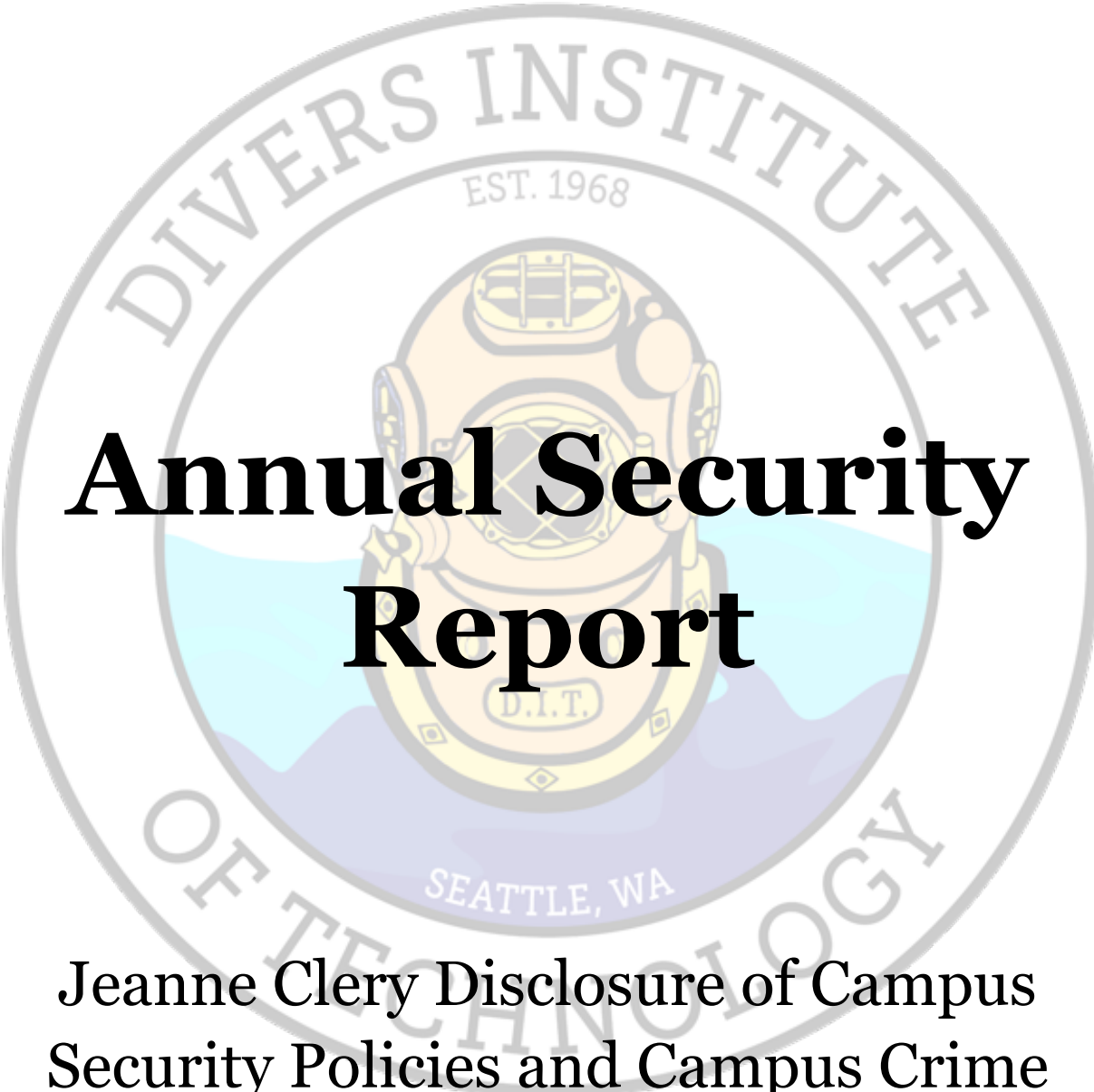


Divers Institute of Technology



Annual Security Report

**Jeanne Clery Disclosure of Campus
Security Policies and Campus Crime
Statistics**

October 1, 2026

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Introduction

Divers Institute of Technology's policy is to promote a safe campus environment. DIT prohibits acts of violence, threats of violence, harassment, discrimination, intimidation, dating violence, domestic violence, sexual assault, stalking, and other disruptive behaviors.

History of the Jeanne Clery Act

The Clery Act was advocated by Howard and Connie Clery after their 19-year old daughter Jeanne was raped and murdered in her dorm room at Lehigh University in 1986. Following her death, her parents lobbied Pennsylvania lawmakers for legislation requiring colleges and universities to publish their crime statistics.

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act is a federal law that requires colleges and universities to disclose certain timely and annual information about campus crime and security policies. All public and private institutions of post-secondary education participating in federal student aid programs are subject to it. Campuses that fail to comply with the act can be penalized with large fines and may be suspended from participating in the federal financial aid program.

Annual Security Report

The Compliance Office collects and reports crime statistics on a daily and annual basis. These statistics are compiled into a daily crime log and reported annually to the Department of Education to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, as well as state and federal (Uniform Crime Reports, UCR) laws.

DIT makes a good faith effort to obtain crime statistics from Campus Security Authorities (CSAs), which include all employees of Divers Institute of Technology. The report also includes applicable crime statistics provided by the Seattle Police Department.

See Appendix A: DIT Clery Contact Handout

The Annual Security Report is submitted on October 1st of each year; in 2020 the deadline was extended until December 31, 2020 due to COVID-19 limitations. The report contains three years' worth of campus crime statistics and the required security policy statements including sexual assault policies which ensure basic victims' rights, the authority of campus security, and where students should go to report crimes.

