

Annual Campus Safety and Security Report 2024

Noorda College of Osteopathic Medicine

2162 South 180 East Provo, Utah 84606



Contents

Introduction 1

Noorda College of Osteopathic Medicine Campus 1

Policy Statements 2

Safety and Security 2

Identification/Building Access Cards 2

Motor Vehicles and Parking 2

Security System & Staff 2

Reporting Criminal Activity and Other Campus Emergencies 3

Reporting Clerkship Problems 3

Law Enforcement Relationships 3

Safety and Security Committee 3

Security Escorts 3

Crisis Management Plan 3

Crime Prevention Education & Awareness 3

Crime Prevention and Awareness Program 4

Inclement Weather 6

Employee Code of Ethics and Professional Conduct Policy 6

Integrity and Quality 6

Respect for Others 7

Dress and Professional Appearance 7

Compliance with Laws and Applicable Policies and Procedures 7

Contractual, Grant and Other Obligations 7

Environmental Health and Safety, Including Workplace Health and Safety 7

Confidentiality, Privacy, and Information Security 7

Financial Responsibilities and Internal Controls 8

Use of Noorda-COM Resources 8

Conflict of Commitment/Conflict of Interest 8

Response to Governmental or Other Investigations 8

Professional Conduct Expectations of Faculty at Noorda-COM 8

Ethics in Research and Scholarly Activity 9

Violations of the Noorda-COM Code of Ethics and Professional Conduct 10

Reporting Suspected Violations of the Code of Ethics and Professional Conduct 11

Non-Retaliation 11

Consequences of Violation 11

Student and Resident Code of Conduct Policy 11

Respect for All Individuals in the Community	12
Appropriate Handling of Information, Records, or Examination Materials	12
Respect for Patients' Confidentiality and Safety.....	12
Procedures	14
Title IX and Non-Discrimination Policy.....	14
Anti Violence Policy	14
Non-Retaliation.....	14
Prevention.....	15
Reporting.....	15
Investigation	15
Support	15
Policy Violations.....	15
Advising the Campus Community about Sex Offenders.....	15
Reporting Concerns	15
Registered Sex Offender Information.....	15
Amnesty for Students Policy	15
Federal Statistical Reporting Obligations	16
College Property and Responsibility.....	16
Criminal Background Check and Drug Screen Policy.....	16
Drug Screen	17
Diversity Policy.....	17
Drug and Alcohol Policy.....	17
Drug and Alcohol Abuse and Prevention.....	18
Noorda-COM Alcohol and Other Drugs Policy	18
Noorda-COM Drug and Alcohol Abuse Prevention Strategies.....	18
Counseling and Treatment Programs Education	19
Counseling for Alcohol and Other Drugs	19
Utah Alcohol Laws	19
Utah Drug Laws	20
Drug Definitions	20
Firearms Explosives and Weapons Policy.....	21
Crimes	21
Crime Statistics	22
Crime Definitions.....	23
Liquor Law Violations	25

Drug Law Violations.....	25
Illegal Weapons Possession.....	25
Robbery	25
Aggravated Assault	25
Burglary	26
Motor Vehicle Theft.....	26
Arson	26
Hate Crimes	26
Race	26
Religion.....	26
Sexual Orientation.....	27
Gender	27
Gender Identity.....	27
Ethnicity.....	27
National Origin.....	27
Disability	27
Violence Against Women Act (VAWA) Offenses	27
Sexual Misconduct	27
Consent	28
Dating Violence	29
Domestic Violence	29
Stalking	29
Sexual Harassment.....	30
Other Sexual Offenses	30
Arrests and Disciplinary Referrals	30
Referred for Disciplinary Action.....	30
Unfounded Crimes	31
Reporting Crimes	31
Procedures to Follow in Cases of Sexual Assault, Dating Violence, Domestic Violence, and Stalking.....	31
Ensure Safety	31
Seek Medical Attention	31
Preserve Evidence	31
Removal of Threat	32
Protective Orders due to Domestic Abuse, Dating Violence and Stalking.....	32
Reporting Misconduct, Equity Resolution Procedures and Sanctions	33

File a Formal Report.....	33
General Guidelines on Other Potential Crimes, Threats, or Situations.....	34
Fire Safety.....	34
Violence, Threats, and Hostile Acts.....	34
Phone and Bomb Threats.....	34
Suspicious Packages, Objects, Letters, or Possible Biological Materials.....	35
On-Site Threats of Violence or Hostile Acts.....	35
Hostage Situations.....	35
Incident Reports.....	35
Summary.....	36
APPENDIX A: Resource Phone Numbers.....	37

Introduction

The Annual Campus Safety and Security Report is designed to provide students and employees with information concerning personal safety, campus security, and the institutional policies of conduct and behavior. Adherence to these established policies and ethical behavior helps Noorda College of Osteopathic Medicine (Noorda-COM) foster and maintain a safe environment, free from exploitation, intimidation and any misconduct, and that which supports its educational mission and maximum development and goal achievement for all employees.

This report is prepared in compliance with the federal safety regulations, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistic Act (Clery Act), and the Noorda-COM safety and security policies. This report also includes the required changes in disclosure pursuant to The Violence Against Women Reauthorization Act of 2013 (VAWA) addressing the crimes of dating violence, domestic violence, and stalking. This report is prepared on an annual basis by the Safety and Security Director with input from the Noorda-COM Safety and Security Committee.

The crime statistics disclosed in this report are based upon incidents reported to the local enforcement agencies that have jurisdiction over the school's Clery geography.

This report is sent via email to all current students, faculty and staff, to keep them fully informed of crimes that may pose a serious or continuing threat to the campus community; and to provide updated and specific guidelines relating to personal and campus safety. Any inquiries regarding this report should be sent to the Safety and Security Director via email at securityservices@noordacom.org or can be found on our website

<https://www.noordacom.org/cleryreport/>

Noorda College of Osteopathic Medicine Campus

Noorda-COM strives to create an inclusive academic environment with the goal of maximizing student potential. From our curriculum to our building to our faculty and staff, Noorda-COM is creating a new path to success in the medical field. We firmly believe that our strength comes from the talent and dedication of the people working here. We are grateful for each of our valued staff members who have expertise and commitment that aligns with our mission and values.

All the ingredients needed to create this unique medical education opportunity are in place: Utah has high-quality healthcare; there is an entrepreneurial and open-mindedness within the business community, and Utah has some of the best and brightest undergraduate students who want to become physicians. However, Utah continually ranks among the lowest states in the country for physicians to population and remains a net exporter of medical students who leave the state to pursue their medical education.

Utah is also the center of the fastest-growing region in the United States and Utah County is at the epicenter of this historic growth. Business leaders know that having high-quality medical education for their employees coming to Utah will be critically important. If left unaddressed, given the rapidly growing population, these staggering national rankings will only worsen. It is time for a transformation in medical education. Students of today are seeking a different model, and the patients our students will serve deserve more. Noorda-COM is excited to be a part of the solution for all Utahns.

The Commission on Osteopathic College Accreditation granted Noorda-COM Pre-Accreditation status in December 2020. Noorda-COM campus is located at 2162 South 180 East, Provo, UT 84606 Noorda-COM does not provide on-campus housing. Students enrolled in the residential programs reside in local housing owned and operated outside of the College's purview.

Policy Statements

Safety and Security

Identification/Building Access Cards

Noorda-COM is a closed-campus thus, utilizing a control system only granting access to holders with a proper identification badge. College members must have their badge on their person, preferably in the upper torso region. Identification badges must be presented when requested by any member of Noorda-COM administration, staff, or faculty. Individuals are prohibited from transferring identification badges to others or granting access to non-Noorda-COM personnel.

Identification badges are issued by the Security Department during student orientation and employee onboarding. College members must return their identification badge upon termination and graduation. Lost, stolen, or misplaced identification badges must immediately be reported to the Security Department for deactivation. A replacement fee will be charged at the individual's expense by Student Affairs or Human Resources.

Motor Vehicles and Parking

Parking on Noorda-COM property is strictly prohibited without a proper parking pass. Parking passes are issued by the Security Department during student orientation and employee onboarding. The pass must be visibly displayed in the vehicle at all times. Failure to properly display the pass may result in a citation at the owner's expense. Individuals are prohibited from transferring parking passes to others or to non-Noorda-COM personnel. Lost, stolen, or misplaced passes must immediately be reported to the Security Department. A replacement fee will be charged at the owner's expense. One pass will be issued per person. Limited visitor parking is available on site.

To ensure the safety of our visitors and proper use of our parking, please adhere to the following guidelines:

- Contact Security if you observe any hazards in the parking areas.
- Always lock your vehicle and remove any valuables. Noorda-COM is not responsible for any damage to or theft from your vehicle. All directional, speed limits and stop signs throughout the school property must be observed. Do not park illegally or in fire lanes. Cars parked in these areas are subject to citation and/or towing.
- Overnight parking is not normally permitted. Advanced permission from the Security Department is required to park your car overnight.
- Trailers are not permitted in the parking areas.
- Handicapped spaces are reserved for disabled persons only. Cars illegally parked in these areas are subject to citation and/or towing.
- All vehicles must be parked in a designated parking area and may occupy only one space.

Security System & Staff

Student and employee safety measures include the utilization of access control and CCTV systems for the campus. All members of the College community are encouraged to remain alert and aware when on campus and/or associated facilities, to keep personal items out of sight, and to keep their vehicles locked. Security officers patrol the campus to prevent and deter crime, help in emergencies, render assistance and escorts, enforce parking regulations, and serve as the repository for lost and found items.

Campus security is authorized to detain individuals who engage in illegal and criminal actions. Suspected criminal violators will be turned over to the Provo City Police and/or other local law enforcement agencies. In case of an emergency outside normal business hours, individuals should first dial 911 then contact the Security Department.

Reporting Criminal Activity and Other Campus Emergencies

All individuals are encouraged to report any criminal activity, suspicion of criminal activity, accidents, and other emergencies to the Noorda-COM Security Department. Reports of a crime may be kept confidential unless otherwise determined by federal, state, and local laws.

Reporting Clerkship Problems

At times, safety and security concerns/issues may arise during a clerkship. General concerns should be professionally addressed directly to the preceptor, core site coordinator, DME/ DIO or Noorda-COM Clinical Clerkship Coordinator. Immediate concerns (harassment, student, and patient safety, etc.) should be reported directly to the Assistant Dean of Clinical Education. Students should follow emergency procedures and protocols at their specific clinical site.

Law Enforcement Relationships

The Provo Police Department holds jurisdiction over the Noorda-COM campus and is responsible for the investigation of alleged criminal activity. All individuals, whether they belong to the College community or not, are subject to all federal, state, and local laws while on the Noorda-COM Campus and/or associated facilities and may be subject to criminal charges. The Noorda-COM Security Department is mandated to notify Provo City Police in situations of a serious crime or if death occurs.

Safety and Security Committee

The Safety and Security Committee comprised of faculty, staff, and students, is tasked with enhancing security at all associated Noorda-COM facilities. The Committee develops, recommends, reviews, and monitors all safety measures including the:

- Development of physical and electronic security measures
- Development and maintenance of the crisis management plan
- Coordination with community Emergency Response organizations

Security Escorts

An on-campus security escort to buildings and/or vehicles parked in and around Noorda-COM property is available to all College members year-round. If at a clinical site, students are to contact the designated security officer for an escort.

Crisis Management Plan

Noorda-COM maintains a detailed crisis management plan that provides a comprehensive guide to manage emergency situations, allowing for a rapid response. Emergencies should immediately be reported by first dialing 911 then contacting the Security Department. The security officer on duty is responsible for confirming the emergency, communicating with emergency responders, and contacting the Safety and Security Director or the Chief Financial Officer.

Situations requiring immediate campus-wide attention will be issued via Everbridge, the mass notification system including the situation, severity, and actions that should be taken. All College members are required to update their contact information with the Office of the Registrar or Human Resources with the name, phone number(s), and email address(es).

Crime Prevention Education & Awareness

Regular and on-going education is provided to all College members both in-person and online. Fire drills, campus evacuations, and testing of emergency notifications are conducted annually. Each event is documented with a description, date, time, and whether the test was announced or unannounced. College members are provided with information on evacuation procedures and Shelter in Place training and protocols.

