiguity, participants need to stop sexual activity and communicate about each person's willingness to continue.

- Consent cannot be procured by the use of physical force, compulsion, threats, intimidating behavior, or coercion.
- Consent cannot be obtained from, or given by, a person who is incapacitated.
- Consent to one form of sexual activity does not imply consent to other forms of sexual activity.
- Consent to engage in sexual conduct with one person does not imply consent to engage in sexual conduct with another person.
- Silence or the lack of resistance, in and of itself, does not demonstrate consent. Again, it is important not to make assumptions; If confusion or ambiguity arises during a sexual interaction, it is essential that each participant stops and clarifies the other's willingness to continue engaging in sexual conduct.
- Consent can be withdrawn at any time, including after it is initially given. When consent is withdrawn or can no longer be given, sexual activity must stop.
- Previous relationships or previous consent for sexual activity is not consent to sexual activity at another time. However, established patterns of consent in a specific relationship may be considered when evaluating whether affirmative consent was given on a particular occasion.
- Accepting a meal, a gift, or an invitation to socialize, including on dating apps, does not imply or constitute consent to sexual activity.
- The Definition of consent does not vary based on a participant's sex, sexual orientation, gender identity, gender expression, or relationship status.

Education Program or Activity include:

- Any on-campus premises.
- Any off-campus premises, events, or circumstances over which CENTUREON INSTITUTE exercises substantial control over both the Respondent and the context in which the sexual harassment occurs. 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 Centureon Institute's programs and activities over which CENTUREON INSTITUTE has substantial control.

Formal Complaint

A document, whether submitted electronically or in hard copy, must be filed by a Complainant with a signature or other indication verifying that the Complainant is the individual filing the

formal complaint. Alternatively, the document may be signed by the Title IX Coordinator. This document alleges sexual harassment against a Respondent concerning conduct within a school educational program or activity and requests initiation of procedures consistent with the Title IX Policy and Procedures to investigate the allegation of sexual harassment. Complainants are only eligible to file a Formal Complaint under this Policy if they are currently participating in, or attempting to participate in, the educational programs or activities of Centureon Institute, including as an employee.

Complainant

Any individual who has reported being or is alleged to have experienced conduct that could constitute covered sexual harassment as defined under this Policy.

Relevance

The basic test for relevance is whether the evidence presented and/or hearing the question posed tends to make an allegation of sexual harassment more or less likely to be true. The following types of evidence and questions are not relevant:

- 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 concerning the Respondent and are offered to prove consent.
- Evidence and questions that constitute or seek disclosure of information protected under a legally recognized privilege.
- Any party's medical, psychological, and similar records unless the party has given voluntary, written consent.

Respondent

Any individual who is reported to be the perpetrator of conduct that could constitute covered sexual harassment as defined under this policy.

Confidentiality versus Privacy

References to confidentiality at Centureon Institute about the capacity of identified confidential resources not to report crimes and violations to law enforcement or school officials without permission, except in exigent circumstances, such as a health and/or safety emergency or child abuse. Privacy references denote school offices and employees at Centureon Institute who cannot guarantee confidentiality but will uphold privacy to the greatest extent possible. Information

disclosed will be relayed only as necessary to investigate and/or seek resolution and to notify the Title IX Coordinator or designee, who is responsible for tracking patterns and addressing systemic issues. Centureon Institute will limit the disclosure as much as practicable, even if the Title IX Coordinator determines that the request for confidentiality cannot be honored.

Retaliation

The school or any individual shall not engage in intimidation, threats, coercion, or discrimination against any person to obstruct any right or privilege protected by Title IX. This includes cases where an individual has reported, lodged a complaint, testified, provided assistance, or participated in any way in an investigation, proceeding, or hearing, as well as cases where an individual has refused to participate in such activities.

Centureon Institute defines retaliation as any act of intimidation, threats, coercion, or discriminatory actions directed towards an individual. This encompasses allegations made against someone for infractions not related to sex discrimination or sexual harassment but stemming from the same events or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment. Such actions aim to disrupt any right or privilege safeguarded by Title IX.

DISABILITY ACCOMMODATIONS

This policy does not modify 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 from the ADA Officer at any point before or during the Title IX Process, provided such accommodations do not fundamentally alter the process. The ADA Officer will notify the Title IX Coordinator and will promptly provide the disability accommodations requested by the parties.

PROCEDURES

Reporting Sexual Harassment

Centureon Institute takes allegations of sexual harassment very seriously and is committed to actively responding to any such claims and taking appropriate remedial action. The school does not impose a time limit for submitting a complaint of sexual harassment but strongly encourages immediate reporting of complaints or concerns. Early reporting and intervention have proven to be the most effective methods for resolving actual or perceived incidents of sexual harassment. Centureon Institute's ability to investigate and respond effectively may be compromised with time.