The Annual Security Report is e-mailed by the Compliance Director once annually to all current students and current employees via their assigned Divers Institute of Technology e-mail address or the personal (student) address on file with DIT. Prospective students and prospective employees are provided with materials that contain the exact website address to the current Annual Security Report.

The Annual Security Report is found on DIT's website disclosures page:
<https://diversinstitute.edu/programs/commercial-diver/disclosures/>

Printed copies may be obtained in person or by emailing registrar@diversinstitute.edu, by writing the Registrar at 1341 N. Northlake Way, Suite 150, Seattle, WA 98103, or by calling 206.783.5542.

Campus Safety and Security

Prompt Reporting of a Crime or Emergency

Security is achieved through the cooperation and participation of all members of Divers Institute of Technology. All staff, faculty, students, and visitors are expected to promptly and accurately report any crime, suspicious activity, accident, theft, safety issue, etc. to the Director of Training regardless of severity, to ensure inclusion in the annual crime statistics and to aid in providing a timely warning notice or emergency notification to the campus when appropriate.

If the situation poses an immediate threat or there is a need to file a case, call 911.

Individuals on campus may also report crimes to any DIT employee/designated Campus Security Authority (CSA). These designated individuals have significant responsibility for student and campus activities, and as such are provided notice and training by DIT as to the extent of their responsibility and how to report crimes to DIT.

DIT does not have a formal, voluntary, confidential anonymous reporting system. DIT and police officials agree that most students and employees want to do the right thing to keep their school safe. DIT promotes responsibility and allowing students and employees to take action against victimization and crime. Divers Institute of Technology's expectation is "if you see something, say something."

Contact the following authorities to report an emergency or crime:

Dial 911	Call to report an emergency or non-emergency criminal violation
Dial 206.783.5542	Director of Training
In Person	Nearest DIT Employee

Response to a Reported Crime

Reported incidents will be forwarded to the appropriate personnel to work with individuals reporting a crime to obtain information and evidence, identify potential witnesses, and conduct a thorough investigation in an effort to identify the responsible party and come to a resolution. When appropriate, crime suspects will be adjudicated through the student conduct system, employee conduct system, or criminal justice system. Information reported to DIT is treated as

confidential during the investigation phase, except as required by law. When major incidents occur, the Seattle Police Department may also respond.

Security and Access to the Facilities

Divers Institute of Technology is open to the public Monday through Thursday from 7:00am to 4:00pm. Access to the facilities is limited and controlled; unlocked doors are monitored by video surveillance system. During 2020 and the duration of the COVID-19 restrictions, all visitors are required to check in for a daily health screen/temperature check and sign-in on the screening check-in sheet or with the Front Desk. DIT assigned parking is monitored by building management and Talon M. Management Partners, LLC and DIT's Director of Life Support. Divers Institute of Technology's building management contracts with Northwest Security Services for after business hours and weekend security patrols. Included are patrols by foot and by vehicle at least three times during off business hours. Security personnel perform door checks to ensure the campus is secure.

In order to protect the safety and welfare of students, employees, and DIT property, all persons on property under the jurisdiction of DIT behaving in a suspicious or threatening manner will be asked to identify themselves by a DIT official. If any person refuses or fails upon request to present evidence of his/her identification and/or has no legitimate reason to be in the building or on campus, the person will be asked to leave and may be trespassed from the campus if their behavior poses a risk.

Persons who behave in a suspicious or threatening manner or are involved in suspicious or threatening activities must be reported to the Director or Assistant Director of Training immediately.

Access to the facilities is limited and controlled at exits, classrooms (inside and outdoor), the parking lot area in front of Divers Institute of Technology's boat the M/V RESPONSE, Learning Resource Center, student lounge, welding shop/yard. Parking areas, classrooms, and hallways are monitored by video surveillance. A security card/fob is required for access into the main campus building before and after business hours. All doors into the main campus building of DIT can be controlled by selected DIT staff using Brivo Mobile App to either lock or unlock as needed. DIT's campus is under security video surveillance with cameras located in the parking lot, weld yard, and internally within classrooms and barges.

ALERT buttons have been installed in the Registrar's Office and at the Front Desk. These locations are first point of contact for visitors to the building. If sounded, the areas alerted are the instructor area and the administrative offices.

Divers Institute of Technology has opened NW Dive Supply, a dive shop that is available to students, staff and the public. It is located at 1341 N. Northlake Way, Suite 100, Seattle, WA 98103 at 206.582.5346. The location is equipped with a video monitoring & surveillance

system. In addition, the main door to NW Dive Shop is equipped with a Ring Doorbell, to monitor shop access.

Maintenance of Facilities and Grounds

The facilities and grounds are maintained in a manner that minimizes hazardous conditions and improves security through environmental design. Divers Institute of Technology's building management, ScanlonKemperBard (SKB) provides maintenance services and performs checks on all interior and exterior electrical and lighting components to ensure they are functioning properly.

All members of the campus community (staff and students) are encouraged to report any safety hazards or maintenance concerns to the Director of Life Support.

Campus Security Officer Authority

DIT does not have a security officer on site during school hours.

Monitoring and Recording of Off-Campus Criminal Activity

DIT does not have any off-campus student organizations; therefore, DIT does not have a process to monitor and record off-campus criminal activity through local police agencies. DIT does have a SCUBA/Inland Diving class that travels off campus. The instructor will report any incidents to the Director of Training and/or call 911 in case of an emergency. DIT coordinates with Seattle Police Department (SPD) in case of any local security threat. DIT requests an annual report of criminal activity from Seattle Police Department for use in annual security reporting.