Crime Prevention and Awareness Program

Following the mandates of the Clery Act amendments put in place by Section 304(a)(5) of the reauthorization of the Violence Against Women Act of 2013, Noorda-COM has established an ongoing primary prevention and awareness program intended to prevent and address any form of misconduct, abuse or violence, including sexual assault and relationship violence; and/or to reduce the impact of these behaviors or crimes to the students and employees.

The above cited Clery Act amendments was effective July 1st, 2015. The final regulations also require including the definition of the following terminologies:

- Awareness Programs: Awareness programs mean community-wide or audience-specific programming, initiatives, and strategies that increase audience knowledge and share information and resources to prevent violence, promote safety, and reduce perpetration.
- Primary Prevention Programs: Primary prevention programs mean programming initiatives, and strategies informed by research or assessed for value effectiveness, or outcome that are intended to stop dating violence, domestic violence, sexual assault, and stalking, before they occur through the promotion of positive and healthy, mutually respectful relationships and sexuality, encourage safe bystander intervention, and seek to change behavior and social norms in healthy and safe directions.
- Ongoing Prevention and Awareness Campaigns: This refers to prevention programs that are sustained over time focused on increasing awareness and prevention on of issues relevant to sexual assault, dating violence, sexual assault and stalking. To have an impact, ongoing prevention programs must be frequent and consistent, and part of the student and staff experience within the campus community. The campaign may include information about what constitutes sexual assault, dating violence, domestic violence, stalking, understanding what constitute a consent and recognizing perpetrators misbehavior.
- Bystander Intervention: As defined by VAWA, bystander intervention is the “safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene.”
- Risk Reduction: VAWA defines “risk reduction” as the “options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety, and to help individuals and communities address conditions that facilitate violence”. Risk reduction programs encompasses a variety of risk behaviors and must addresses such attitudes and behaviors to prevent perpetration. An example would be addressing student’s drinking, and the role alcohol plays on sexual assault situations.
- Proceeding: Proceeding is defined as all activities related to a non-criminal resolution of an institutional disciplinary complaint, including but not limited to fact-finding investigations, formal or informal meetings, and hearings. Proceeding does not include communications and meetings between officials and victims concerning accommodations or protective measures to be provided to a victim. Proceeding covers the institution’s procedures for campus disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, and stalking. The proceeding also described anticipated timelines, the decision-making process, and the detail on how an individual can file a complaint.
- Standard of Evidence: Different legal proceedings have different standards of evidence. The most common standards are “preponderance of the evidence”, “clear and convincing evidence”, and “beyond a reasonable doubt”.
 - Preponderance of Evidence is the lowest standard of proof. This means that a student or an employee will be found in violation of the Noorda-COM rules of conduct and honor code if the

evidence demonstrate that it is “more likely than not” that the alleged violation occurred. This can also mean that the accusing party must have at least 51% of the evidence on their side.

- Clear and Convincing Evidence is the middle standard of proof. It requires that the accusing party must have significantly more than 50% of the evidence on their side.
- Proof Beyond Reasonable Doubt is the highest standard of proof. This is usually the standard use in all criminal cases. This evidence is one of the strongest safeguards people have when accused of a crime.
- Result. Result is defined as any initial, interim, and final decision by any official or entity authorized to resolve disciplinary matters within the institution. The result must include any sanctions imposed by the institution and explain how the evidence and information support the result and sanctions. Note that compliance of this provisions does not constitute a violation of section 444 of the General Education Act (20 U.S.C. 1232g), commonly known as the Family Education Rights and Privacy Acts of 1974 (FERPA).

Note: For purposes of this requirement, Noorda-COM uses preponderance of the evidence as its standard evidence when investigating complaints, allegations, and infractions.

In compliance with the above requirements, below are the College’s ongoing prevention and awareness program:

- Resources Training: Students and employees are provided with a two-hour session once a year on “discrimination, bias, and cultural sensitivity”. Content training includes, sexual harassment, sexual misconduct, sexual assault, sexual exploitation, Utah State Code 76-5-406 (on sexual offenses against the victim without consent of the victim), the Jean Clery Act, alcohol and drugs, discrimination and retaliation, ADA, VAWA (including domestic violence, dating violence, stalking and psychological abuse), and available support services and resources in Utah. Residential students, through the Professionalism and Sensitivity Committee’s work, are mandated to attend online prevention and awareness program on domestic violence, dating violence, stalking and other related issues. The same online prevention and awareness programs are sent to limited residency students.
- Shared Responsibilities: Students and Employees As members of the Noorda-COM community, students and employees are expected to adhere to appropriate safety measures, by being aware of personal conduct that could impact their own safety and wellness. It is everyone’s responsibility to observe and practice general safety rules, and to promptly report suspicious behavior, or suspicious-looking individuals or any incident to a member of the Security Department or to an administrator.
- Institutional Equity: Discrimination, harassment, and sexual misconduct is unwelcome at Noorda-COM, and everyone in the campus community is encouraged to report any incident or issue to appropriate parties so that it can be investigated, remedied, and addressed to stop the offense, limit or eliminate further harm.
- Alcohol and Other Drug Prevention Education: Noorda-COM provides mandated, yearly Drug Free Schools and Communities Act-compliance training on alcohol and other drugs, including effect, addiction, impact in school and workplace environments, and prevention and intervention strategies.
- Confidential Reporting: Noorda-COM respects the confidentiality of the victim of the alleged offender(s). Noorda-COM encourages everyone who is a witness or a victim to any non-emergency incident, or crime to report them to the Safety and Security Director, by calling 385-404-4617, or via email securityservices@noordacom.org

All reports will be acted upon promptly while every effort is made by Noorda-COM to preserve the privacy of reports. Reports may also be anonymous. Anonymous reports will be investigated to determine if remedies can be provided.

Witnesses or victims of a crime who do not want to pursue action within the College, or the criminal justice system may still want to consider making a confidential report. The purpose of a confidential report is to document an incident while keeping the matter confidential but allowing the College or the police to take steps to ensure the future safety of students and employees. Reports filed in this manner are counted and disclosed in the annual crime statistics for the institution.

Note: all campus employees are considered mandatory reporters for sexual discrimination, harassment, and assault under campus Title IX and equity resolution policies. This means that all such violations of campus policy are reported to the Title IX Coordinator.

- Bystander Intervention: Noorda-COM recognized that its campus community consists of professional and responsible adults, who are confident to act when a need arises, or if they recognize situations that may be of potential harm. Noorda-COM not only encourages but also empowers its campus community to act and report any incident or issue through confidential reporting, or through the proper College channels, or to call 911 or an enforcement authority for immediate assistance. Bystander intervention training is also provided through a mandated, yearly Title IX compliance and education program, including bystander basics, definitions of sexual harassment and violence, and skills training.

Inclement Weather

Determinations of College closure based on inclement weather will be determined by the Crisis Management Team on a case-by-case basis. Communication requiring immediate campus-wide attention will be issued via Everbridge, including the severity of weather, instructions for daily operations, and timelines on returning to campus.

Students on clinical clerkships are required to follow the clinical site's schedule regarding inclement weather. If a site is closing due to inclement weather, the student is excused until further notice. If a clinical site remains open, students must report and remain on-service until the end of their shift. Students should use caution and allow themselves plenty of time to reach their destination.

Employee Code of Ethics and Professional Conduct Policy

All members of the Noorda-COM community are responsible for sustaining the high ethical standards of this institution, and of the broader community in which we function. The College values integrity, diversity, respect, freedom of inquiry and expression, trust, honesty and fairness and strives to integrate these values into its education, research, health care, and business practices.

The Employee Code of Ethics and Professional Conduct Policy is a shared statement of our commitment to upholding the ethical, professional, and legal standards we use as the basis for our daily and long-term decisions and actions. We all must be aware of and comply with the relevant policies, standards, laws and regulations that guide our work. We are each individually accountable for our own actions and, as members of the Noorda-COM community, we are collectively accountable for upholding these standards of behavior and for compliance with all applicable laws, regulations and policies.

Employees at Noorda-COM are expected to act at all times in a manner befitting members of a professional community of learners, educators, and support staff. They are expected to maintain and exhibit the highest level of integrity in all of their behaviors, conducting themselves with respect for others and a commitment to their respective professions. All Noorda-COM employees are expected to uphold ethical and professional standards in the following ways:

Integrity and Quality

Noorda-COM recognizes that it must earn and maintain a reputation for integrity that includes, but is not limited

to, compliance with laws and regulations and its contractual obligations. Even the appearance of misconduct or impropriety can be damaging to the College. Noorda-COM employees must strive at all times to maintain the highest standards of integrity and quality. Rules of fairness, honesty, and respect for the rights of others will govern our conduct at all times.

In addition, each individual is required to conduct daily activities at Noorda-COM with the utmost honesty, accuracy, and fairness. Each situation needs to be examined in accordance with this standard. No unethical practice can be tolerated, even if such practice is "customary" outside of Noorda-COM or even if some of the goals it serves are worthy. Expediency should never compromise integrity.

Respect for Others

Noorda-COM is an institution dedicated to the pursuit of excellence and facilitation of an environment that fosters this goal. Central to that institutional commitment is the principle of treating each member of the Noorda-COM community fairly and with respect and embracing diversity and inclusion. The College prohibits discrimination and harassment and provides equal opportunities for all Noorda-COM members and applicants regardless of their race, color, religious creed, national origin, ancestry, physical or mental disability, reproductive health decision-making, medical condition, genetic information, marital status, sex, age, sexual orientation, gender, gender identity, gender expression, military status, veteran status or any other characteristic protected by law. Where actions are found to have occurred that violate this standard, the College will take prompt action to cease the offending conduct, prevent its recurrence, and discipline those responsible.

Dress and Professional Appearance

Dress and professional deportment often characterize the person, and interpersonal relationships mark the nature and effectiveness of institutions. Therefore, appropriate attire, courtesy and cooperation at all times, with students, staff and colleagues, are considered essential to the well-being of the College. Professionalism of a high order in dress and appearance should be the hallmark of Noorda-COM employees.

Compliance with Laws and Applicable Policies and Procedures

Members of the Noorda-COM community must transact all College business in compliance with applicable laws, regulations, and College policy and procedure. Supervisors are responsible for teaching and monitoring compliance. When questions arise pertaining to interpretation or applicability of policy, contact the individual who has oversight of the policy. Refer all unresolved questions and/or interpretation of laws and regulations to the Director of Human Resources.

Contractual, Grant and Other Obligations

The acceptance of an agreement, including sponsored project funding, may create a legal obligation on the part of Noorda-COM to comply with the terms and conditions of the agreement and applicable laws and regulations. Therefore, only individuals who have authority delegated by an appropriate College official may enter into agreements on behalf of the College.

Environmental Health and Safety, Including Workplace Health and Safety

Members of the Noorda-COM community must be committed to protecting the health and safety of its members by providing safe workplaces. The College will provide information and training about health and safety hazards and safeguards. Noorda-COM members must adhere to good health and safety practices and comply with all environmental health and safety laws and regulations.

Confidentiality, Privacy, and Information Security

Members of the Noorda-COM community receive and generate various types of confidential, regulated, proprietary, and private information on behalf of the College. All members of the Noorda-COM community are expected to comply with all applicable rules, laws, and regulations (whether federal, state, or local), contractual obligations, and

College policies pertaining to the use, protection and disclosure of this information. When individuals leave their employment with Noorda-COM, they must return all sensitive College data unless an exception has been granted.

Financial Responsibilities and Internal Controls

Members of the Noorda-COM community are expected to employ sound business practices and to exercise prudent financial management in their stewardship of College resources. Each employee carries the responsibility to protect and manage Noorda-COM financial assets with the greatest integrity.

Use of Noorda-COM Resources

Noorda-COM resources must be reserved for business purposes on behalf of the College. They may not be used for personal gain and may not be used for personal use except in a manner that is incidental, and reasonable in light of the employee's duties. College resources include, but are not limited to:

- College technical systems (e.g., telephone systems, data communication and networking services)
- The College domain for electronic communication forums
- Noorda-COM name, logo, and letterhead
- College equipment (e.g., computers and peripherals, College vehicles)
- Noorda-COM facilities
- Procurement tools such as purchasing cards, travel cards and petty cash
- College records including student, employee, donor, sponsor, and patient records
- The time and effort of staff, students and others at Noorda-COM.