Sexual harassment should be reported immediately to the C. I Title IX Coordinator, Yeilyn Plasencia:

- Via report form.
- By phone at 877-236-8873
- By fax at 833-236-8873
- By email at centureon.institute@gmail.com
- By mail to 4011 West Flagler st Suite 306 Miami Fl 33134

The Title IX Coordinator at Centureon Institute will assign the report to the Title IX deputies to initiate the grievance process. If the specific circumstances deem it inappropriate to discuss with or report to Title IX Staff (such as when the complaint involves a Title IX employee), incidents can be reported to the Office of Human Resources. Centureon Institute takes allegations of sexual harassment very seriously and will take appropriate action.

Reports made to the Title IX Coordinator should include all of the information known to the Complainant or reporter including, but not limited to, the following:

- The identity and status of the Complainant and the Respondent (e.g., employee, student);
- Details concerning the incident(s) or conduct that gave rise to the report;
- Date(s) of, and location(s) of the incident(s).
- The identity and status of any witness(es) to the incident(s) with telephone numbers, email addresses, and street addresses If known. Reports may be submitted anonymously, by witnesses, or by others who are made aware of the incident. However, anonymous reports will limit C.I.s' ability to investigate and respond.

Reports of sexual harassment do not automatically initiate a formal investigation. Title IX staff will attempt to gather additional information from relevant individuals and assess such information to determine the next steps.

Intake

The Title IX Coordinator at Centureon Institute will assign the report to the Title IX deputies to initiate the grievance process. If the specific circumstances deem it inappropriate to discuss with or report to Title IX Staff (such as when the complaint involves a Title IX employee), incidents can be reported to the Office of Human Resources. Centureon Institute takes allegations of sexual harassment very seriously and will take appropriate action.

Supportive and Interim Measures

C.I. will work with individuals affected by sexual harassment to ensure their safety and promote their well-being. In addition to providing preliminary information regarding the Title IX process, Title IX Staff will discuss the availability of supportive measures with both parties. Supportive measures are designed to ensure that both parties maintain equal access to C.I.'s employment and

educational programs and activities, without unreasonably burdening the other party. The measures are designed to protect the safety of all parties and the Institute's environment, including the deterrence of violations of sexual harassment. For example, supportive measures may include extensions of deadlines or other course-related adjustments, modifications of work or class schedules, no-contact directives, campus escort services, mutual restrictions on contact between the parties, leaves of absence or administrative leave, increased security, and monitoring of certain areas of the campus, and other similar measures in determining whether supportive measures are appropriate, Title IX Staff will consider the Complainant's wishes, as well as the burden to the parties. Where supportive measures are deemed appropriate, they will be non-disciplinary, non-punitive, and provided without fee or charge to the parties. Supportive measures may be provided to either party at any phase in the process, regardless of whether a formal complaint has been filed. Supportive measures will be kept confidential to the extent possible.

C.I. may also impose interim measures, based on the totality of facts known at the time, to ensure the safety of all parties involved, to prevent the escalation of conflict, and to protect the integrity of the disciplinary process while the process is ongoing. If, after taking an individualized safety and risk analysis, C.I. will determine if there is an immediate threat to the physical health or safety of any individual arising from the sexual harassment allegations, the INSTITUTE consider removing a Respondent from educational programs or activities on an emergency basis. Where removal is deemed appropriate, the Respondent will receive prompt notice and have an opportunity to challenge the decision by appealing to the Title IX Coordinator. The appeal must be in writing and may be no longer than five double-spaced, typewritten pages. The appeal must be delivered to the Title IX Coordinator within three (3) business days of notice of the removal decision (via email, fax, mail, or hand delivery). Failure to meet the deadline for appeal will result in a waiver of the right to appeal.

The imposition of supportive and interim measures does not indicate that the Institute has made a final decision about the report of prohibited conduct.

The INSTITUTE will provide notice about these supportive and interim measures only to those who need to know to make them effective.

Failure to comply with supportive and/or interim measures or other directives is a violation of C.I. Policy and may lead to additional disciplinary action.

Filing a Formal Complaint

To initiate a formal complaint, the Complainant must submit a written document, physical or digital, alleging sexual harassment against a Respondent and requesting the INSTITUTE investigate the allegations.

The formal complaint must contain the Complainant's physical or digital signature or otherwise indicate that the Complainant is the person filing the formal complaint, and the document should

be submitted to the C.I. Title IX Coordinator or Title IX Staff. The complaint must include the following information:

- The identity and status of the Complainant and Respondent(s);
- Details concerning the incident(s) or conduct that gave rise to the complaint.
- date(s) of the incident.
- location(s) of the incident(s).
- the identity and status of any witness(es) to the incident(s) with telephone numbers, email addresses, and street addresses If known.

In certain instances, if a complainant does not wish to make a Formal Complaint, the C. I Title IX Coordinator may determine a Formal Complaint is necessary and will File such a formal complaint and inform the Complainant. In such instances, the Title IX Coordinator is not a party to the matter, and, if known, the identities of the parties will be made known in any subsequent notice of allegations to the Respondent.