Timely Warnings

A timely warning will be issued to the campus, without delay, if a Clery Act crime is reported and poses a serious or ongoing threat to the safety of the campus community. DIT may also send an "alert" to the DIT community in emergencies that may cause a major disruption to institute operations (e.g. campus closure or power outage). The Executive Director or designee is responsible for issuing a timely warning. The timely warning will be disseminated through MOZEO (flash text) or DIT e-mail to ensure that the entire campus is likely to receive the warning. The timely warning will include the time, location, and type of Clery crime reported. The timely warning will also include safety tips to prevent similar crimes from occurring in the future. DIT will always send an "all clear" message once the emergency has ended and the safety of the community has been restored.

Clery Act Crimes:

Criminal Homicide:

Murder / Non-negligent Manslaughter
Negligent Manslaughter

Sex Offenses:

Rape

Fondling
Incest
Statutory Rape
Robbery
Aggravated Assault
Burglary
Motor Vehicle Theft
Arson
Arrests or Judicial Referrals for Disciplinary Action:
Liquor Law Violations
Drug Law Violations
Illegal Weapons Possession

Violence Against Women Act (VAWA) Crimes

Sexual Assault
Domestic Violence
Dating Violence
Stalking

Hate Crimes: Evidence that shows the victim was intentionally selected because of the victim's actual or perceived race, gender, gender identity, religion, sexual orientation, ethnicity, national origin, or disability. If any of the following crimes occur due to bias, it will be counted as a Hate Crime.

Clery Crime
VAWA Crime
Larceny/Theft
Simple Assault
Intimidation
Destruction, Damage, or Vandalism of Property

Decisions concerning whether to issue a timely warning will be made on a case-by-case basis using the following criteria:

- Nature of the crime
- Continuing threat to the campus community
- Possible risk of compromising law enforcement efforts

If the threat is sudden and serious, a warning will be issued immediately and will be continually updated until the threat is contained or neutralized. If a threat is less immediate, the warning will be fully developed and distributed after that point in time.

Crimes that could constitute a continuing threat include, but are not limited to:

- Serial crimes that target certain campus populations such as sex crimes or race-based crimes in which the perpetrator has not been apprehended.

- Ongoing criminal activity in which there is no apparent connection between perpetrator and victim.

Crimes that would not constitute a continuing threat include, but are not limited to:

- Crimes in which the perpetrator has been apprehended, thereby eliminating the threat.
- Crimes in which an identified perpetrator targets specific individual to the exclusion of others, such as domestic violence.

The timely warning content will contain sufficient information about the nature of the threat to allow members of the campus to take protective action:

- A clear statement of the incident
- Possible connection to previous incident(s) if applicable
- Date, time, and location the incident occurred
- Description and image of the suspect, if available
- Risk reduction and safety tips
- Other relevant and important information

Emergency Notification and Response Procedures

The Executive Director or designee will use the following levels to confirm the significance of an emergency or dangerous situation, and to determine the appropriate response.

Minor Emergency: Any incident, potential or actual emergency, which will not seriously affect the overall operations of the school. Only affected departments will receive an emergency notification.

Major Emergency: Any incident, potential or actual emergency, which affects a large portion of the campus and which will disrupt the overall operations of the school. All departments will receive an emergency notification.

Disaster: Any incident which would seriously impair or halt the operation of the school. In some cases, mass casualties and severe property damage may be sustained. A coordinated effort of all campus and emergency resources is required to effectively help with response to this level of emergency. All departments will receive an emergency notification.

After the Executive Director or designee determine the significance of an emergency and identify the departments affected, they will develop the content and issue an emergency notification without delay and taking into account the safety of the community unless notification will compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate an emergency. The content of the notification will include specific details regarding the emergency or dangerous situation and will be aimed at the affected departments in an effort to allow them to take action and to protect themselves and others from harm. The

Executive Director or designee will initiate any of the following methods of communication during an emergency situation, without delay:

DIT e-mail

MOZEO Flash Text/Conext broadcast

Divers Institute of Technology Website, www.diversinstitute.edu

Facebook, [@diversinstituteoftechnology](https://www.facebook.com/diversinstituteoftechnology)

Twitter, [@diversinstitute](https://twitter.com/diversinstitute)

Phone

Local Media

ALERT buttons have been installed in the Registrar's Office and at the Front Desk. These locations are first point of contact for visitors to the building. If sounded, the areas alerted are the instructor area and the administrative offices.

See Appendix B: DIT Emergency Phone Tree

Emergency Drills, Testing, and Evacuation Procedures

All school evacuation drills engage a process that tests Divers Institute of Technology's emergency communication pathways. Three kinds of evacuation drills are conducted at DIT, with the primary emphasis on diver safety in two of those three drills, both of which are conducted monthly.

- Diver extraction drills are conducted each month on campus as a component of all-school evacuation drills, as in the DIT context a campus evacuation must first and foremost include safe egress of divers from the water before campus is evacuated. Drills are noted in the instructor grading sheets for the Lightweight module.
- Likewise, afloat fire drills are conducted each month aboard the M/V Response training vessel. Records of drills are kept in the Captain's log and available upon request.

The drill is documented including the description, date, time, and whether the drill was announced or unannounced. Physical copies of drill information are kept electronically on the DIT-Info Drive by the Director of Compliance. This information is kept on file for seven years.