Conflict of Commitment/Conflict of Interest

Noorda-COM faculty and staff owe their primary professional allegiance to the College and its mission to engage in the highest level of education, research, health care, and business practices. A conflict of commitment can arise when a person's external activities, e.g., consulting agreements, speaking engagements, public service, personal business, etc. interfere with the person's responsibilities to the College. A conflict of commitment usually involves issues of time allocation. Outside professional activities, private financial interests or the receipt of benefits or gifts from third parties can cause an actual or perceived conflict of interest.

Relationships between Noorda-COM and its vendors or sponsors must be free of any real or perceived impropriety or favoritism. Noorda-COM employees should not solicit any gift, and should not personally accept any material gift, gratuity or payment, in cash or in kind, from any third party seeking to do business with the College or currently doing business with Noorda-COM. In order to protect our primary mission, Noorda-COM employees with other professional or financial interests shall disclose them in compliance with applicable conflict of commitment/conflict of interest policies and, if permitted, manage them in compliance with all controls put in place.

Response to Governmental or Other Investigations

Noorda-COM is committed to cooperating with government investigators as required by law. If an employee receives a subpoena, search warrant or other similar document, before taking any action, the employee must immediately contact the Director of Human Resources. The Director of Human Resources is responsible for authorizing the release or copying of any College employee records or documents.

If a government investigator, agent, or auditor comes to the College, an employee should contact their supervisor and the appropriate College office before discussing College business with such investigator, agent, or auditor. If the appropriate office is unknown, the supervisor should contact the Director of Human Resources.

Professional Conduct Expectations of Faculty at Noorda-COM

Providing the best climate within which a student can learn and grow intellectually is a major professional contribution that a faculty member can make to the development of students. This includes frequent and active

presence on campus, student counseling and advising, and participation in activities that promote interaction between student life and the academic environment. Noorda-COM seeks to provide and sustain an environment conducive to education, scholarly exchange, and faculty and student development. Therefore, the following are codes of faculty conduct:

- The primary responsibility of faculty conduct is to promote respect for knowledge, inquiry and education. Faculty members are free to execute their teaching responsibilities in a manner that they determine to be appropriate. Faculty conduct must not, however, diminish or interfere with their responsibility to maintain proficiency and competency in the discipline(s) in which they teach. Faculty conduct must ensure that content is delivered, classes are held as scheduled and that students are not denied opportunities to learn in the normal course of the academic term. Faculty members must never exercise their professional position as a means to coerce or intimidate students to accept unethical or incompetent behavior.
- Faculty must not discriminate among their colleagues, staff or students on the basis of age, color, creed, marital status, medical condition, national or ethnic origin, race, religion, cultural heritage, gender, sexual orientation, gender identity, political affiliation, disability, genetic information, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws or any other individual personal attribute that is independent of professional interaction. Faculty objectivity in evaluation of student competence is an essential standard of faculty member conduct. Faculty must not use racial, ethnic or religious slurs against another faculty member, staff, or student.
- Faculty must abide by policies established regarding sexual harassment or any other forms of harassment.
- Faculty must refrain from threatening bodily injury, assault, sexual harassment or emotional trauma against students, faculty or other staff.
- Faculty should promote academic honesty through teaching and example. Faculty must neither facilitate nor ignore instances of dishonesty.
- Faculty should respect the confidentiality of individual faculty member – student interactions. Faculty should exercise foresight and maturity in conversation and activities with students.
- Dating or engaging in sexual relationships with students is forbidden and may constitute grounds for dismissal.
- In the exercise of scholarship, faculty must conduct themselves honestly and must not intentionally misappropriate the work of others. Faculty are obligated to adhere to all established copyright and ownership guidelines.
- Faculty conduct must demonstrate respect and fairness in the use of College resources and facilities. Faculty should use College property only in the pursuit of their faculty member responsibilities.
- Faculty must maintain strict confidentiality when requested with respect to colleague evaluation and personnel matters. Anonymity in peer review for the purposes of promotion and advancement is an essential standard of ethical conduct.
- Faculty must not exercise professional seniority as a means to coerce or intimidate College staff or junior colleagues. Coercion may result in disciplinary action, up to and including termination of employment.

Ethics in Research and Scholarly Activity

Intellectual honesty and ethical behavior while performing scholarly activities is of paramount importance to Noorda-COM. Investigators are responsible for maintaining organized and legible laboratory notebooks and all data sources, maintaining them in a known and accessible location for at least 10 years past the publication date.

Information from research efforts should be made available to the general public and there should be a minimum of restrictions on publication and dissemination of the results of research efforts. The use of College resources and facilities are for academic purposes and should not be used for commercial reasons, unless otherwise stipulated in an agreement between the College and the faculty member.

Violations of the Noorda-COM Code of Ethics and Professional Conduct

The following types of behavior are considered violations of the Noorda-COM Employee Code of Ethics and Professional Conduct, which may result in disciplinary action, up to and including termination of employment:

- The theft of, or damage to, College records and property caused by intentional, negligent, or irresponsible conduct.
- Unauthorized use of any College property, including, but not limited to, its name, property, offices, premises, and equipment (such as computer equipment, tools, medical supplies, telephones, cell phones, fax machines, copying equipment and laboratories).
- Conduct which interferes with or obstructs any College functions, or which physically obstructs or threatens to obstruct the operation, administration or proper functioning of the College, its employees and/or students.
- The physical or sexual abuse or harassment of any member of the College community.
- Threatening bodily injury, assault, sexual harassment or assault, or emotional trauma against students, faculty, or staff of the College.
- Disorderly, disruptive, or abusive conduct in the workplace or on College premises.
- Refusal to follow the lawful rules, regulations, or policies of the College whether in writing or verbally communicated.
- Unauthorized sale, distribution, or consumption of alcoholic beverages on College premises.
- Distribution, purchase, or possession of illegal or unauthorized barbiturates, amphetamines, marijuana, hallucinogens, opiates or any other addictive or illegal drugs or paraphernalia on College premises.
- Gambling in any form on College premises.
- Possession, distribution or sale of weapons, incendiary devices or explosives on College premises.
- Tampering with or misusing fire-fighting equipment and/or safety equipment (such as alarm boxes and extinguishers).
- Participation in, or furtherance of any illegal activity on Noorda-COM's premises.
- Knowingly providing false information to College supervisors or officials, including the falsification of information on any of the College's applications, time sheets or job records or false statements made to supervisors, officials, or fellow faculty members.
- Refusal to identify oneself to an official or security officer of the College or to present proper identification upon entering the College premises.
- Gaining access to computer files or other College records other than those to which the faculty member has authorization or providing such access to other parties.
- Offensive or derogatory written or verbal statements intended to inflict harm on members of the College community.
- Using racial, ethnic, or religious slurs or discriminating against an employee or student. Any abusive conduct or harassment directed at an individual or group of individuals in the College community on the basis of the actual or perceived age, color, creed, marital status, medical condition, national or ethnic origin, race, religion, cultural heritage, gender, sexual orientation, gender identity, political affiliation, disability, genetic information, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws
- Actions that are not supportive of the activities and functions of an educational institution; actions that harm the reputation of the College.
- Aiding and abetting any conduct prohibited by the Employee Code of Ethics and Professional Conduct.
- Intentionally filing a false complaint under the Employee Code of Ethics and Professional Conduct.
- Insubordination arising from the employee's covert or overt refusal to comply with a work directive given by a superior.

Reporting Suspected Violations of the Code of Ethics and Professional Conduct

Adherence to the Employee Code of Ethics and Professional Conduct Policy requires that any suspected violations of applicable standards, policies, laws or regulations be brought to the attention of the appropriate administrative office. Raising such concerns is a service to Noorda-COM and does not jeopardize the employee's position or employment.

Members of the Noorda-COM community should report suspected violations of the Code of Ethics and Professional Conduct, College policies and procedures, applicable laws, and regulations. This reporting should normally begin with an employee's immediate supervisor. If for any reason it is not appropriate to report suspected violations to the immediate supervisor (e.g., the suspected violation is by the supervisor), or the employee is uncomfortable doing so, individuals may go to a higher level of administration. If for any reason it is not appropriate to report suspected violations through face-to-face administrative channels, or the employee is uncomfortable doing so, individuals may file an incident report with the Department of Human Resources.

All members of Noorda-COM are expected to cooperate fully in the investigation of potential violations of Noorda-COM policy and applicable rules, laws, or regulations.

Non-Retaliation

Noorda-COM policy prohibits retaliation against an individual who in good faith reports or provides information about concerns or suspected violations. Retaliation is an adverse action taken because an individual has made a report or has participated in a violation investigation. An adverse action is any action that materially affects that individual's standing or terms and conditions of employment. False accusations made with the intent of harming or retaliating against another person may subject the accuser to disciplinary action, up to and including termination of employment.

Consequences of Violation

Confirmed violations will result in appropriate disciplinary action, up to and including termination of employment or other relationships with Noorda-COM. In some circumstances, civil or criminal charges and penalties may apply.

Student and Resident Code of Conduct Policy

Noorda-COM and its sponsoring institution have adopted the American Osteopathic Association's Code of Ethics and strive to prepare students for residency and physicians for autonomous practice in Utah. Noorda-COM focuses on the development of clinical skills, professional competence, and acquisition of key knowledge through organized educational programs with guidance and supervision. Professional competence requires students and residents to manifest in their lives exemplary ethical and professional attitudes. Among the attitudes and behaviors that we espouse are:

- A. Respect for the sanctity of human life and the dignity of patients,
- B. Personal humility and an awareness of medicine's inherent limitations,
- C. Maturity and balanced personal and professional lives,
- D. An understanding and respect for collegial teamwork in the provision of healthcare, and
- E. Commitment to the development and continued maintenance of clinical competence in ourselves, our colleagues, and our students.

All students and residents are expected to conduct themselves in a manner that demonstrates competence, integrity, candor, compassion, discretion, and confidentiality where required by law. Residents and students are expected to abide by the Osteopathic Oath and conduct themselves with honor, integrity, and respect the rights and dignity of all individuals.

The Code of Conduct is intended to establish minimum expectations that provide a disciplinary framework for

those who choose not to abide by these professional standards.

Respect for All Individuals in the Community

Residents and students recognize the right of all individuals to be treated with respect without regard to position, race, age, gender, disability, national origin, religion, or sexual orientation. Discrimination and harassment, including sexual harassment and sexual discrimination, are prohibited by law, including Title VII of the Civil Rights Act of 1964 and by Title IX of the Education Amendments of 1972.

Appropriate Handling of Information, Records, or Examination Materials

Any form of cheating or providing false information is a violation of the trust placed in students and resident physicians and is a serious infraction of the Code of Professional Conduct. Timely and accurate completion of medical records at clinical clerkships and rotation sites is mandatory.

Respect for Patients' Confidentiality and Safety

Residents and students will be appropriately rested and fit to provide safe patient care at all times: sleep deprivation and exhaustion are considered states of impairment rendering a student/resident unfit for work. Residents and students who are sleep deprived and/or exhausted should contact the Program Director, Human Resources, DIO, or the Department of Clinical Education for instructions. Patients' privacy, modesty, and confidentiality must always be honored. Patients must be treated with kindness, gentleness, dignity, empathy, and compassion. Unauthorized disclosure of protected patient information, in any public or private setting, without express and proper authorization, is considered a violation of HIPAA regulations.

Code violations occur when an individual acts contrary to the values and responsibilities expected of those engaged in the profession of medicine as set forth within this policy. Violations can occur when any individual intentionally or unintentionally jeopardizes the welfare of a patient, disregards the health and safety of another individual, illegally disparages another individual, or allows and/or assists another in engaging in such conduct. The COM and/or sponsoring institution reserves the right to initiate and investigate, take corrective action, and/or impose sanctions for any conduct determined to be in violation of this policy or any other standards of conduct to which the individual is subject.

The following examples are considered violations of the Code of Conduct and may result in disciplinary action.