Initial Assessment of Formal Complaint

Once received, Title IX Staff will assess whether the allegations, as put forth, implicate this Title IX Policy and Procedures or some other form of alleged misconduct. in the latter case, Title IX staff will assess the matter under a separate C. I policy, which may be the C.I Policy and Procedures on Unlawful Harassment. Title IX Staff will also assess the formal complaint for other jurisdictional issues.

Title IX Staff must dismiss a formal complaint under the following circumstances:

- The alleged matter does not meet the Title IX designation of sexual harassment as described above.
- the alleged matter does not arise from an INSTITUTE educational program or activity.
- The alleged matter is not raised against a person in the United States.
- The alleged matter occurred before August 14, 2020.

Title IX Staff may dismiss a formal complaint under the following circumstances:

- the Complainant submits a written request to withdraw the complaint.
- the Respondent is no longer at the Institute.

If a complaint is dismissed, it may qualify for review. Parties will simultaneously be provided with a written notice containing the reason(s) for dismissal and that dismissals may be appealed.

Appealing Dismissal of Formal Complaint

Appeals about the dismissal of a formal complaint must be submitted to the Title IX Coordinator within three (3) business days from receipt of the dismissal. The appeal must meet one or more of the following criteria:

- **Procedural Irregularity:** An appeal based on procedural irregularity must identify with specificity each alleged irregularity within the consideration of the complaint and how the specified irregularity(s) affected the decision to dismiss the complaint; or
- **New Evidence:** An appeal based on new evidence must explain why this information was not reasonably available at the time the decision to dismiss the formal complaint was made and how this information could affect the decision to dismiss the complaint. Information not provided because a party declined to participate or withdrew from the process cannot be considered new information for appeal. This includes situations where a party declines to participate on the advice of their advisor; and/or
- **Conflict of Interest/Bias:** An appeal based on conflict of interest or bias must explain how Title IX Staff or the C. I Title IX Coordinator had a conflict of interest or bias for or against complainants or respondents generally, or the individual Complainant or Respondent that affected the decision to dismiss the complaint.

Upon receipt of an appeal from one of the parties, the Title IX Coordinator will inform the other party and provide a copy of the appeal. The non-appealing party will have three (3) business days from receipt of the appeal to respond should the party wish to do so. If both the Complainant and the Respondent appeal, the appeals will be considered concurrently, and each party will have the opportunity to review and respond to the other party's appeal.

The Title IX Coordinator will review the appeal and non-appealing party's response (if provided). Within three (3) business days (of the non-appealing party's response or the appeal if no response is provided), the Title IX Coordinator will communicate, in writing, the determination regarding the appeal simultaneously to both parties. The Title IX Coordinator may take the following actions:

- Uphold the decision to dismiss the complaint. In such cases, the complaint may be considered for investigation under a separate, applicable C.I policy; or
- Reverse the decision to dismiss the complaint. If the Title IX Coordinator reverses the decision to dismiss, the complaint will be investigated as outlined in the Formal Investigation Process section in this Policy.

The determination of the Title IX Coordinator is Final. Failure to meet the deadline for appeal will result in a waiver of the right to appeal.

FORMAL INVESTIGATION PROCESS

Upon the Filing, of a formal complaint that sufficiently implicates this Policy and which is not otherwise subject to dismissal, Title IX Staff will initiate a formal investigation under the procedures laid out in this Policy.

Notice of Allegations Upon receipt of a formal complaint, the Institute must provide written notice to the parties, who are known, which includes sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include the identities of the parties involved in the incident, if known (including the Complainant), the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known. A party may not proceed anonymously in connection with a formal investigation. The notice must include reasonably prompt time frames for the investigation and a process that allows for any temporary delay of the investigation or the limited extension of time frames for good cause with written notice to the Complainant and the Respondent of the delay or extension and the reasons for the action.

The notice must include a statement that the Respondent is presumed not responsible for the alleged conduct and that a determination regarding a violation of the Policy is made after the grievance process. The notice must inform the parties that they may have an advisor of their choice, who may be but is not required to be an attorney. The notice must include a statement that before the conclusion of the investigation, the parties may inspect and review evidence that is directly related to the allegations, including evidence upon which C. I do not intend to rely on reaching a determination regarding responsibility, and evidence that both tend to prove or disprove the allegations whether obtained from a party or other source. If, during the investigation, Title IX Staff decide to investigate allegations about the Complainant or Respondent that are not included in the notice initially provided, Title IX Staff must provide notice of the additional allegations to the parties whose identities are known.

Title IX Staff must also provide written notice to any parties whose participation is invited or expected (i.e., witnesses) of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings with sufficient time for the party to prepare to participate.

Advisors

Complainants and Respondents may be accompanied by an advisor of their choice (which may be an attorney but does not need to be so) to any meeting or proceeding related to any incident of sexual harassment. Advisors may provide support and advice about the investigation, hearing, and disciplinary processes. Complainants and Respondents may choose not to have an advisor during the investigative process. However, Complainants and Respondents must have an advisor during the live hearing process so that the Hearing Advisor can pose questions to the opposing party and witnesses. Complainants and Respondents may not direct questions at each other or the

witnesses during the hearing process. Where a Complainant or Respondent does not have a Hearing Advisor, the Institute will provide one at no cost to the Complainant or Respondent. The Hearing Advisor provided by the Institute may or may not be an attorney.