Divers Institute of Technology's all campus evacuation and fire drills occurred monthly within the context of on campus diver extraction drills to safely abort diving operations. Monthly fire drills are also conducted aboard the dive training vessel M/V Response and logged by the Captain. MOZEO Flash Text, DIT e-mails and an emergency alert on the campus two-way radio system were used to notify students and staff of the drill. The drills are completed in times between 6 and 15 minutes depending on class size. (Drills in 2020 and 2021 were completed class by class in smaller groupings for compliance with COVID-19 protocols at the time).

The Director of Training or designee is responsible for ongoing exercises to test emergency response and evacuation procedures. Divers Institute of Technology's management team meets annually to evaluate the effectiveness of the drill and to identify areas of improvement. The Director of Training or designee is responsible for following through on the agreed upon

recommendations for improvement within classroom/training settings. A notice is sent via DIT e-mail to all current students and employees when changes are made to the current procedures.

See Appendix C: DIT Emergency Evacuation Plan

Current Evacuation Maps are located in every classroom, Learning Resource Center, barge, locker room, welding building, student lounge, on the MV RESPONSE, dive shop and in every administrative department on DIT campus. Each Orientation class receives Emergency Evacuation Plans and descriptions.

Divers Institute of Technology's property management, SKB, LLC, contracts with Pacific Fire and Security to perform annual confidence testing of all fire suppression, alarm devices and systems. The inspection reports are kept on site at the fire panel and fire sprinkler riser and physical write ups are kept in the Clery Safety Inspections and Emergency Evacuation Plans Binder, located in the Registrar's Office.

Student Housing and Missing Student Notification

Divers Institute of Technology does not provide housing for students. Information on housing options may be obtained from Divers Institute of Technology's Admissions department or through the DIT website under Student Life. All housing arrangements are made through private businesses or private citizens separate from DIT. DIT does not have any jurisdiction or formal affiliation with student renters or their landlords. Rental policies are entirely determined and enforced through students' landlords.

DIT does not have a specific missing student notification policy. Daily text/phone contact is initiated from DIT to any absent students on any given class day if a student has not been in contact with the school for 3 class days. Further inquiries would be directed to the Seattle Police Department or the community police department in which the student resides as necessary.

Pastoral or Professional Counselors

Divers Institute of Technology does not have a pastoral or professional counselor on site; therefore, DIT does not have a policy pertaining to this area. However, assistance is available in the Learning Resource Center for local counseling resources and VA resources. A Vet Center Representative is on campus twice per week.

Campus Safety, Crime Prevention, and Security Awareness

Divers Institute of Technology takes a proactive approach to preventing crimes on campus. The goal is to eliminate or minimize criminal opportunities and to encourage students and employees to be responsible for both their own safety and the safety of others.

During new student and new employee orientations, students and employees are informed about types of crime that may occur on campus and prevention resources available. Crime Prevention and Personal Protection tips provided by the Seattle Police Department are located in the Employee onboarding and Student Handbook Orientation documents.

New students review the Student Orientation Packet at Orientation with DIT Staff. This includes reviewing the Emergency Procedures and the student's responsibility to actively support and participate in the school's effort to provide a safe and healthy environment. A more in-depth review of the Clery and VAWA policies takes place with each new class during Orientation. After reviewing the content, students are given an opportunity to ask questions and sign a form of acknowledgement and understanding.

New employees meet with the Director of Human Resources, Director of Compliance, or Director of Training at the beginning of their employment to review pertinent safety and security information; this includes reviewing the Emergency Procedures and the employee's responsibility to participate in their security and the security of others. After reviewing the content, employees are given an opportunity to ask questions and then sign the online onboarding acknowledgement forms.

Divers Institute of Technology conducts safety meetings to ensure each class meets DIT, OSHA, US Coast Guard and industry safety standards. Throughout the year, the campus Safety Officer meets with student class safety officers on ongoing issues of campus and personal security. A safety representative from each class attends the meeting to report safety concerns or recommendations to staff. In addition, DIT also has annual inspections for insurance purposes of the facilities and equipment. At times, a Safety Newsletter is provided to all staff and students via email, as well as hard copies available in the Learning Resource Center (LRC) for additional resources.

Instructors have a daily "General Quarters Meeting" with the Director of Training, Assistant Director of Training, and Director of Operations to review student concerns and safety issues.

Safety concerns or changes of policy and procedures for the school are reviewed at department managers meetings. An "All Staff" meeting is held as needed and safety concerns may be an agenda item. Printed or electronic copies of the meeting agendas, attendance sheets, and minutes may be obtained in person or by contacting the Compliance Department at 1341 N. Northlake Way, Suite 150, Seattle, WA 98103, or by calling 206.783.5542.

First Aid, CPR, Oxygen Provider, BBP, and AED Training

All students receive a two-year First Aid, CPR, Oxygen Provider, Blood Borne Pathogens (BBP), and Automated External Defibrillator (AED) certification during their first month of training at Divers Institute of Technology. Instructors maintain current certifications in the same areas throughout the duration of their employment. Administrative staff are also able to complete certification for First Aid, CPR, Oxygen Provider, BBP and AED by attending training at DIT.

Drug-Free and Alcohol-Free Campus and Workplace Policy Statement

In accordance with Federal Law Drug-Free Schools and Communities Act of 1989, Divers Institute of Technology has adopted this Drug-Free and Alcohol-Free Campus and Work Place Policy. Divers Institute of Technology recognizes that students and employees have a right to a safe and secure campus and workplace.