- Racial, ethnic, sexual, or religious jokes, slurs, or comments
- Discrimination, harassment, or other abusive conduct
- Online cyber bullying or inappropriate touching or contact
- Unauthorized rejection of assignments and/or rotations, refusal to answer questions or reasonable requests for information without a reasonable/lawful basis for said refusal, unreasonable delays when responding to legitimate calls for assistance.
- Unlawfully distributing, dispensing, selling, offering for sale, possessing, using or being under the influence of intoxicating substances at clerkships, rotation sites, on the job, or on-call. These include and are not limited to unauthorized use and/ or possession of alcohol, illegal drugs, and other intoxicating substances, including but not limited to over-the-counter medications, prescription drugs, and/or medicinal substances.
- Knowingly filing a false complaint against another Noorda-COM student or employee, meaning the individual knows or should know the complaint is not factual.
- Misusing or destroying, property, funds, materials, equipment, or supplies from the COM or any affiliated sites
- Stealing or theft of any equipment, tools, materials, or other property of the COM or any of the affiliated sites

- Conducting oneself in any manner, which is offensive, intimidating, physically threatening, physically abusive, verbally abusive or contrary to common decency or morality
- Violations of the Anti-Violence Policy
- Acting in any manner that endangers the safety of oneself or others
- Academic misconduct or dishonesty, such as cheating or plagiarism
- Research misconduct, such as not respecting and protecting human subjects in compliance with the United States Department of Health and Human Services Regulations
- Falsifying records
- Not providing adequate patient care whether physical, mental, or emotional
- Repeated and continuous tardiness or absence, with or without proper justification
- Providing medical, or non-emergent care outside the scope of privileges and responsibilities, including for family members, friends, or oneself, by writing prescriptions for patients under the direct care of another physician, unless authorized by proper authorities
- Failing to comply with confidentiality policies or applicable privacy laws
- Residents and students failing to report a police investigation involving them or being arrested to their program director
- Gambling on campus, in the workplace, or at clinical rotation sites.
- Unauthorized solicitation
- Abusing College devices and/or systems, including accessing or viewing offensive or pornographic material, misuse of computer accounts, unauthorized destruction of files, creating illegal accounts, possession of or use of an unauthorized password, disruptive or annoying behavior, and non-work-related utilization of computer software or hardware
- Being convicted of any crime that impacts medical licensure
- Failure to cooperate or to be truthful in a program-related investigation, including but not limited to: providing information you know is or should reasonably understand/should know to be false, information that you know or reasonably understand would likely mislead, and/or information that is incomplete during an investigation, and/or failing to correct an error concerning information you've provided if you later learn that the information you provided was in error.
- Posting photos of cadavers on social media platforms or otherwise distributing such unauthorized images through any electronic device
- Disrespectful acts to donated bodies, such as assigning pet names, making belittling jokes, posing for pictures with bodies of donors or sharing or posting photographs of bodies of donors
- Including Noorda-COM in personal and/or political expression both in-person or online
- Posting content on social media that violate Noorda-COM's discrimination or harassment policies
- Posting content on social media that is threatening or obscene
- Posting content on social media that illegally disparages Noorda-COM's products/services, Noorda-COM's vendors, or Noorda-COM's competitors products/services
- Posting content on social media that shows non-public areas of Noorda-COM's premises or of Noorda-COM's processes
- Violation of any lawful Noorda-COM policy or procedure

This list is not intended to be exhaustive. This policy is not intended to and will not be construed to interfere with, restrain, or prevent employee communications regarding wages, hours, or other terms and conditions of employment, to engage in a lawful strike or work stoppage, or to otherwise interfere with employees' rights under the National Labor Relations Act.

Procedures

The procedure for addressing residents violating can be made anonymously in writing by submitting a confidential concern through www.noordacom.org/graduate-medical-education/ or by contacting the residency's Program Director who will consult with Human Resources and report it to the sponsoring institution's Designated Institutional Official (DIO). Allegations will be investigated by the sponsoring institution in collaboration with Human Resources, which may result in no finding or a written reprimand with corrective action including counseling up to termination.

Allegations of students violating the code must be made in writing, utilizing a Student Feedback Form. The Department of Student Affairs will route complaints to the proper office/committee for investigation and adjudication. This process can result in a variety of outcomes, from "no finding" up to and including dismissal.

Title IX and Non-Discrimination Policy

Noorda-COM is committed to providing a workplace and educational environment for students, administrative personnel, faculty, and staff, based on race, ethnicity, color, sex, sexual orientation, gender, gender identity, national origin, age, disability, and religion.

Noorda-COM adheres to all federal, state, and local civil rights laws prohibiting sex discrimination and sex-based harassment in employment and education. The Noorda-COM does not discriminate in its admissions practices, employment practices, or educational programs or activities on the basis of sex, except as may be permitted by law. As a recipient of federal financial assistance for education activities, Noorda-COM is required by Title IX of the Education Amendments of 1972 (Title IX) to ensure that all of its education programs and activities do not discriminate on the basis of sex. Sex includes sex assigned at birth, sex stereotypes, sex characteristics, gender identity, sexual orientation, and pregnancy or related conditions. Sex discrimination is prohibited under Title IX and by Noorda-COM Policy, and it includes sex-based harassment, sexual assault, dating and domestic violence, stalking, quid pro quo harassment, hostile environment harassment, disparate treatment, and disparate impact.

Noorda-COM also prohibits retaliation against any person opposing sex discrimination or sex-based harassment or participating in any internal or external investigation or complaint process related to allegations of sex discrimination. Any Noorda-COM faculty member, employee, or student who acts to deny, deprive, or limit the educational, employment, residential, or social access, opportunities, and/or benefits of any member of the Noorda-COM community on the basis of sex is in violation of the Title IX Policy.

Any person may report sex discrimination (whether or not the person reporting is alleged to have experienced the conduct) in person, by mail, by telephone, by video, or by email, using the contact information listed for the Title IX Coordinator (below). A report may be made at any time (including during non-business hours) by completing this [form](#) or by contacting the Title IX officer at [801-376-6004](tel:801-376-6004). Questions regarding Title IX, including its application and/or concerns about noncompliance, should be directed to the Title IX Coordinator. For more information, please contact the Title IX Coordinator.

Anti Violence Policy

Noorda-COM is committed to providing a safe and respectful environment for all COM members. Violence in any form undermines this commitment and is not tolerated under any circumstances. This expectation encompasses all affiliated sites and community members. Physical, verbal, emotional, and psychological violence including violent behavior, threats, intimidation, coercion, or harassment is strictly forbidden.

Non-Retaliation

Retaliation against an individual, employee, student, or resident for reporting or assisting in the investigative processes of alleged violation of this policy is strictly prohibited.

Prevention

Noorda-COM is proactive in the prevention of violence. Education, training, and awareness programs aim to promote understanding, respect, conflict resolution, and professional communication throughout the College.

Reporting

Any individual who experiences, witnesses, or believes behavior of another individual constitutes a violation of this policy must report the incident to the proper authority.

Investigation

Reports of violations of this policy will be thoroughly investigated and conducted impartially respecting the rights of all parties involved. Appropriate action will be taken based on the findings of the investigation.

Support

Victims of violations of this policy may receive support from on-campus counseling services, coaches, and third parties, if needed.

Policy Violations

All members of the COM community are required to abide by the anti-violence initiatives. Violence has no place in our College. Violations may result in disciplinary action including but not limited to termination, suspension, or expulsion.

Advising the Campus Community about Sex Offenders

Noorda-COM prioritizes the safety and security of all individuals within our premises and upholds the highest standards to ensure a secure environment. All employees and students are required to conduct and pass a background check. If an individual is registered as a sex offender, they will not be employed nor matriculated as a student.

Safety precautions we recommend is to:

- Stay informed by familiarizing yourself with relevant information
- Be alert and stay vigilant of your surroundings
- Utilize campus security resources

Reporting Concerns

If you have any concerns about your safety or observe and suspicious activity do not hesitate to report it to campus security.

Registered Sex Offender Information

In accordance with the Federal Campus Sex Crimes Prevention Act (CSCPA) and the Utah Sex Offender Registration Act, notice must be given of registered sex offenders to institutions of higher education if the offender is employed, carries on a vocation, or is a student at the institution. Information regarding registered sex offenders residing within a specific Utah geographic location can be accessed via the Utah Department of Corrections website: <http://corrections.utah.gov/>. The Clery Report is publicly available on the Noorda-COM website for campus crime statistics.

Amnesty for Students Policy

Amnesty for Students Assisting Others in Need

Sometimes, students are hesitant to assist others for fear that they may get in trouble themselves (for example, an underage student who has been drinking or using marijuana might hesitate to help take an individual who has experienced sexual assault to campus security or the student health clinic). Noorda-COM maintains a policy of amnesty for students who offer help to others in need. Although policy violations cannot be overlooked,

Noorda-COM may provide purely educational options with no official disciplinary finding, rather than punitive sanctions, to those who offer their assistance to others in need.

Federal Statistical Reporting Obligations

Certain campus officials – those deemed Campus Security Authorities – have a duty to report the following for federal statistical reporting purposes (Clery Act):

- All “primary crimes,” which include homicide, sexual assault, robbery, aggravated assault, burglary, motor vehicle theft, and arson.
- Hate crimes, which include any bias-motivated primary crime as well as any bias motivated larceny or theft, simple assault, intimidation, or destruction/damage/vandalism of property.
- VAWA-based crimes, which include sexual assault, domestic violence, dating violence, and stalking
- Arrests and referrals for disciplinary action for weapons-related law violations, liquor-related law violations, and drug abuse-related law violations.

All personally identifiable information is kept private, but statistical information must be shared with campus security regarding the type of incident and its general location (on or off-campus or in the surrounding area, but no addresses are given) for publication in the Annual Security Report and daily campus crime log.

College Property and Responsibility

Students will be held responsible for any damage to College property caused by their negligence or willful act and may be referred to SPC for disciplinary action. Students must pay fully for damages within 15 days after receipt of invoice through the Department of Finance. Damage to College property is charged to the responsible student(s) at the total cost of repair or replacement. In the case of non-payment, the student(s) will be subject to disciplinary action. The College is not responsible for the damage, loss, or theft of personal property of its students under any condition. The College is also not responsible for the payment of any medical services not performed on campus.

Criminal Background Check and Drug Screen Policy

Students are required to undergo a background check and drug screen prior to matriculation, towards the completion of their second year, and towards end of third year, at their own expense. These screenings must be performed by a certifying organization retained by Noorda-COM in order to satisfy federal and state requirements for individuals participating in clinical activities involving patient care, including clinical clerkships and early clinical experiences.

Noorda-COM partners with local, regional, and national clinical affiliates in order to fulfill the curricular requirements necessary to graduate. The COM must submit documentation to the liability insurance carrier for the student to be covered with medical malpractice coverage. Students, upon graduation, will apply for a training license at the initiation of graduate medical education.

As such, if an applicant has any criminal charges that would impact their ability to receive an osteopathic training medical license under the State of Utah Department of Commerce Division of Occupational and Professional Licensing and therefore the inability to meet the State of Utah qualifications for a graduate medical education training license, they may be denied acceptance into the COM.

Charges that were later dismissed and motor vehicle offenses such as driving while impaired or intoxicated must be disclosed; however, minor traffic offenses such as parking or speeding violations need not be listed unless they resulted in a misdemeanor charge/conviction.

Drug Screen

Prior to matriculation, all students matriculating into Noorda-COM will have a drug screening performed at their own expense. Students will be required to undergo an additional drug screening towards the completion of the second year prior to promotion to third year and clinical clerkships. The drug screening will be performed by a certifying organization retained by Noorda-COM. The purpose of the drug screening is to satisfy federal and state requirements for individuals participating in clinical activities involving patient care, including clinical clerkships and early clinical experiences. A positive drug screening may result in denial of acceptance into the COM.

Diversity Policy

Noorda-COM is committed to fostering a culture that promotes and celebrates diversity and inclusion. Faculty, staff, and students are essential in meeting the growing concerns about health inequalities, diverse patient populations, and cultural competence. We support, encourage, and facilitate diversity, belonging, and inclusion to ensure that diverse recruitment, appointment, and retention strategies enrich our educational and work environments to make Noorda-COM more attractive to faculty, staff, and students.

Noorda-COM strives to cultivate an aware campus environment where everyone feels valued and respected. It is the goal of Noorda-COM to build an atmosphere that promotes and fosters connection and engagement on our campus, which aims to improve access to quality care for underserved communities. By participating in osteopathic clinical skills laboratory and clerkships students will begin to develop competence in respect, and responsiveness to diverse patient populations in a simulated and clinical setting that focuses on diversity in gender, age, culture, race, religion, disabilities, national origin, socioeconomic status, and sexual orientation palpate a variety of people, genders, and body types to simulate the diversity of patients expected in a practice setting. Classroom and clinical settings with formative feedback enhance the student's educational experience.