The following outlines how advisors may or may not participate throughout the investigative and hearing processes.

For Investigative Meetings

An advisor may:

- Talk quietly with the advisee or pass notes in a non-disruptive manner.
- Take a break, at the advisee's request, to speak privately with the advisee.
- Review information provided to the advisee by the investigators.

An advisor may not:

- Speak on behalf of the advisee.
- Pose questions to the investigators.
- Answer questions posed to the advisee.
- Make requests (outside of scheduling and accommodations).
- Provide information to the investigators.
- Address the investigators.
- Be disruptive (for example, badgering a witness or party; not following Decision-maker instructions or protocol; speaking out of turn).

Hearings

Hearing Advisor may:

- Talk quietly with the advisee or pass notes in a non-disruptive manner, except during cross-examination of the advisee.
- Review the information provided to the advisee.
- Ask questions of participants in the hearing, including the other party and witnesses.
- Assist the advisee with preparing opening and/or closing statements for the Decision-maker.

A Hearing Advisor may not:

- Speak on behalf of the advisee.
- Answer questions posed to the advisee.

- Be disruptive.
- Intervene in the hearing (for example, interrupting during questioning or any process during the live hearing).
- Address the Decision-maker.

INVESTIGATIVE TEAM

The Title IX Coordinator at Centureon Institute (C.I) serves as the designated officer responsible for overseeing investigations into alleged violations of this Policy. They will appoint a team of investigators, known as the Investigative Team, who will customize their approach based on the facts, nature, and complexity of the allegations and surrounding circumstances. All investigators will possess training in investigating and evaluating prohibited conduct, ensuring impartiality and lack of bias. At their discretion, the Title IX Coordinator may assign the investigation to non-Title IX or external investigators if deemed appropriate. If any party perceives a potential conflict of interest or bias regarding members of the Investigative Team, they are expected to promptly raise such concerns in writing to the C.I. Title IX Coordinator for resolution.

Fact Gathering

The Investigative Team will gather relevant information from all sources determined necessary for fair resolution of a formal complaint, including interviewing the Complainant, the Respondent, and any other persons with relevant information about the alleged incident(s). The Investigative Team may also review personnel records, documents, and other materials that could prove relevant to the investigation.

The Investigative Team will speak to each party in detail about the allegation(s) and ask each party to identify potential witnesses and/or other evidence to be considered. The parties will have equal opportunity to present fact expert witnesses and other inculpatory and exculpatory evidence through the course of the investigative process. However, the parties must articulate a reasonable basis to the Investigative Team regarding why their proposed witnesses and/or other suggested evidence are relevant (i.e. will demonstrate that facts material to the allegations under investigation are more or less likely to be true) before the Investigative Team will consider such proposals. Only relevant information will be considered by the Investigative Team, and the Investigative Team retains sole discretion in determining whether the proffered witnesses and/or other evidence are relevant to the allegation(s). The Investigative Team will objectively evaluate all relevant evidence gathered through the course of the investigation.

The parties are expected to submit such evidence and respond to the Investigative Team's evidentiary requests in a timely fashion. Any documents submitted to the Investigative Team for consideration may be referenced in the Investigative Report and as discussed below, will be shared with both parties and the parties' advisors, If applicable. The Investigative Team will work with parties and witnesses to receive evidence from the parties and witnesses. The Investigative

Team may wish to question a party regarding certain evidence gathered; in that circumstance, the Investigative Team may share certain evidence with a party in advance of a scheduled meeting to provide a fair opportunity to respond to questions presented during the meeting.

The Investigative Team will inform the parties in writing when the fact-gathering stage of the investigation has concluded. No additional witnesses will be interviewed, and no additional evidence may be submitted to the Investigative Team at that time. Both parties will have equal opportunity to inspect and review all evidence (inculpatory and exculpatory) that was gathered from any source that is directly related to the allegations. Before the completion of the investigative report, the Investigative Team will provide each party and the party's advisor, If applicable, the evidence subject to this review in an electronic format. The parties will have ten (10) business days to submit to the Investigative Team a written response to this evidence. Any written response will be considered by the Investigative Team before completion of the investigative report.

The Complainant, the Respondent, advisors, and all witnesses may not record any meeting conducted as part of the investigative process, nor copy, photograph, nor improperly disseminate any documents or evidence to which they are afforded access as part of the investigative process.

Evidentiary Rules

in conducting the investigation and drafting the investigative report, the Investigative Team will follow the protocols set forth below:

Preserving Evidence: The Investigative Team will direct the Complainant, Respondent, witnesses, and other interested individuals to preserve any relevant evidence, which may include phone logs, text messages, electronic communications, or other evidence relating to the complaint.

Character Witnesses: The Investigative Team will not interview witnesses whose sole purpose is to provide character information.