Divers Institute of Technology prohibits the unlawful manufacture, distribution, dispensing, possession, use, or sale of any federally banned substance, alcoholic beverages, prescribed medical drugs that were unlawfully obtained or are being unlawfully or abusively used, drug-related paraphernalia or being under the influence of controlled substances in the workplace, on campus, while engaging in student related school business and at any activities sponsored by Divers Institute of Technology.

DIT complies with the Drug-Free Schools and Communities Act (DFSCA) by including all required policies and program descriptions in the Student Orientation Packet and Employee Handbook. Distribution of documents to new employees and students occurs on or before their first day at DIT.

Divers Institute of Technology's complete drug and alcohol policies and procedures can be found in the Employee Handbook and Student Orientation Packet.

The Employee Handbook and may be obtained in person or by writing to Human Resources and the Student Orientation Packet by writing to the Compliance Department at 1341 N. Northlake Way, Suite 150, Seattle, WA 98103, or by calling 206.783.5542.

Designated Student and Employee Smoking Area

Designated smoking area for employees and students is located outside at the front of the student lounge.

See Appendix F: DIT Campus Maps: Designated Smoking Area

Violence Against Women Act (VAWA): Preventing and Responding to Dating Violence, Domestic Violence, Sexual Assault, and Stalking

Policy Statement

Divers Institute of Technology prohibits the crimes of dating violence, domestic violence, sexual assault, and stalking. DIT is committed to providing its community members with an environment conducive to the pursuit of knowledge. DIT carries with it the presumption that students and employees will conduct themselves as responsible members of the campus community, refraining from actions that would endanger the health, welfare or safety of others. Conduct constituting a sexual offense, such as rape, sexual assault or sexual

harassment, will not be tolerated. Students, staff, or faculty committing sexual offenses in any form can be prosecuted under Washington State criminal statutes. In addition, students can be disciplined under the Student Conduct Code and employees can be disciplined under the Employee Conduct Code.

Primary Prevention and Awareness Programs

DIT students, staff, and faculty are trained on an ongoing basis by in an effort to promote the awareness and aid in the prevention of rape, acquaintance rape, and other forcible and non-forcible sex offenses, such as domestic violence, dating violence, sexual assault, and stalking.

Students: During Orientation, new students receive an overview of the Annual Security Report's policies and procedures as they pertain to domestic violence, dating violence, sexual assault, and stalking.

Employees: During orientation, new employees receive a copy of the Annual Security Report's policies and procedures as they pertain to domestic violence, dating violence, sexual assault, and stalking. In an effort to raise awareness, employees are offered information and resources to prevent interpersonal violence, promote safety, and reduce perpetration. In addition, on an annual basis, all employees attend mandatory training to educate employees about three federal laws: Title IX, the Clery Act, and the Violence Against Women Act, including how these laws fit with Divers Institute of Technology's Anti-Harassment and Sexual Harassment Policies, and how they impact their employment at DIT.

Content includes Washington State legal definitions for dating violence, domestic violence, sexual assault, stalking, and consent; examples of practical scenarios to raise awareness and equip employees with prevention strategies; reinforces active bystander intervention and introduces key concepts to reduce inaction and encourage response. Upon completion, employees should fully comprehend Divers Institute of Technology's stance on sexual assault, sexual harassment, gender-based discrimination, and the non-retaliation policy. Employees will know about their rights and responsibilities under Title IX, the Clery Act, and the Violence Against Women Act, and know how to report if they have a complaint or become aware of an incident. Employees will also understand their role as Campus Security Authorities and Responsible Employees under the Clery Act and Title IX.

See Appendix D: Clery Act Crime Definitions

The following definitions are reviewed with new students and employees during orientation:

Consent:

RCW 9A.44.010 Definitions:

(7) "Consent" means that at the time of the act of sexual intercourse or sexual contact there are actual words or conduct indicating freely given agreement to have sexual intercourse or sexual contact.

Dating Violence:

“Dating relationship” has the same meaning as in RCW 26.50.010 Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. Existence of such a relationship shall be determined based on the statement of the victim and with consideration of the following factors:

- length of the relationship;
- type of relationship; and
- frequency of interaction between the persons involved.

Domestic Violence:

RCW 26.50.010 Definitions:

- “Domestic violence” means: (a) Physical harm, bodily injury, assault, or the infliction of fear of imminent physical harm, bodily injury or assault, between family or household members; (b) sexual assault of one family or household member by another; or (c) stalking as defined in RCW 9A.46.110 of one family or household member by another family or household member.

Sexual Assault:

Any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent.

Sexual Assaults include:

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

Stalking:

RCW 9A.46.110 Definitions:

- A person commits the crime of stalking if, without lawful authority and under circumstances not amounting to a felony attempt of another crime:
 - He or she intentionally and repeatedly harasses or repeatedly follows another person; and
 - The person being harassed or followed is placed in fear that the stalker intends to injure the person, another person, or property of the person or of another person. The feeling of fear must be one that a reasonable person in the same situation would experience under all the circumstances; and

- The stalker either:
- Intends to frighten, intimidate, or harass the person; or
- Knows or reasonably should know that the person is afraid, intimidated, or harassed even if the stalker did not intend to place the person in fear or intimidate or harass the person.
- (a) It is not a defense to the crime of stalking under subsection (1)(c)(i) of this section that the stalker was not given actual notice that the person did not want the stalker to contact or follow the person; and
- It is not a defense to the crime of stalking under subsection (1) (c) (ii) of this section that the stalker did not intend to frighten, intimidate, or harass the person.