Noorda-COM has a dedicated Office of Inclusion, which collaborates with Human Resources and the Committee on Diversity, Equity, and Inclusion (CDEI) to fulfill necessities to the College community. If a member of the Noorda-COM community believes they are the victim of discrimination or harassment, or has information about discrimination in the College community, they may submit the facts of the incident and the names of those involved to the CDEI. The form will provide the CDEI with basic information regarding alleged incidents of protected class discrimination or ethics violations at Noorda-COM. To provide information regarding alleged incidents of sexual or interpersonal misconduct, please contact our Title IX Coordinator. If you need reasonable accommodation for a disability to participate in this process, please notify the CDEI or Office of Inclusion and someone will assist you.

Drug and Alcohol Policy

Noorda-COM is committed to providing a safe, healthy learning community for all its members. The College recognizes that the improper and excessive use of alcohol and other drugs may interfere with the College's mission by negatively affecting the health and safety of students, faculty, and staff. It is due to the harm caused by excessive and illegal use that the College has a vested interest in establishing policies to prohibit unlawful behavior.

Under the Drug-Free Schools and Communities Act (DFSCA) and in accordance with the Drug-Free Schools and Campuses Regulations (EDGAR), the College is required to have a drug and alcohol abuse and prevention policy and distribute this policy annually to all employees and students. This policy outlines the College's prevention, education, intervention efforts, and consequences that may be applied by both the College and external authorities for policy violations. The law also requires that individuals be notified of possible health risks associated with the use and abuse of alcohol and other drugs, and sources of assistance for problems that may arise as a result of use.

All members of the campus community also are governed by laws, regulations, and ordinances established by the state and local municipalities and will be held accountable by law enforcement representatives of those entities for any illegal activity. It is the responsibility of all campus members to be aware of these laws.

Prior to matriculation, all students matriculating into Noorda-COM will have a drug screening performed at their own expense. Students will be required to undergo an additional drug screening towards the completion of the second year prior to promotion to third year and clinical clerkships. The drug screening will be performed by a certifying organization retained by Noord-COM. The purpose of the drug screening is to satisfy federal and state requirements for individuals participating in clinical activities involving patient care, including clinical clerkships and early clinical experiences. A positive drug screening may result in denial of acceptance into the COM.

Drug and Alcohol Abuse and Prevention

Noorda-COM Alcohol and Other Drugs Policy

The dispensing, selling, or supplying of drugs is prohibited. The term 'drug' includes:

- Controlled substances, as defined in 21 USC 802, which cannot be legally obtained
- Legally controlled substances which were not legally obtained, including prescribed drugs.
 - When prescription is no longer valid (e.g., use of medication after a course of treatment is completed)
 - Used contrary to the prescription
 - Issued to another person

The dispensing, selling, or supplying of alcoholic beverages to a person under 21 years old is prohibited. Employees, students, faculty and campus visitors while on Noorda-COM property, driving a College vehicle or while otherwise engaged in College business may not unlawfully:

- Be under the influence of alcohol
- Illicit drugs or controlled substances o Manufacture, consume, possess, sell, distribute, transfer

Any person taking prescription drugs or over-the-counter medication is personally responsible for ensuring that, while taking such drugs or medications, he/she is not a safety risk to themselves and others while on College property, while driving a College or privately-owned vehicle, or while otherwise engaged in College business.

Persons lawfully taking a prescription drug or over-the-counter medication that impacts their ability to perform their duties, or is otherwise intoxicating to that individual, should contact Learning Services and/or supervisor to seek an accommodation during the period they are lawfully taking the medication.

Misuse of prescription drugs can result in disciplinary action, and potentially, conviction with jail time. Additional information pertaining to employee drug and alcohol use along with the College's right to require post-accident drug and alcohol screening or screening based on reasonable suspicion can be located in the Noorda-COM Employee Handbook.

Noorda-COM Drug and Alcohol Abuse Prevention Strategies

The College uses evidence-based strategic interventions, collaboration, innovation, and the incorporation of wellness programs to reduce harmful consequences of alcohol and other drug use.

Strategies include:

- Providing education and awareness activities
- Offering substance-free social and extracurricular, and public/community service options
- Creating a health-conscious environment
- Restricting the marketing and promotion of alcohol and other drugs
- Limiting availability of alcohol
- Developing and enforcing campus policies and enforcing laws to address high-risk and illegal alcohol and other drug use

- Providing early intervention and referral for treatment.

Counseling and Treatment Programs Education

Noorda-COM implements the “Safe Colleges” training modules for our students and employees. All Noorda-COM students and employees are required to complete designated online modules.

Noorda-COM also encourages students to complete the PRIME for Life® course through the State of Utah. PRIME for Life® is an evidence-based, risk reduction drug and alcohol education program; it is not substance abuse treatment. Prime for Life® simply presents straight forward, research-based

information in a relaxed environment. It is a full-day course and can be required for faculty, staff, and students that are in violation. It is offered in multiple locations in Salt Lake City.

Counseling for Alcohol and Other Drugs

Noorda-COM encourages students to utilize Noorda-COM provided behavioral health counseling services.

Counselors are dedicated to providing confidential resources to assist students who are directly or indirectly affected by alcohol and other drug abuse. They can provide education, referrals, assessment, and support to all Noorda-COM students.

Utah Alcohol Laws

- **Driving Under the Influence:** It is illegal to drive or be in physical control of a vehicle, even when parked, while under the influence of alcohol or other drugs. Utah’s Implied Consent Law requires submission to a blood alcohol content (BAC) test. Refusal will result in the revocation of your license for one year. You are in violation if your BAC is .05 or greater, or the officer judges you to be impaired. It is a Class B misdemeanor for the first and second conviction of driving under the influence of alcohol or drugs, with sentencing of not less than 48 hours in jail and a fine of not less than \$700. In addition, the court hearing the case shall suspend the operator’s driving privileges.
- **Minors in Possession:** It is illegal for minors (under 21) to buy, possess (even hold), or drink alcohol. Penalties: up to six months imprisonment and/or a \$1,000 fine; Class B misdemeanor. When a minor who is at least 18 years old, but younger than 21 years old, is found in violation of this law, the court hearing the case shall suspend the minors’ driving privileges.
- **Not-a-Drop Law:** It is illegal for anyone under 21 years of age to operate a vehicle while there is any measurable alcohol (less than .05) in his or her body. Penalties: A first offense will result in loss of license for 90 days. A second offense within three years of a prior denial or suspension will result in suspension for one year.
- **Open Container:** It is illegal to drink any alcoholic beverage while operating, or as a passenger in, a vehicle (parked or moving), or have an open container in a vehicle. Once a container is open, one can be arrested for possession. Violating an open container law is a Class B misdemeanor with a maximum penalty of six months imprisonment and/or a \$1,000 fine.
- **Minors:** It is illegal to sell or supply alcohol to a minor under the age of 21. Penalties: up to one-year imprisonment and/or up to \$2,500 fine; Class A misdemeanor.
- **Intoxication:** It is illegal to drink in a public building, park, or stadium, or to be so intoxicated that you disturb others, or injure yourself or others. The maximum penalty is 90 days imprisonment and/or \$750 fine: Class C misdemeanor. It is also illegal to sell or supply to intoxicated persons or to purchase alcohol if intoxicated. The maximum penalty is six months imprisonment and/or \$1,000 fine: Class B misdemeanor.
- **Unlawful Transfer or Use of Identification Card:** It is illegal to give or use another’s identification card with a maximum penalty of up to six months imprisonment and/or \$1,000 fine; Class B misdemeanor.
 - o Procure alcoholic beverages
 - o Gain admittance where alcohol is sold or consumed

- Obtain employment that requires employees to handle alcoholic products.
- Maximum penalty: six months imprisonment and/or \$1,000 fine; Class B misdemeanor.
- Dram Shop Liability: Liability may result to any person who provides alcoholic beverages illegally to underage persons or who provides alcohol to someone who is apparently intoxicated or given the circumstances, may be under the influence of alcohol or other drugs. If the intoxicated person causes injury to persons or property while intoxicated person who furnished the alcohol is liable for injuries, property, or support to any third person or their spouse, child, or parent.

Utah Drug Laws

It is unlawful to possess, produce, manufacture, distribute, and/or dispense controlled substances such as cocaine, marijuana, LSD, heroin, steroids, and prescribed medications.

- Violation of this law may result in charges running from a Class A misdemeanor to a second-degree felony, depending on the type of controlled substance and the circumstances of the crime. Utah Code Ann. § 58-37-4.
- It is unlawful in Utah to possess or use a controlled substance except pursuant to a valid prescription. Violation of this law may result in charges running from Class B misdemeanor to a second-degree felony, depending upon the quantity of drugs within the individual's possession. Utah Code Ann. § 58-37-8(2).
- It is a Class B misdemeanor in Utah to use or possess drug paraphernalia. Utah Code Ann. § 58-37a-5.
- Penalties for drug violations in Utah may include incarceration for varying periods of time, and fines ranging from \$750 to \$10,000 depending upon the nature and circumstance of the offense. Utah law provides for enhanced penalties and charges if drug violations occur on a college campus.

Drug Definitions

- Cocaine (Crack) - Can cause short-term effects such as impaired judgment; increased breathing, heart rate, heart palpitations; and anxiety, restlessness, hostility, paranoia and confusion. Long-term effects may include damage to respiratory and immune systems, malnutrition, seizures, and loss of brain function. Highly addictive.
- Designer Drugs/Synthetic Cannabinoids (Bath Salts, K2, Spice) - Can cause short-term effects such as elevated heart rate and blood pressure; chest pain; and hallucinations, seizures, violent behavior, and paranoia. May lead to lack of appetite, vomiting and tremor. Long-term use may result in kidney/liver failure, increased risk of suicide and death.
- Hallucinogens (PCP, LSD, Ecstasy, Dextromethorphan) - Can cause extreme distortions of what is seen and heard. Can induce sudden changes in behavior, loss of concentration and loss of memory. Increases risk of birth defects in user's children. Overdose can cause psychosis, convulsions, coma, and death. Frequent and long-term use can cause permanent loss of mental function.
- Inhalants (Nitrous Oxide, Amyl Nitrite, Butyl Nitrite, Chlorohydrocarbons, Hydrocarbons) - Can cause short-term effects such as nausea, dizziness, fatigue, slurred speech, hallucinations, or delusions. May lead to rapid and irregular heart rhythms, heart failure and death. Long-term use may result in loss of feeling, hearing, and vision. Can result in permanent damage to the brain, heart, lungs, liver, and kidneys.
- Opiates/Narcotics (Heroin, Morphine, Opium, Codeine, Oxycodone, China White) - Can cause physical and psychological dependence. Overdose can cause coma, convulsions, respiratory arrest, and death. Long-term use leads to malnutrition, infection, and hepatitis. Sharing needles is a leading cause of the spread of HIV and hepatitis. Highly addictive, tolerance increases rapidly.
- Sedatives - Can cause reduced reaction time and confusion. Overdose can cause coma, respiratory arrest, convulsions, and death. Withdrawal can be dangerous. In combination with other controlled substances, sedatives can quickly cause coma and death. Long-term use can produce physical and psychological dependence. Tolerance can increase rapidly.

- Tobacco (cigarettes, cigars, chewing tobacco) - Can cause disease of the cardiovascular system, in particular smoking being a major risk factor for a myocardial infarction (heart attack), diseases of the respiratory tract, such as Chronic Obstructive Pulmonary Disease (COPD), and emphysema and cancer, particular lung cancer and cancers of the larynx and mouth. Nicotine is highly addictive. Noorda-COM is a tobacco-free campus.
- Amphetamines - Can cause short-term effects such as rushed, careless behavior and pushing beyond your physical capacity, leading to exhaustion. Tolerance increases rapidly. Long-term effects include physical and psychological dependence and withdrawal, which can result in depression and suicide. Continued high doses can cause heart problems, infections, malnutrition, and death.
- Cannabis - Can cause short-term effects such as slow reflexes, increase in forgetfulness, altered judgment of space and distance; can aggravate pre-existing heart and/or mental health problems. Long-term health effects include permanent damage to lungs, reproductive organs, and brain function. Can interfere with physical, psychological, social development of young users.