Romantic or Sexual History in Sexual Assault Cases: The Investigative Team will not consider information concerning the romantic or sexual history of either the Complainant or the Respondent, except either the Complainant or Respondent regarding their shared sexual history. If either offers such information, the other will have the right to respond. [Without exception, all questions and evidence regarding the Complainant's sexual predisposition are deemed irrelevant and prohibited from consideration. Questions and evidence regarding the Complainant's prior sexual behavior are also irrelevant and prohibited, subject to two, limited exceptions: (1) where evidence of prior sexual behavior is offered to prove someone other than the Respondent committed the alleged offense, or (2) where prior sexual behavior evidence is specifically about the parties' shared sexual history and is offered to prove consent.]

Prior Conduct Violations: The Investigative Team may consider the Respondent's prior conduct violations, where the previous incident was substantially similar to the present allegation(s) and/or the information indicates a pattern of behavior by the Respondent.

Medical Information: Any party's medical, psychological, or similar records cannot be accessed, considered, disclosed, or otherwise used as part of this investigative process without the party's voluntary, written consent. Each party has the right to request that evidence regarding his or her mental health diagnosis and/or treatment be excluded from consideration on the basis that it is not relevant to the allegations.

Legally Recognized Privilege: Any information protected by legally recognized privilege (e.g., attorney-client) is deemed irrelevant and precluded from consideration throughout the investigative process unless properly waived by the party maintaining such privilege.

Information from Expert Witnesses: A party may request that information be considered by an expert witness. When such information is deemed relevant to the allegations, the Investigative Team will retain the appropriate expert. Subject to other limitations identified in this Policy, the Investigative Team may include in the investigative record medical, forensics, technological, or other expert testimony and materials (such as writings and recordings) that the Investigative Team deems relevant and reliable. The Investigative Team has the discretion to determine the relevance and reliability of any expert testimony and materials, and, accordingly, the Investigative Team will determine what, if any, expert testimony and materials will be received not the investigative File. The results of polygraph tests and other "lie-detection" techniques will not be considered by the Investigative Team.

Investigative Report: Once the information-gathering stage has concluded and before completion of the Investigative Report, the Investigative Team will send each party and the party's advisor (if any), relevant evidence (that directly relates to the allegations) is subject to inspection and review in an electronic format or hard copy.

The parties will have at least 10 business days to submit a short written response, which the Investigative Team will consider before completion of the Investigative Report.

After receipt of the parties' responses, the Investigative Team will then create an Investigative Report that fairly summarizes relevant evidence. The Investigative Report is not intended to catalog all evidence obtained by the Team, 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) will be referenced in the Investigative Report. The Investigative Team may redact irrelevant information from the Investigative Report when that information is contained in documents or evidence that is/are otherwise relevant.

The Investigative Team will not make determinations of responsibility in the investigative report. A copy of the report will be provided to the parties and their advisors at least five (5) business

days before a hearing or any other date when the respondent's responsibility may be determined. The investigative report will be sent to the parties in digital form and parties will not duplicate, alter, or copy the investigative report. A single investigative report may be used for allegations arising out of the same set of facts or circumstances, where there are multiple complainants and/or respondents.

The parties are permitted to submit a short written response to the Decision-maker three (3) business days in advance of the hearing. Parties' written responses will be provided to each other for review, but no additional responses will be permitted.

LIVE HEARING PROCESS

Upon the conclusion of the investigation, the parties can engage in a live hearing. The live hearing is a closed proceeding; no one other than the decision-maker, the Respondent, the Complainant, their respective Hearing Advisors, witnesses, the Investigative Team/Title IX Coordinator, and other necessary College personnel may be present during the proceeding. Live hearings may be conducted with all participants physically present in the same location, or, at the College's discretion, may occur virtually using technology that will enable participants to simultaneously view and hear each other. The live hearing will be recorded, and a copy of the recording will be made available to the Respondent and the Complainant for their inspection and review. Participants in the live hearing may not record the hearing. Cell phones and recording devices may not be used in the hearing room(s) unless approved by the decision-maker in advance.

The decision-maker, whenever possible, will give the Complainant and the Respondent at least ten (10) days advance notice of the hearing. Requests to postpone the hearing may be granted at the discretion of the Decision-maker based on a compelling reason. Because of administrative complexity, where possible, parties should make postponement requests no less than three (3) business days before the date of the hearing.

The Decision-maker

The Decision-maker is tasked with evaluating and analyzing all relevant information in the Investigative Report, as well as any relevant additional submissions and information presented by the parties in the hearing process. The Decision-maker determines whether a violation of Policy occurred based on the preponderance of evidence standard.

The Decision-maker will receive regular training on the Definition of sexual harassment under Title IX, the scope of the College's education program or activity, how to conduct hearings, and how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest and bias. The Decision-maker will also receive training on the technology used at the hearing and on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not permitted.