Stalking Behaviors include:

- Non-consensual communication including in-person communication, telephone calls, voice messages, text messages, email messages, social networking site postings, instant messages, postings of pictures or information on Web sites, written letters, gifts, or any other communications that are undesired and/or place another person in fear
- Following, pursuing, waiting, or showing up uninvited at a workplace, place of residence, classroom, or other locations frequented by a victim
- Surveillance and other types of observation, whether by physical proximity or electronic means
- Trespassing
- Vandalism
- Non-consensual touching
- Direct physical and/or verbal threats against a victim or a victim's loved ones
- Gathering of information about a victim from family, friends, co-workers, and/or classmates
- Manipulative and controlling behaviors such as threats to harm oneself, or threats to harm someone close to the victim
- Defamation or slander against the victim

Active Bystander Intervention

Bystanders play a critical role in the prevention of sexual and relationship violence. They are individuals who observe violence or witness the conditions that perpetuate violence. They are not directly involved but have the choice to intervene, speak up, or do something about the situation. DIT advocates for a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. You may not always know what to do even if you want to help. If you or someone else is in immediate danger, dial 911. If a situation presents, when a person is yelling at or being physical abusive towards another and it is not safe for you to interrupt, call 911.

Below is a list of some ways to be an active bystander:

- Watch out for your friends and fellow students or employees. If you see someone who looks like they could be in trouble or need help, ask that person if they are OK.

- Confront people who seclude, hit on, or try to make out with, or have sex with people who are incapacitated.
- Speak up when someone discusses plans to take advantage of another person.
- Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.
- Refer people to on or off campus resources.

Bystander intervention training is provided annually to employees and is incorporated into the orientation training for students. The goal of this training is to reduce risk factors that may increase the likelihood of perpetration, victimization, or bystander inaction.

Risk Reduction Tips

With no intent to victim blame and recognizing that only rapists are responsible for rape, the following are some strategies to reduce one's risk of sexual assault or harassment.

- Be aware of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
- Try and avoid isolated areas. It is more difficult to get help if no one is around.
- Walk with purpose. Even if you don't know where you are going, act like you do.
- Trust your instincts. If a situation or location feels unsafe or uncomfortable, it probably isn't the best place to be.
- Try not to load yourself down with packages or bags as this can make you appear more vulnerable.
- Make sure your cell phone is with you and charged and that you have cab money.
- Don't allow yourself to be isolated with someone you don't trust or someone you don't know.
- Avoid putting music headphones in both ears so that you can be more aware of your surroundings, especially if you are walking alone.
- When you go to a social gathering, go with a group of friends. Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you find a way out of a bad situation.
- Trust your instincts. If you feel unsafe in any situation, go with your gut. If you see something suspicious, call 911 immediately.
- Don't leave your drink unattended while talking, dancing, using the restroom or making a phone call. If you've left your drink alone, get a new one.
- Don't accept drinks from people you don't know or trust. If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don't drink from the punch bowls or other large common open containers.
- Watch out for your friends, and vice versa. If a friend seems out of it, is way too intoxicated for the amount of alcohol they've had or is acting out of character, get him or her to a safe place immediately.
- If you suspect you or a friend has been drugged, call 911 immediately. Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).

If you need to get out of an uncomfortable or scary situation here are some things that you can try:

- Remember that being in this situation is not your fault. You did not do anything wrong. It is the person who is making you uncomfortable that is to blame.
- Be true to yourself. Don't feel obligated to do anything you don't want to do. "I don't want to" is always a good enough reason. Do what you are comfortable with.
- Have a code word with your friends or family so that if you don't feel comfortable you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come to get you or make up an excuse for you to leave.
- Lie. If you don't want to hurt the person's feelings it is better to lie and make up a reason to leave than to stay and be uncomfortable, scared, or worse. Some excuses you could use are: Needing to take care of a friend or family member, not feeling well, having somewhere else that you need to be, etc.
- Try to think of an escape route. How would you try to get out of the room? Where are the doors? Windows? Are there people around who might be able to help you? Is there an emergency phone nearby?
- If you and/or the other person have been drinking, you can say that you would rather wait until you both have your full judgement before doing anything you may regret later.

Ongoing Prevention and Awareness Campaigns

Safety Newsletters are distributed to all students and employees via email on an ongoing basis; the content is focused on raising the awareness and understanding of personal safety and safe diving practices.

Reporting

A guiding principle in the reporting of domestic violence, dating violence, sexual assault, and stalking is to avoid possible re-victimizing of the reporting party by forcing the individual into any plan or action. It is recommended that a person who has experienced dating violence, domestic violence, sexual assault, or stalking consider each of the following:

- Get to a safe place.
- Preserve all physical evidence to assist in proving an alleged criminal offense occurred or to assist in obtaining a protection order.
- Do not wash, use the toilet, change clothing, or disturb the scene of the attack.
- Go to the local hospital emergency room immediately. Hospital personnel will treat the physical consequences of assault, such as injury, infection, disease and pregnancy. They can collect evidence that will be needed if the crime is reported. Many hospitals have a specialized examiner who can complete an exam for victims of sexual violence. Such an exam can help the victim receive an appropriate medical assessment and treatment and can preserve evidence for possible future action.

- DIT encourages all victims to report promptly to a Campus Security Authority (CSA):
 - All employees of DIT are Campus Security Authorities.
 - Victims have the option to notify local law enforcement authorities. The CSA receiving the report will assist in notifying local law enforcement authorities, if the victims requests assistance. **Victims have the right to decline to notify such authorities.**

Confidentiality and Reporting of Offenses under this Policy

All DIT employees (faculty, staff, and administrators) are expected to report actual or suspected discrimination or harassment to the Director of Training or Director of Compliance immediately. In order to make informed choices, one should be aware that all DIT employees have mandatory reporting requirements and that off-campus resources are available for confidential reporting.