Firearms Explosives and Weapons Policy

The possession or use of firearms, weapons or explosives is prohibited on Noorda-COMs property. No firearm of any kind, loaded or unloaded, is to be knowingly allowed in any building or on the property. This policy applies to all persons enrolled, employed by, visiting, or providing services to any part of the property.

For this policy's purpose, firearms and weapons include (but not limited to) any instrument or implement capable of inflicting serious bodily injury. Explosives include devices containing any combustible or explosive substance used to propel another object.

Individuals who have legal concealed weapons permits and elect to carry a weapon in their vehicle which is parked on the property while they are at work may do so. The individual is responsible for ensuring the weapon is securely locked inside a safe, concealed case or compartment inside the locked vehicle.

A folding knife with a blade less than 3.5 inches in length is permitted on the property if it does not open automatically and only has one sharp edge.

The policy prohibiting bringing or possessing weapons on this institution's property does not apply in the following individuals:

- Local, state, or federal law enforcement personnel coming onto the institution's property in their law enforcement capacity or in accordance with other lawful authority.
- Use or possession for a legitimate educational purpose under the sponsorship of a faculty member or other institution official, provided the faculty member or official has first obtained appropriate approvals, including the approval of the Safety and Security Director.
- The following individuals are specifically authorized to possess and carry a firearm on the Noorda-COM campus. The Safety and Security Director for Noorda-COM and employees and contractors of the Noorda-COM Security Services Department

Crimes

In compliance with the requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, Noorda-COM compiled and reports the following crime statistics within a 200' diameter of the where Noorda-COM is currently holding classes. The statistics were grouped together into criminal offenses, hate crimes, VAWA offenses, arrests and referrals for disciplinary action. The data includes all reports of offenses provided by the Provo City Police Department. The statistics may or may not accurately reflect the actual crime and may be indicative of the efficiency of the Provo Police in following up on the reports. In a very limited circumstances, the

crime reports that were “unfounded” may have been removed from the report and subsequently withheld from the crime statistics.

Crime Statistics

The tables below comprise the known crime data statistics for the previous four years.

Crimes												
All Crimes Reported	Campus Totals				Non-College Bldgs.				Public Property			
	2023	2022	2021	2020	2023	2022	2021	2020	2023	2022	2021	2020
Criminal Offenses	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Forcible Sex Offense	0	0	0	0	0	0	0	0	0	0	0	0
Non-Forcible Sex Offense	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Arrests	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Arrests	0	0	0	0	0	0	0	0	0	0	0	0
Illegal Weapons Possession Arrests	0	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0

Crimes												
Hate Crimes Reported	Campus Totals				Non-College Bldgs.				Public Property			
	2023	2022	2021	2020	2023	2022	2021	2020	2023	2022	2021	2020
Offense Type	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Forcible Sex Offense	0	0	0	0	0	0	0	0	0	0	0	0
Non-Forcible Sex Offense	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Arrests	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Arrests	0	0	0	0	0	0	0	0	0	0	0	0
Illegal Weapons Possession Arrests	0	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0

Crimes												
Hate Crimes by Category	Campus Totals				Non-College Bldgs.				Public Property			
	2023	2022	2021	2020	2023	2022	2021	2020	2023	2022	2021	2020
Category of Prejudice	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total
Race	0	0	0	0	0	0	0	0	0	0	0	0
Gender	0	0	0	0	0	0	0	0	0	0	0	0
Gender Identity	0	0	0	0	0	0	0	0	0	0	0	0
Religion	0	0	0	0	0	0	0	0	0	0	0	0
Sexual Orientation	0	0	0	0	0	0	0	0	0	0	0	0
Ethnicity	0	0	0	0	0	0	0	0	0	0	0	0
Disability	0	0	0	0	0	0	0	0	0	0	0	0
National Origin	0	0	0	0	0	0	0	0	0	0	0	0

Arrests												
Arrests	Campus Totals				Non-College Bldgs.				Public Property			
	2023	2022	2021	2020	2023	2022	2021	2020	2023	2022	2021	2020
Offense Type	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total
Illegal Weapons Possessions	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Violations	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0	0	0	0

Non-Arrest Disciplinary Actions												
Non-Arrest Disciplinary Actions	Campus Totals				Non-College Bldgs.				Public Property			
	2023	2022	2021	2020	2023	2022	2021	2020	2023	2022	2021	2020
Offense Type	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total
Illegal Weapons Possessions	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Violations	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0	0	0	0

Statistics for Violence Against Women												
Statistics for Violence	Campus Totals				Non-College Bldgs.				Public Property			
	2023	2022	2021	2020	2023	2022	2021	2020	2023	2022	2021	2020
VAWA Offenses	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0	0	0

Crime Definitions

The above statistics were compiled in accordance with the definition used by the Federal Bureau of Investigation's (FBI's) Uniform Crime Reporting (UCR) Program. These definitions are provided below.

Criminal Offenses

- Criminal Homicide These offenses are separated into two categories:
 - Murder and Non-negligent Manslaughter is defined as the willful (non-negligent) killing of one human being by another. Murder also include any death caused by injuries received in a fight, argument, quarrel, assault, or the commission of a crime.
 - Manslaughter by Negligence is defined as the killing of another person through gross negligence. In other words, this offense is something that a reasonable and prudent person would not do.
- Sexual Assault (Sex Offenses) – Forcible. Any sexual act directed against another person, forcibly and/or against that persons’ will, or not forcibly or against the person’s will where the victim is incapable of giving consent, including:
 - Any sexual act directed against another person,
 - without the consent of the Complainant
 - including instances in which the Complainant is incapable of giving consent
- Non-Forcible Sex Offense is a sexual contact, sexual intercourse, or the unlawful behavior or conduct intended to result in sexual gratification without force or threat of force and where the victim is incapable of giving consent, to include
 - Incest:
 - Non-forcible sexual intercourse
 - between persons who are related to each other
 - within the degrees wherein marriage is prohibited by Utah law.
 - Statutory Rape:
 - Non-forcible sexual intercourse
 - With a person who is under the statutory age of consent (18 in Utah).
- Dating Violence, defined as: Violence based on sex committed by a person who is in or has been in a social relationship of a romantic or intimate nature with the Complainant.
 - The existence of such a relationship shall be determined based on the Complainant’s statement and with consideration of the length of the relationship the type of relationship, and the frequency of interaction between the persons involved in the relationship.
 - For the purposes of this definition
 - Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
 - Dating violence does not include acts covered under the definition of domestic violence.
- Domestic Violence, defined as violence, based on sex committed by:
 - A current or former spouse or intimate partner of the Complainant by a person with whom the Complainant shares a child in common
 - A person who is cohabitating with, or has cohabitated with, the Complainant as a spouse or intimate partner, or
 - A person similarly situated to a spouse of the Complainant under the domestic or family violence laws of the State of Utah or
 - Any other person against an adult or youth Complainant who is protected from that person’s acts under the domestic or family violence laws of the State of Utah.

*To categorize an incident as Domestic Violence, the relationship between the Respondent and the Complainant must be more than just two people living together as roommates. The people cohabitating must be current or former spouses or have or have had an intimate relationship.

- Stalking, defined as:
 - Engaging in a course of conduct, based on sex, directed at a specific person, that would cause a reasonable person to fear for the person’s safety, the safety of others or suffer substantial emotional distress
 - For the purposes of this definition Course of conduct means two or more acts, including, but not limited to:
 - Acts in which the Respondent directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person’s property.
 - Reasonable person means a reasonable person under similar circumstances with similar identities to the Complainant.
 - Substantial emotional distress means significant mental suffering or anguish that may but does not necessarily require medical or other professional treatment or counseling.

Liquor Law Violations

The violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages – not including driving under the influence and drunkenness. Included in this classification are the manufacture, sale, transporting, furnishing, possession, etc. of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; underage possession; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and attempts to commit any of these offenses.

Drug Law Violations

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

Illegal Weapons Possession

The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature. Included in this classification are the manufacture, sale, or possession of deadly weapons; carrying deadly weapons-concealed or openly; using, manufacturing, etc. of silencers; furnishing deadly weapons to minors; aliens possessing deadly weapons; and attempts to commit any of these offenses.

Robbery

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

- a. Committed in the presence of a victim (usually the owner or person having custody of the property).
- b. The victim is directly confronted by the perpetrator.
- c. The victim is threatened with force or put in fear that force will be used.
- d. Involves theft or larceny. Theft or larceny is defined as the unlawful taking, carrying, leading or riding away of property from the possession or constructive possession of another.

Aggravated Assault

An unlawful attack by one person upon another for the purpose of inflicting sever or aggravated bodily injury. This

type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. Included in this classification are: assaults or attempts to kill or murder; poisoning (including the use of date rape drugs); assault with a dangerous or deadly weapons; maiming mayhem; assault with explosives; assault with disease (as in cases when the offender is aware that he or she is infected with a deadly disease and deliberately attempts to inflict the disease by biting, spitting, etc.).

Burglary

The unlawful entry of a structure to commit a felony or a theft. The following offenses are classified as burglary:

- a. Offenses that are classified by local law enforcement agencies, as burglary (any degree); unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit larceny; housebreaking; safecracking; and all attempts at these offenses.
- b. Forcible Entry. All offenses where force of any kind is used to unlawfully enter a structure for the purpose of committing a theft or felony.
- c. Unlawful Entry – No Force. The entry of a structure in this situation is used by an unlocked door or window. The element of trespass to the structure is essential in this category.
- d. Attempted Forcible Entry. A situation where a forcible entry into a locked structure is attempted but not completed.

Motor Vehicle Theft

The theft or attempted theft of a motor vehicle. This classification includes:

- a. Theft of any self-propelled vehicle that runs on land, surface and not on rails, such as sport utility vehicles, automobiles, trucks, buses, motorcycles, motor scooters, trail bikes, mopeds, all-terrain vehicles, self-propelled motor homes, snowmobiles, golf carts and motorized wheelchairs.
- b. All incidents where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned. Joyriding is also included in this category.

Arson

Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc. Included in this classification are only fires determined to have been willfully or maliciously set; attempts to burn; any fire that investigation determines to meet the UCR definition of Arson regardless of the value of any property damage; incidents where an individual willfully or maliciously burns his or her own property.

Hate Crimes

Hate Crime

A criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. There are many possible categories of bias, however, the Clery Act requires specific disclosure of the following categories:

Race

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

Religion

A preformed negative opinions or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being, e.g. Catholics, Jews, Protestants, atheists.

Sexual Orientation

A performed negative opinion or attitude toward a group of persons based on their actual or perceived sexual orientation. Sexual orientation is the term for a person's physical, romantic, and/or emotional attraction to members of the same and/or opposite sex, including lesbian, gay, bisexual, and heterosexual (straight) individuals.

Gender

A performed negative opinion or attitude toward a person or group of persons based on their actual perceived gender, e.g. male or female.

Gender Identity

A performed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity, e.g. bias against transgender or gender non-conforming individuals. Gender non-conforming describes a person who does not conform to the gender-based expectation of society, e.g. woman dressed in traditionally male clothing or a man wearing a traditionally male clothing or a man wearing makeup. A gender non-conforming person may or may not be a lesbian, gay, bisexual, or transgender person but may be perceived as such.

Ethnicity

A performed negative opinion or attitude toward a group of people whose members identify with each other, through a common heritage, often consisting of a common language, common culture (often including a shared religion) and/or ideology that stresses common ancestry. The concept of ethnicity differs from the closely related term "race" in that "race" refers to a grouping based mostly upon biological criteria, while "ethnicity" also encompasses additional cultural factors.

National Origin

A performed negative opinion or attitude toward a group of people based on their actual or perceived country of birth. This bias may be against people that have a name or accent associated with a national origin group, participate in a certain custom associated with a national origin group, or because they are married to or associate with people of a certain national origin.

Disability

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

For Clery Act purposes, hate crimes also include the following offenses: murder and non-negligent manslaughter, sexual assault, robbery, aggravated assault, burglary, motor vehicle theft, arson, larceny theft, simple assault, intimidation and destruction/damage/vandalism of property.