Rules of Evidence

To promote a fair and expeditious live hearing, the parties and their Hearing Advisors must attend a pre-hearing conference with the Decision-maker. The pre-hearing conference assures that the parties and their Hearing Advisors understand the parameters of the live hearing and allows for insignificant issues to be addressed in advance of the hearing. At the pre-hearing conference, the Decision-maker will address the conduct expectations for the parties and Hearing Advisors at the live hearing (see also "Rules of Decorum"). Additionally, the parties must provide the Decision-maker with a list of the witnesses they intend to question and exhibits they intend to present at the live hearing. All references to witnesses and exhibits will be made to those contained in the investigative file.

Once the parties have submitted their respective lists of proposed evidence from the investigative file, the Decision-maker will then assess each proposed item to confirm its relevance to the allegations and responses of the matter. The Decision-maker will also ensure that no evidence regarding the prior sexual history of the parties is considered unless the Decision-maker determines at the pre-hearing conference that the evidence meets one of two permitted exceptions: 1) where evidence of prior sexual behavior is offered to prove someone other than the Respondent committed the alleged offense, or 2) where prior sexual behavior evidence is specifically about the parties' shared sexual history and is offered to prove consent. The Decision-maker may, only in exceptional circumstances, grant requests to present evidence not already in the investigative file and retains complete authority to determine how such new evidence may impact the hearing (e.g. If the hearing must be continued until a later date for the Investigative Team to review and present the new evidence to the parties).

During the hearing itself, the Decision-maker has complete authority to assess any questions presented by the parties, and/or their Hearing Advisors, for relevancy. In such instances, the parties, and/or their Hearing Advisors, must wait for the Decision-maker to decide of relevance before any answer may be submitted.

The Hearing

The Complainant, the Respondent, their respective Hearing Advisors, witnesses, and the Investigative Team are allowed to participate in the hearing. Each participating individual may be placed in a separate room for the duration of the hearing and may view the proceedings via video conference. When it is an individual's turn to appear before the Decision-maker, that person will appear separately before the Decision-maker. The Complainant and Respondent may have a Hearing Advisor in the room with them at all times. If the hearing is conducted wholly or partially through video conference, an administrator will ensure that each party has the opportunity to appear before or speak directly to the Decision-maker and appropriately participate in the questioning process.

Rules of Decorum

All participants, including parties and Hearing Advisors, are expected to participate in a respectful and non-abusive manner during the hearing. The following behaviors are strictly prohibited for all participants:

- Yelling or screaming
- Throwing, hitting, or any similarly aggressive gesture
- Threatening statements or gestures
- Use of slurs (unless directly relevant to the underlying allegations)
- Intentionally violating the physical space of another hearing participant
- Engaging in any behavior that deliberately disrupts the hearing process

Hearing Advisors are expected to always treat all parties and witnesses respectfully, including during the questioning portion of the hearing. The Hearing Advisor should not engage in questioning that is abusive, intimidating, or disrespectful. A Hearing Advisor may not badger a party or witness, engage in unnecessarily repetitive questioning, or during questioning, lean into the personal space of a party or witness.

Violations of the rules of decorum may be raised by either the Hearing Advisor or the Decision-maker. If a Hearing Advisor refuses to comply with the Rules of Decorum (for example, by insisting on yelling at the other party), the Hearing Advisor may be removed from the hearing. In this circumstance, the INSTITUTE should provide a new Hearing Advisor. If it provided the original advisor. If the original advisor was selected by the party, the party will have five (5) business days to replace the advisor.

These rules apply equally to both parties, their Hearing Advisors, Decision-makers, witnesses, and any other person present during the hearing.

Hearing Process Order

Opening

The Decision maker will open and establish the rules and expectations for the hearing.

Opening Statements

The Complainant and the Respondent may provide opening statements to the Decision-maker. Should they choose to do so, the opening statement may not exceed three (3) minutes. The party's Hearing Advisors may assist them with drafting an opening statement and the parties may read from written document. However, the party's Hearing Advisors may not present the opening statement on their behalf.

Questions by the Decision-maker

The Decision-maker may ask questions of the Complainant, Respondent, and witnesses, including the Investigative Team. Generally, questions will focus on statements made by the parties, information contained in the Investigative Report, the Investigative Team's analysis, and any other information provided to the Decision-maker. The Decision-maker will pose any questions they have to the hearing participants before the Hearing Advisors question the participants and may ask any necessary follow-up questions after questions from the Hearing Advisors.

Questions by the Hearing Advisors (Cross Examination)

Each party's Hearing Advisor may pose relevant questions to the opposing party and witnesses (including the Investigative Team). Relevant questions include those questions that tend to prove or disprove an element of the allegation(s) being considered by the Decision-maker. During this live-cross examination, the Hearing Advisor will ask the other party or parties and witnesses relevant questions and follow-up questions, including challenging credibility directly, orally, and in real-time. Before a Complainant, Respondent, or witness answers a question, the Decision-maker will determine whether the question is indeed relevant and therefore can be answered. If the Decision-maker decides to exclude a question, the Decision-maker will explain why the question is not relevant.