Confidential Reporting Options

If a reporting party would like the details of an incident to be kept confidential, the reporting party will be referred to off-campus resources prior to disclosure.

Off-campus (non-employees)

- Licensed professional counselors
- Local rape crisis counselors
- Domestic violence resources
- Local or state assistance agencies
- Clergy/chaplains

All the above-listed individuals will maintain confidentiality except in extreme cases of immediate threat or danger or abuse of a minor.

Formal Reporting Options

All DIT employees have a duty to report. Reporting parties may want to consider carefully whether they share personally identifiable details with non-confidential employees, as those details must be shared with the Director of Training/Director of Compliance. Employees must promptly share all details of the reports they receive. Generally, surveys, critiques, writing assignments or discussions do not provide notice that must be reported by an employee, unless the reporting party clearly indicates that they wish a report to be made. Remedial actions may result from such disclosures without formal school action.

If a reporting party does not wish for their names to be shared, does not wish for an investigation to take place, or does not want a formal resolution to be pursued, the reporting party may make such a request to the Director of Training or Director of Compliance, who will evaluate that request in light of the duty to ensure the safety of the campus and comply with federal law.

Note: Divers Institute of Technology's ability to remedy and respond to a reported incident may be limited if the reporting party does not want the institution to proceed with the reporting process.

In cases indicating pattern, predation, threat, weapons and /or violence, the school will likely be unable to honor a request for confidentiality. In cases where the reporting party requests confidentiality and the circumstances allow DIT to honor that request, the school will offer interim supports and remedies to the reporting party and the community but will not otherwise pursue formal action. A reporting party has the right, and can expect, to have allegations taken seriously by Divers Institute of Technology when formally reported, and to have those incidents investigated and properly resolved through these procedures.

Formal reporting still affords privacy to the reported, and only a small group of officials who need to know will be told, including but not limited to: Director of Training and Assistant Director of Training. Information will be shared as necessary with investigators, witnesses and the responding party. Anonymous reports can be made by victims and/or third parties and may prompt a need for the institution to investigate.

Failure of an employee to report an incident or incidents of sex/gender harassment or discrimination of which they become aware is a violation of Divers Institute of Technology policy and be subject to disciplinary action for failure to comply.

Federal Timely Warning Obligations

Victims of sexual misconduct should be aware that under the Clery Act, DIT administrators must issue timely warnings for incidents reported to them that pose a substantial threat of bodily harm or danger to members of the campus community. DIT will make every effort to ensure that a victim's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the potential danger.

False Allegations

Deliberately false and/or malicious accusations under this policy, as opposed to allegations which, even if erroneous, are made in good faith, are a serious offense and will be subject to appropriate disciplinary action.

Federal Statistical Reporting Obligations

All campus officials-those deemed Campus Security Authorities- have a duty to report sexual assault, domestic violence, dating violence and stalking for federal statistical reporting purposes (Clery Act). All personally identifiable information is kept confidential, but statistical information must be passed along regarding the type of incident and its general location (on or off-campus, in the surrounding area, but no addresses are given) for publication in the Annual Security Report. This report helps to provide the community with a clear picture of the extent

and nature of campus crime, to ensure greater community safety. The information to be shared includes the date, the location of the incident (using Clery location categories) and the Clery crime category. This reporting protects the identity of the victim and may be done anonymously. Divers Institute of Technology Annual Report is published each October 1st and includes statistics for the previous three calendar years. The Annual Security Report can be accessed at DIT's disclosures page: <https://diversinstitute.edu/programs/commercial-diver/disclosures/>

Protection Orders and Accommodations

A victim can file for applicable protection orders through the King County Courthouse, located at 516 3rd Ave, E609, Seattle, WA 98104-2386. Forms can also be accessed on the following website: <http://www.kingcounty.gov/depts/prosecutor/protection-orders.aspx>

Victims must notify DIT of granted protection orders to allow the institution to comply. DIT may enforce an internal no-contact order or arrange for an escort in an effort to protect a victim or witness when necessary or when requested by the victim and reasonably available, regardless of whether the victim chooses to report the crime to local law enforcement.

DIT will implement initial remedial and responsive and/or protective actions upon notice of alleged harassment, retaliation and/or discrimination. Such actions could include, but are not limited to no contact orders, academic support, providing a campus escort, altering academic or work schedule, assignment accommodations, safety planning, or referral to community support resources.

DIT will take additional prompt remedial and/or disciplinary action with respect to any member of the community, guest or visitor who has been found to engage in harassing or discriminatory behavior or retaliation.

Written Notification

Divers Institute of Technology will provide written notification to victims about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available, both within the institution and in the community.

DIT will provide written notification to victims about available options and assistance to change academic situations, transportation situations, or work study situations; including how to request these changes and who to contact.

Following a report of dating violence, domestic violence, sexual assault, or stalking, whether the offense occurred on or off campus, DIT will provide the student or employee a written explanation of their rights and options.

Privacy Practices

Formal reporting still affords privacy to the reporter, and only a small group of officials who need to know will be told. Information will be shared as necessary with investigators, witnesses and the responding party. The circle of people with this knowledge will be kept as tight as possible to preserve the rights and privacy of a party bringing a grievance. Public records, including the Clery Act reporting and disclosures will be completed without the inclusion of personally identifying information about the victim.

DIT will maintain as confidential any accommodations or protective measures provided to the victim, to the extent that maintaining such confidentiality would not impair the ability of the institution to provide accommodations or protective measures.