Violence Against Women Act (VAWA) Offenses

The Violence Against Women Reauthorization Act of 2013 required some amendments in the Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act, also known as the Clery Act, to address crimes of dating violence, domestic violence, sexual assault, and stalking. The amended regulations took effect on July 15, 2015.

Pursuant to the requirements of this Act, the following definitions are provided for information purposes and to serve as a reference if, and when there would be an investigation of alleged violation:

Sexual Misconduct

As defined by the Clery Act, sexual misconduct encompasses a range of behavior used to obtain sexual gratification without the consent of another or at the expense of another. Sexual misconduct includes sexual harassment, sexual assault, and any conduct of a sexual nature that is without consent, or has the effect of threatening, or intimidating

the person against whom such conduct is directed. Any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent is considered a criminal offense.

Consent

There is no single legal definition of consent, as each state sets its own definition, either in law or through court cases. Generally, consent, in relation to sexual act maybe in the following ways:

- Affirmative consent: The person expresses overt actions or words indicating agreement to sexual acts.
- Freely given consent: The person uses his/her own free will, without being coerced, induced, forced or threatened.
- Capacity to consent: The individual has the capacity or legal ability to consent. A person's capacity or ability to legally consent to a sexual activity can be based on several factors such as: age, developmental disability, intoxication, physical disability, relationship with the victim or perpetrator, unconsciousness, vulnerable adults. The capacity to consent varies from state to state.

Under Utah statutory law, sexual offenses "without consent" of the victim arise when:

- The victim expresses lack of consent through words of conduct.
- The actor overcomes the victim through the actual application of physical force or violence.
- The actor is able to overcome the victim through concealment or by the element of surprise.
- The actor coerces the victim to submit by threatening to retaliate in the immediate future against the victim or any other person, and the victim perceived at the time that the actor has the ability to execute this threat.
- The actor coerces the victim to submit by threatening to retaliate in the future against the victim or any other person, the victim believes at the time that the actor has the ability to execute this threat (i.e. threats of physical force, kidnapping, or extortion).
- The actor knows the victim is unconscious, unaware that the act is occurring, or physically unable to resist.
- The actor knows that because of mental disease or defect, or for any other reason the victim is at the time of the act is incapable either or appraising the nature of the act or resisting it.
- The actor knows that the victim submits or participates because the victim erroneously believes that the actor is the victim's spouse.
- The actor intentionally impaired the power of the victim to appraise or control his or her conduct by administering any substance without the victim's knowledge.
- The victim is younger than 14 years of age.
- The victim is younger than 18 years of age at the time of the offense. The actor was the victim's parent, stepparent, adoptive parent, or legal guardian or occupied a position of special trust in relation to the victim.
- The victim is 14 years of age or older, but younger than 18 years of age, and the actor is more than three years older than the victim and entices or coerces the victim to submit or participate, under circumstances not amounting to the force or threat required under Subsection (2) or (4)
- The actor is a health professional or religious counselor, the act is committed under the guise of providing professional diagnosis, counseling, or treatment, and at the time of the act the victim reasonably believed that the act was for medically or professionally appropriate diagnosis, counseling, or treatment to the extent that resistance of the victim could not reasonably be expected to have been manifested (Utah Code Ann. ss. 79-5-406).

Frequently, victims and their attackers know each other. Individuals should be aware that acquaintance rape is a serious crime. Rape of any kind is a crime of violence and is never the victim's fault. The lack of verbal or physical resistance because of force, or threat, or intimidation, does not represent consent. For more information relating to the State of Utah's definition of consent please browse through this link:

https://le.utah.gov/xcode/Title76/Chapter5/76-5-S406.html?v=C76-5-S406_2015051220150512

Dating Violence

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

For purposes of this definition:

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

Note that for purposes of complying with the requirements of this section and ss 668.41, any incident meeting the above definition is considered a crime pursuant to the Clery Act Reporting.

Domestic Violence

A felony or misdemeanor crime 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 the domestic or family violence laws of the jurisdiction in which the crime of violence occurred
- By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

To categorize an incident as Domestic Violence, the relationship between the perpetrator and the victim must be more than just two people living together as roommates. The people cohabitating must be current or former spouses or have an intimate relationship.

Note: For Purposes of complying with the requirements of this section and ss 668.41, any incident meeting the above definition is considered a crime pursuant to the Clery Act Reporting.

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
- Suffer substantial emotional distress.

For purposes of this definition:

- 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 reasonable person under similar circumstances and with similar identities to the victim.
- Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

Note: For purposes of complying with the requirements of this section and ss 668.41, any incident meeting the above definition is considered a crime pursuant to the Clery Act Reporting.

Sexual Harassment

Uninvited and unwelcomed verbal or physical behavior of a sexual nature especially by a person in authority toward a subordinate (such as an employee or student) that tends to create a hostile or offensive work environment.

Other Sexual Offenses

Other behaviors that are considered violations of the College Honor Code and of the law includes exhibitionism, voyeurism, making or sending obscene communications either by phone call, text messages, emails or through social media such as Facebook, Instagram, Twitter, Pinterest or blogs.

While no physical attack may have been carried out, these incidents must be promptly reported to the local police or enforcement authorities.

- Exhibitionism: The act or practice of exposing one's genitalia to another for the purpose of obtaining sexual gratification or stimulation or to shock or cause offense to another.
- Voyeurism: The act or practice of obtaining sexual gratification or stimulation by visual means. An example of this would be a window peeper.
- Obscene Communications: Harassment through obscene electronic communications (emails, phone calls, text messages, or through social media) which are generally intended to shock or intimidate the victim or to sexually gratify the perpetrator.

Arrests and Disciplinary Referrals

This classification includes the number of arrests, and the number of persons referred for disciplinary action for violating the law on weapons (carrying, possessing, etc.); drug abuse violations; and liquor law violations. Arrest for Clergy Act purposes is defined as persons processed by arrest, citations, or summons.

Arrests are classified as follows:

- Those persons arrested and released without a formal charge being placed against them. Note that an arrest has occurred when a law enforcement officer detains an adult with the intention of seeking charges against the individual for specific offense(s) and a record is made for the detention.
- Juveniles taken into custody or arrested but merely warned and released without being charged. A juvenile should be counted as "arrested". A juvenile should be counted as "arrested" when the circumstances are such that if the individual were an adult, an arrest would have been counted.
- Any situation where a young person, in lieu of actual arrest, is summoned, cited or notified to appear before the juvenile court, or similar official for violation of the law.
- Only violations by young person's where some police or official action is taken beyond a mere interview, warning, or admonishment. Note: Noorda-COM campus community consists of adult professionals, therefore juvenile arrests do not apply.

Referred for Disciplinary Action

The referral of any person to any official who initiates a disciplinary action of which a record is established, and which may result in the imposition of a sanction. The referral may but does not have to originate with the police.

The process involves the following three criteria:

- The official receiving the referral must initiate a disciplinary action
- A record of the action must be established
- The action may, but does not have to, result in a sanction. Disciplinary action can be initiated in an informal as well as formal manner. It can include an interview, or an initial review of names submitted to an official. The same applies to sanctions. It can be formal or informal, punitive, or educational.

Unfounded Crimes

For Clery Act purposes, a crime is classified as unfounded only after a full investigation by a sworn or commissioned law enforcement personnel. A crime is considered unfounded only if sworn or commissioned law enforcement personnel make a formal determination that the report is false or baseless. If a crime is unfounded, it is excluded in the Clery Act statistics and is removed from any previously reported statistics for a crime category.

Reporting Crimes

Noorda-COM is committed to an environment in which students, faculty, staff, and guests are free from all forms of harassment, exploitation, or any form of misconduct. However, campus safety is a shared responsibility. Therefore, everyone is encouraged to foster a safe learning and working environment by exercising common precautions and crime prevention measures to mitigate crime vulnerability, offensive conduct, and criminal activity on campus. Each member of the campus community is strongly encouraged to promptly report any concern and all crimes that may occur on campus or on adjacent public property.

Therefore, whether you are a victim or a bystander, or have knowledge of any misconduct or crime, report them to the Provo City Police Department. The Provo City Police Department is the primary contact for reporting campus crimes. As reported, the police will gather evidence and investigate an alleged crime if the victim requests their services. Therefore, for reporting and evidence-gathering purposes, it is important that the police are contacted as soon as possible after an incident.

Procedures to Follow in Cases of Sexual Assault, Dating Violence, Domestic Violence, and Stalking

Noorda-COM is committed to creating and maintaining an environment in which students, faculty, and staff can work and study in an environment free from harassment and exploitation. Noorda-COM does not tolerate sexual assault or harassment of any kind. Such behavior is prohibited by state law and College policy. Noorda-COM will take whatever action necessary to prevent, rectify and, if necessary, discipline behavior that violates the College policy and the law. Noorda-COM recommends the following actions and procedures in cases of sexual assault, dating violence, domestic violence, and stalking

Ensure Safety

Your safety is important. Therefore, it is recommended that you go to a safe place, whether it be your home, a friend's home, or with a family member. If off campus, dial 911 or call the Provo City Police Department at 801-852-6210.

Prompt reporting facilitates the victim receiving immediate medical assistance, counseling and other support services. If the victim desires, the College will provide assistance in notifying the appropriate law enforcement authorities.

Seek Medical Attention

Seek medical attention even if you think you were not hurt. If sexually assaulted, it is recommended that the victim seek forensic examination even if the victim has not yet decided to report the crime. This may be performed at a hospital or in a health care facility, by a sexual assault nurse practitioner (SANE), or a sexual assault forensic examiner (SAFE), or another medical professional. The victim deserves and needs special attention to ensure that they are medically safe and protected, and to collect and preserve evidence so that if the victim chooses to report the crime to the law enforcement authorities, they have access to stored evidence.

Preserve Evidence

In the event of sexual assault, dating violence, domestic violence, or stalking, it is important to preserve and collect evidence for criminal prosecution and/or to obtain a protective order. In a sexual assault, victims should make every effort to save anything that might contain perpetrator's DNA, therefore, a victim is encourage not to bathe or

shower, use the restroom, douche, brush teeth, wash hands, change clothes, comb hair, clean up the crime scene or move anything that the offender may have touched.

These can help in collecting evidence that may be useful if the victim chooses to report the assault to law enforcement later. While the victim has the right to accept or decline any or all part of the forensic examination, it is important to remember that critical evidence may be missed if not collected or analyzed. Knowing that the evidence has been preserved, it will be available to aid in criminal prosecution, if the victim will later pursue it. Because forensic evidence can be lost as time progresses, the victim should also be informed at the time of the exam as to the length of time the forensic evidence may be stored or retained as well as how it will be later disposed. Collected forensic evidence is labeled “Jane Doe Rape Kit” to protect the identity of the victim.

In cases of other sexual offenses, evidence preservation may come in the form of photographs of any injuries or property damage, preserving copies of communications such as text messages, emails, voicemail recordings, identifying potential witnesses, or documenting the chronology of incidents. Evidence must be kept or stored in a safe place or by using a technology that is not readily accessible to or subject to destruction by the perpetrator.

Note: Pursuant to the Violence Against Women and Department of Justice Reauthorization Act of 2005, a state may not “require a victim of sexual assault to participate in the criminal justice system or cooperate with law enforcement in order to be provided with a forensic medical exam, reimbursement for charges incurred on account of such an exam, or both.” Under this law, a state must ensure that victims have access to an exam free of charge or with full reimbursement, even if the victim decides not to cooperate with law enforcement investigators. Essentially, this law allows victims time to decide whether or not to pursue their case. A sexual assault is a traumatic event, and some victims are unable to decide in the immediate aftermath.

The State of Utah through the Utah Office for Victims of Crime (UOVC) provides financial compensation for victims of crime, administers and monitors Victim of Crime Act Compensation and Assistance grants and Violence against Women grants, networks, victim services across the state, provides enhanced training and provides staff support to the Utah Council on Victims of Crime.

Removal of Threat

In cooperation with law enforcement, the Safety and Security Director will take necessary steps to alleviate any continued danger or threat. If the accused is either another student or co-worker, proper disciplinary steps will be taken. If necessary, for protective purposes, accommodations can be made to place employee or students (the accused and the accuser) in separate work locations or classes to avoid further conflict or threat. Professional and clerical counseling can also be made available if so requested.