The parties may not pose questions to each other or the witnesses. If a party does not have a Hearing Advisor, the INSTITUTE will provide a Hearing Advisor for the live hearing without fee or charge to that party. The Hearing Advisor will be selected by the INSTITUTE and is not required to be an attorney even if the opposing party's advisor is an attorney. A party should alert the Decision-maker as early as possible if the party needs a Hearing Advisor so that the arrangements can be made, and the process can continue to progress promptly.

If a party or a witness does not submit to being questioned during the live hearing, the Decision-maker may not rely on any statement of that individual in reaching a determination regarding responsibility; provided, however, that the Decision-maker cannot draw an inference about the determination regarding responsibility based solely on that individual's absence from the live hearing or refusal to answer questions.

Closing Statements

After the cross-examination and questioning by the Decision-maker, the Complainant and Respondent will have the opportunity to present closing statements to the Decision-maker. Closing statements may not exceed three (3) minutes, and similar to the opening statements, the closing statements must be presented by the parties, not their Hearing Advisors. The Hearing Advisors may assist in the preparation of the closing statement and the parties may read from a written document.

Standard of Proof, Determination, and Sanction

Following the investigation and conclusion of the hearing, the Decision-maker will render a written determination of whether the Respondent is responsible for the conduct alleged, and if found responsible, the Decision-maker will determine the sanction. The Decision-maker will use "preponderance of the evidence" as the standard of proof to determine whether a violation of the Policy occurred.

The preponderance of the evidence means that the Decision-maker must determine whether, based on the evidence presented, the Respondent was more likely than not to have engaged in the conduct at issue.

The Decision-maker will Find the Respondent responsible or not responsible after a review of all of the statements and evidence summarized in the Investigative Report, the written statements submitted by the Complainant and the Respondent, and the statements, testimony, and evidence at the hearing. The Decision-maker will generally render a determination decision within ten (10) business days after the conclusion of a hearing, which will be delivered to the parties simultaneously, and will include the following explanation of the basis for the decision which will include identification of allegations, description of procedural steps taken from receipt of formal complaint to determination, including any notifications, Finding of fact, conclusions; statement of and rationale for the result as to each allegation, any disciplinary sanctions and whether remedies will be provided; procedures and permissible bases for appeal.

APPEAL OF DETERMINATION AND SANCTION

Complainants and Respondents are afforded appeal rights as they pertain to the determination of the Decision-maker. Appeals must satisfy one or more of the following criteria:

- **Procedural Irregularity:** An appeal based on procedural irregularity must identify with specificity each alleged irregularity within the investigation, hearing, and/or sanctioning process and how the specified irregularity(s) affected the outcome of the matter. Disagreement with the Finding or sanction is not, by itself, a ground for appeal; or
- **New Evidence:** An appeal based on new evidence must explain why this information was not reasonably available at the time the determination was made and how this information could affect the outcome of the matter. Information not provided because a party declined to participate or withdrew from the process cannot be considered new information for appeal. This includes situations where a party declines to participate on the advice of their advisor; or
- **Conflict of Interest/Bias:** An appeal based on a conflict of interest or bias must explain how the Title IX Coordinator, Investigative Team, or Decision-maker had a conflict of interest or bias for or against complainants or respondents generally, or the individual Complainant or Respondent, that affected the outcome of the matter; or

- **Excessiveness or Insufficiency of the Sanction:** An appeal based on the imposed sanction must explain why the sanction is inappropriate based on the weight of the information provided during the investigation, hearing, and/or sanction

The appeal of the determination and/or sanction must be submitted to the Title IX Coordinator within five (5) business days from the date the determination was issued. No attachments or exhibits will be accepted. References to evidence should be made to the materials included in the hearing record. The Title IX Coordinator will notify the non-appealing party in writing upon receipt of the appeal and provide a copy of the appeal. The non-appealing party may provide a written response to the appeal and if the non-appealing party decides to submit a written response to the Title IX Coordinator, they must do so within five (5) days. If both the Complainant and the Respondent appeal, the appeals will be considered concurrently, and each party will have the opportunity to review and respond to the other party's appeal.

If the appeal outlines the appropriate criteria for consideration, the Title IX Coordinator will designate an Appellate Officer for review. The Appellate Officer for staff respondents will be a representative from the Human Resources Department (or designee). The Appellate Officer for faculty respondents will be the provost (or designee). As it relates to appeals of the Decision-maker's determination, the Appellate Officer will not initiate a review of substantive issues of fact or reach a new determination of whether a violation of the Policy has occurred. The Appellate Officer is strictly limited to determining if an appeal should be granted based on the above-cited criteria for appeal. Similarly, the Appellate Officer will not issue a new sanction but rather determine whether the issued sanction was excessive or insufficient in making an assessment, the Appellate Officer will have access to and the ability to review all applicable documents, including the formal complaint, complete Investigative Report, all exhibits, written statements submitted to the Decision-maker, impact statements, and a recording of the hearing (if applicable). The Appellate Officer may also request additional information from the Title IX Coordinator, Investigative Team, and/or Decision-maker regarding issues of procedural irregularity or new evidence as applicable. Additionally, in the event a party submits an appeal containing inaccurate facts or information outside the scope of the Policy, those portions of the information may be redacted, and/or the Title IX Coordinator may provide a curative instruction to the Appellate Officer.

The Appellate Officer may take the following actions:

- Deny the appeal, thereby upholding the decision of the Decision-maker; or
- Grant the appeal and return the matter to the Decision-maker or Investigative Team, for further consideration.
- The Appellate Officer will receive relevant training at least once a year on how the adjudicatory and appeal process works, the designation of sexual harassment, the scope of the institution's education program or activity, how to conduct an investigation and the grievance process

including hearings, appeals, and informal resolution processes, as applicable, how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias, and the sensitive issues in reviewing these cases.

If the matter is returned to the Decision-maker or Investigative Team, the Appellate Officer will provide instructions regarding the nature and extent of the reconsideration. Following reconsideration by the Decision-maker or Investigative Team, further proceedings will be conducted as appropriate in instances where an appeal is granted for possible conflict of interest/bias, the Title IX Coordinator may assign other C.I. personnel for reconsideration of the matter.

The Appellate Officer will notify the Title IX Coordinator of their decision, and the Title IX Coordinator will simultaneously notify the Complainant and the Respondent of the Appellate Officer's decision in writing. Appeal decisions will be rendered generally within twenty (20) business days after the receipt of the last written submission by either of the parties, depending on the availability of the Appellate Officer at the time of the appeal. Title IX Coordinator will notify the parties if there is a delay. There is no further institute recourse beyond the decision of the Appellate Officer.

Failure to meet the deadline for appeal will result in a waiver of the right to appeal. The College reserves the right to investigate and take any necessary action of its own accord based on new information or events that were not known during an initial investigation. Determination will be considered "Final" after the period to File an appeal has expired, or if a party does File an appeal after the appeal decision has been sent to the parties.

This policy and procedure have been developed by the Title IX Officer, the Legal Department, and the Office of Compliance at *CENTUREON INSTITUTE*. If you have any questions related to this policy and procedures, you may contact the Title IX Coordinator directly or reach out to Title IX Staff at info@centureon.edu. Effective Date: March 25, 2024.

Title IX Complaint Form (including sexual misconduct)

Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681) is an all-encompassing federal law that prohibits discrimination based on the gender of students and employees of educational institutions that receive federal financial assistance.

To File a complaint with the Institute, please complete and submit this form in person, by email or in another location. If you are unable for any reason to come to the office and would instead like to make a verbal complaint, please call one of these offices.

Hopblan Perez,

Phone: 833-243-7634

financialaid@centureon.edu

However, for a complaint to be official, it must be.

When this form has been completed and signed by the complainant, and then signed by the Title IX Coordinator or a Deputy, the formal complaint has been properly received by the Institute. The complainant will be provided with a copy of this form as well as complete information about the Title IX complaint process.

Although the INSTITUTE cannot commit to keeping a Title IX complaint confidential because of the Institute's obligation to investigate the complaint, the INSTITUTE will use its best efforts not to disseminate information concerning the complaint beyond those who need to know.

CENTUREON INSTITUTE's Statement of Non-Discrimination

In compliance with Title IX of the Education Amendments of 1972, Title VI and VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and other federal, state, and local laws, CENTUREON INSTITUTE forbids discriminating or harassing conduct that is based on an individual's race, color, religion, sex, ethnicity, national origin or ancestry, age, physical or mental disability, sexual orientation, gender identity, gender expression, genetic information, veteran or military status, membership in Uniformed Services, and all other categories protected by applicable state and federal laws. This commitment applies but is not limited to decisions made concerning hiring and promotion, the administration of educational programs and policies, scholarship, and loan programs, and or other C.I. administered programs. Discriminatory acts of any kind are strictly forbidden.

WHO ENFORCES TITLE IX?

The United States Department of Education's Office for Civil Rights (OCR) is in charge of enforcing Title IX. Information regarding OCR can be found at

<https://www2.ed.gov/about/offices/list/ocr/know.html?src=ft>

COMPLAINTS UNDER TITLE IX

Students:

If you are a student who believes you have been subjected to any form of discrimination under Title IX, you may report such misconduct or file a formal complaint with the Title I Coordinator. Complaints must be submitted in writing not more than 120 days after the incidents) in question.

If you are a student who believes you have been or is the victim of sexual misconduct, including sexual assault, sexual harassment, sexual violence, or other sexual misconduct, by another C.I student or an employee, you may report such conduct or file a complaint under Title IX with the Title IX Coordinator.

Employees:

If you are an employee who believes you have been subjected to discrimination under Title IX, including sexual harassment, or who wishes to File a complaint under Title IX, you can do so with the Title IX Coordinator. The formal complaints must be submitted in writing not more than 120 days after the incident(s) in question.

Federal and state laws prohibit the taking of retaliatory measures against any individual who files a complaint in good faith.

TITLE IX CONTACT INFORMATION at CENTUREON INSTITUTE

Hpbilan Perez

Title IX Coordinator

CENTUREON INSTITUTE

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