Protective Orders due to Domestic Abuse, Dating Violence and Stalking

If you are a victim of domestic abuse, dating violence or stalking, you may seek a protective order from the Utah State Court. There is no fee for requesting a protective order. To get a protective or injunction order:

1. Go to the district court and request an application.
2. Fill out the necessary forms. Write the most recent incidents of violence and physical harm you suffered. Be specific, include details and dates.
3. Sign the forms in front of the court clerk.
4. A judge will review your application
5. Service of process. The abuser must be served with a notice of hearing and with any protective order that a judge has granted you.
6. Court hearing. At the hearing, you have the chance to testify in court and present evidence and witnesses to prove the abuse and harassment you experience. The abuser is also allowed to present the evidence and

testify in the hearing to defend himself/herself. You may want to get a lawyer to represent you at the hearing, especially if you think that the abuser will have one.

Reporting Misconduct, Equity Resolution Procedures and Sanctions

Sexual misconduct, harassment and discrimination is unwelcome at Noorda-COM and should be reported to the appropriate parties so that it can be investigated, remedied, and addressed to avert the offense and eliminate further harm to students, staff and visitors.

Any student or staff who feels that he/she/they have a sexual harassment complaint or matter to discuss has the option to:

- Report the problem directly to the Noorda-COM Title IX Coordinator
- Director of Human Resources or the Dean.
- Confidential reporting, through a licensed professional counselor, on or off-campus, local or state assistance agencies, or through a clergy or chaplains.

File a Formal Report

Complaints, allegations, and infractions are resolved through the Grievance Committee. The Grievance Committee consists of members who are trained in the resolution process and can serve in any of the following roles (based on appointment):

- Provide sensitive intake for and initial advice pertaining to allegations.
- Serve in the mediation or restorative justice role in conflict mediation.
- Investigate allegations.
- Act as process advisors or advocates to those involved in the ERP.
- Recommend proactive policies and serve in an educative role for the campus community.

Following receipt of complaint or notice of report of misconduct, the following steps are carried out:

1. Preliminary Inquiry: to determine if there is reasonable cause to believe that there is a violation, to determine if the allegations are verifiable and if there is evidence of violence, threat, pattern, predation, and/or weapon. The inquiry is typically one to three days in duration.
2. Interim Remedies: intended to address the short-term effects of harassment, discrimination, and/or retaliation
3. Formal Investigation: conducted when a reasonable cause exists. Noorda-COM uses preponderance of the evidence to determine whether a policy violation is more likely than not.
4. Resolution: A conflict resolution is typically used for less serious offenses and only when both parties agree to conflict resolution. Administrative resolution is used for more serious offenses.
5. Sanctions: determined considering the nature, severity of, and circumstances surrounding the violation. Noorda-COM affirms its commitment to promote fairness and equity, and that all complaints, allegations or infractions are resolved.

To serve as guidelines and reference, Noorda-COM has put together a Non-Discrimination Policy and an Anti-Harassment Policy. The policies set out in detail the reporting procedures, equity resolution process, remedial actions, investigation procedures, preponderance of evidence, resolutions, and sanctions. The handbook also detailed information regarding proceedings for campus disciplinary action in cases of alleged dating violence, domestic violence, sexual assault and stalking, as well as the timelines and the decision-making process.

The Employee Handbook is updated every year and is located in the Noorda-COM Department of Human Resources, as well as distributed to each employee upon hire. The campus community is notified once the handbook is posted and are encouraged to read the handbook for awareness and better understanding of

nondiscrimination, harassment and equal opportunity and the corresponding federal policy and guidance as adopted and enacted by Noorda-COM.

Note: Noorda-COM compliance with the requirements for institutional procedures for disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, and stalking, does not constitute a violation of the Family Educational Rights and Privacy Act (FERPA).

Information on Registering a Complaint with a State

Noorda-COM makes every effort to assist students in meeting their educational goal, and for staff to achieve their utmost professional goals. Noorda-COM offers internal dispute resolution, by thoroughly investigating the facts relating to any concern or grievance. State agency resources and additional assistance can be provided.

General Guidelines on Other Potential Crimes, Threats, or Situations

Fire Safety

In case of fire, the priority is protecting the health and safety of students, employees, and any visitors. If an evacuation is necessary, all buildings are equipped with emergency lighting and lighted exit signs. Exit route and evacuation diagrams are posted in hallways and/or classrooms.

Hallways must always remain clear and unobstructed. If an evacuation has been ordered, notify those in neighboring offices, conference rooms and classrooms. When exiting the building, make sure rooms are evacuated and assist persons with disabilities. Students and employees must await clearance by Noorda-COM Administration before reentering any building. The fire extinguishers located on each floor of the College may be used on any fires. They are inspected regularly by the Department of Facilities and annually by a safety company and the Provo City Fire Department. Fire burns because of three elements: ignition, fuel, and oxygen.

Take away any of these elements and the fire may be extinguished. When fighting a fire, the basic techniques are:

1. Attempt to extinguish or control the fire by using the nearest fire extinguisher. The extinguishers are either hanging on wall hooks or stored in wall-mounted metal boxes with glass doors. The locations of the fire extinguishers are on maps posted around the building.
2. To use the extinguisher, hold it upright and do the following:
 - o P – Pull the pin
 - o A – Aim the nozzle at the base of the fire.
 - o S – Squeeze the trigger
 - o S – Sweep from side to side at the base of the fire.
3. If it is impossible to subdue the fire, doors should be closed to confine the fire to one area and the building evacuated.
4. If there is time, place wet linens or blankets at the base of the doors to help confine the smoke and fire.
5. If the smoke is too thick to see, crawl on your hand and knees beneath the smoke to safety. Never open a door that feels hot to touch.

Random Shooting

If gun shots are heard, individuals should go into the nearest office or room, lock or barricade the door, and hide. If possible, call “911” and notify Security.

Violence, Threats, and Hostile Acts

In the event of a real or potential hostile act, threatening situation, or confrontation, call 911 and notify Security.

Phone and Bomb Threats

When you received a call that may involve a bomb threat:

- Remain calm.
- Speak slowly to the caller.
- Prolong the conversation as long as possible by asking questions
- Note the exact time
- Be alert for background noises which might give a clue to the origin of the call.
- Note distinguishing voice characteristics, such as age and gender of the caller, accent, or tone of voice.
- Ask questions about the bomb, such as “where is it?”, “what does it look like?”, “when will it explode?”

Note the exact time that the caller hung up and immediately notify the Safety and Security Director.

Suspicious Packages, Objects, Letters, or Possible Biological Materials

- Report any suspicious objects to the Safety and Security Director
- Leave the package or object where it is, do not touch it
- Leave the room and prevent others from entering the area.

On-Site Threats of Violence or Hostile Acts

- Remain calm
- Speak slowly to the individual (s)
- When able, call 911 and the Safety and Security Director.
- If unable to use the phone, contact a co-worker, and ask that individual to call 911 and the Safety and Security Director.

Hostage Situations

If a hostage situation occurs, move away from the scene quickly and warn others if possible. Call 911 and Security immediately. Afterwards, do not give any information to public media. The President of Noorda-COM or a designee will handle public relations.

A hostage should remember:

- Do not be a hero.
- Accept your situation, be prepared to wait and be patient.
- Follow the captor’s instructions.
- Do not speak unless spoken to and only if necessary. Try to be friendly, if possible, but not phony. Do not be argumentative; try to put forth a cooperative attitude.
- Do not make suggestions to the hostage taker.
- If there is a chance to escape, do so.
- Be observant and try to memorize the number of captors, their descriptions and conversations, weapons carried, etc. Try to be observant of physical characteristics of the captors: size, distinguishing features, accents, etc.
- If permitted to speak on the phone, be prepared to answer only “yes” or “no” to questions asked by the police.
- If a rescue is taking place or shooting is heard, lie on the floor keep hands on head, and do not make any sudden movements.

Incident Reports

Any of the above crimes, threats, or situations, require that an Incident & Complaint Report Form be completed and submitted to the Safety and Security Director. The following guidelines must be adhered to:

- Any incident involving a visitor, student, or employee must be documented on an Incident & Complaint Report Form within 24 hours and submitted to the Safety and Security Director.

- Statements or conjectures regarding possible liability, fault or responsibility should not be made. All questions should be referred to the administration. Safety and security related incident and complaint reports are reviewed by the Safety and Security Committee on a quarterly basis to identify any contributing factors that may need to be resolved to prevent future incidents.

Summary

Noorda-COM strives to ensure the safety and well-being of its students, faculty, staff and visitors at all times. While the intent of this report is to notify students, staff and faculty and report any crimes or related incidents.

APPENDIX A: Resource Phone Numbers

Emergency	
Police, Medical, and Fire Emergencies	911
Utah State Division of Emergency Management	801-538-3400
Non-Emergency	
Highway Patrol	801-234-8285
Provo Police	801-852-6210
Noorda-COM Internal Resources	
Assistant Dean for Clinical Education	808-785-0010
Associate Dean for Clinical Affairs	385-380-3428
Associate Dean for Student Affairs	385-378-5171
Campus Security Department	385-404-4617
Dean	385-380-3431
Director of Human Resources	385-378-5502
Title IX Coordinator	801-376-6004
External Help and Resources	
Intermountain Specialized Abuse Treatment Center	801-373-0210
Utah Sexual Violence Crisis Line	801-736-4356
Alcoholic Anonymous	888-425-2666
Alcoholic Anonymous (Utah)	801-375-8620
Blue Rock Medical Clinic	801-375-2177
Domestic Violence Hotline (Utah)	801-377-5500
Sexual Assault Hotline (Utah)	801-356-2511
Cocaine Anonymous	310-559-5833
Crisis Line of Utah County	801-226-4433
Substance Abuse and Addiction Hotline	1-844-289-0879
Intermountain Spanish Fork InstaCare	385-344-6600
Narcotics Anonymous	818-700-0700
Poison Control Center	800-222-1222
Red Cross	801-373-8580
Riverwoods Urgent Care Center	801-229-2011
Road Conditions (Outside of Utah)	866-511-8824
Road Conditions (Utah)	511
Sexual Assault Hotline	800-656-HOPE (4673)
The Foundation for a Smoke Free America	310-471-0303
United Way of Utah County	801-374-2588
Utah Domestic Violence Information Line	1-800-897-5465
Utah Rape and Assault Crisis Line	1-888-421-1100
Utah Office for Victims of Crime (UOVC)	801-238-2360 or 800-621-7444
Utah Valley Regional Medical Center	801-373-7850

Additional Resources	
Advocacy Center for Crime Victims and Children http://advocacycntr.org/	Office for Civil Rights 400 Maryland Avenue, SW, Washington, DC 800.421.3481
Arizona State Board for Private Postsecondary Education 1400 West Washington Street Room 260 Phoenix, AZ https://ppse.az.gov/content/student-complaint-procedure	Salt Lake Behavioral Health Services 2001 S State Street Salt Lake City 385-468-4707
California Bureau of Private Postsecondary Education P.O. Box 980818 West Sacramento, CA http://www.bppe.ca.gov/forms_pubs/complaint.pdf	University of Utah Huntsman Mental Health Institute 501 Chipeta Way Salt Lake City 801-583-2500
Colorado Department of Higher Education 1560 Broadway, Suite 1600 Denver, CO	Utah Crisis Line 988
Highland Springs Specialty Clinic 751 E 700 S Suite 102 American Fork 801-536-6545 http://highered.colorado.gov/Academics/complaints/default.html	Utah Division of Consumer Protection 160 East 300 South Salt Lake City http://consumerprotection.utah.gov/
Idaho State Board of Education 650 West State Street P.O. Box 83720 Boise, ID	Utah Rape and Assault Crisis Line 888-421-1100
National Center for Victims of Crime https://victimsofcrime.org	Valley Behavioral Health Adult Services 1020 Main St Suite 100 Salt Lake City 801-263-7100
Nevada Commission on Postsecondary Education 3663 East Sunset Road Suite 202 Las Vegas, NV http://red.nv.gov/Content/Compliance/File_a_Complaint	Violence Against Women www.womenshealth.gov/violence-against-women/
New Mexico Higher Education Department 2048 Galisteo Santa Fe, NM https://hed.nm.gov/students-parents/student-complaints	Wasatch Behavioral Health 1165 E 300 N Provo 801-373-4760