Registered Sex Offenders

Information about registered sex offenders in King County can be obtained by accessing this website: <https://kingcounty.gov/en/legacy/depts/sheriff/sex-offender-search> .

Available Support Programs

If you are sexually assaulted, resources are available on and off campus to help you. Talking with an advocate or a counselor is crucial to help explain your options, give you information, and provide emotional support. In addition to talking with a Campus Security Authority, other resource options include:

Suicide Hotline	988
Crisis Connections	(866) 427-4747
Sound Mental Health	206.302.2200
Seattle Counseling Services	206.323.1768
Rape Crisis and Victim Services	817.927.2737
Vet Center	877.927.8387
YWCA	206.382.5340

Administrative Disciplinary Procedures: Response to Allegations of Harassment, Sexual Misconduct and Other Forms of Discrimination

DIT will act on any formal or informal grievance of dating violence, domestic violence, sexual assault, or stalking using the current procedures in accordance with the federal government and campus safety policies. The procedures will apply to all reports involving students and employees. Requests for responsive actions for grievances brought involving non-members of the campus are also covered by these procedures. Even though the same procedures are being followed, depending on the nature of the grievance, the sanctions imposed will vary accordingly.

Both the accused and the accuser will have the same opportunities to have others present during any institutional disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice.

Investigations will be conducted by officials, who at a minimum, receive annual training on the following; the issues related to dating violence, domestic violence, sexual assault, and stalking, and how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability. Proceedings will include a prompt, fair, and impartial process from the initial investigation to the final result.

Reporting Misconduct

Any student, employee, guest or visitor who believes that a situation of dating violence, domestic violence, sexual assault, or stalking has occurred, on campus, at a school-sponsored event, or off campus when applicable, should immediately contact the Director of Compliance, Director of Training, or a Campus Security Authority, which is any employee of DIT.

All employees receiving reports of this nature are expected to contact the Director of Compliance and/or Director of Training within 12 hours of becoming aware of a report or incident. All initial contacts will be treated with the maximum possible privacy; specific information on any grievances received by any party will be reported to the Director of Compliance or Director of Training, but subject to Divers Institute of Technology's obligation to redress violations, every effort will be made to maintain the privacy of those initiating a report. In all cases, DIT will give consideration to the party bringing a grievance with respect to how the grievance is pursued, but reserves the right, when necessary to protect the campus, to investigate and pursue a resolution when an alleged victim chooses not to initiate or participate in a formal grievance.

Preliminary Inquiry

Normally, within two business days, an initial determination is made whether a policy violation may have occurred. If the report does not appear to allege a policy violation, then the grievance does not proceed to investigation.

A full investigation and prompt resolution will be pursued if there is evidence of a pattern of misconduct or a perceived threat of further harm to the community or any of its members. DIT strives to complete all investigations within a sixty (60) business daytime period, which can be extended as necessary for appropriate cause by the Executive Director or designee with notice to the parties.

Interim Remedies

If, in the judgment of the Executive Director or designee, the safety or well-being of any member(s) of the campus community may be jeopardized by the presence on campus of the accused individual whose behavior is in question, the Executive Director or designee may

provide interim remedies intended to address the short-term effects of harassment, discrimination and/or retaliation, i.e., to compensate for harm to the alleged victim and the community and to prevent further violations.

DIT may suspend a student or employee for an interim pending the completion of investigation and procedures. In all cases in which an interim suspension is imposed, the student or employee will be given the opportunity to meet with the Executive Director or designee prior to such suspension being imposed, or as soon thereafter as reasonably possible, to show cause why the suspension should not be implemented. The Executive Director or designee has sole discretion to implement or stay an interim suspension under the policy on Equal Opportunity, Harassment and Nondiscrimination, and to determine its conditions and duration. Violation of an interim suspension under this policy will be grounds for expulsion or termination.

During an interim suspension or administrative leave, a student or employee may be denied access to DIT campus/Placement/events. As determined by the Executive Director or designee, this restriction includes classes and/or all other DIT activities or privileges for which the student or employee might otherwise be eligible. At the discretion of the Executive Director or designee, alternative coursework options may be pursued to ensure as minimal an impact as possible on the accused student/employee.

Investigation

If a party bringing a grievance wishes to pursue a formal grievance or if DIT, based on the alleged policy violation, wishes to pursue a formal grievance, then the Executive Director or designee appoints two investigators to conduct the investigation, usually within two business days of determining that a grievance should proceed.

Investigation of grievances brought directly by those alleging harm should be completed expeditiously and with prompt resolution, normally within 10 business days of notice to the Executive Director or designee. Investigation may take longer when initial reports fail to provide direct firsthand information. DIT may undertake a short delay (3-10 days, to allow evidence collection) when criminal charges based on the same behaviors that invoke this process are being investigated. DIT action will not be altered or precluded on the grounds that civil or criminal charges involving the same incident have been filed or that charges have been dismissed or reduced. All investigations will be thorough, reliable and impartial, and will entail interviews with all relevant parties and witnesses, obtaining available evidence and identifying sources of expert information, if necessary.

A typical investigation proceeds as follows:

- Initiate or assist with any necessary remedial actions;
- Determine the identity and contact information of the reporting party;
- Identify all policies allegedly violated;
- Immediate preliminary inquiry to determine if there is reasonable cause to believe the responding party has violated policy;

- Commence a thorough, reliable and impartial investigation;
- Prepare the notice of allegation (charges) based on the preliminary inquiry;
- Meet with the reporting party to finalize their statement, if necessary;
- Provide written notification to the parties prior to their interviews that they may have the assistance of an advisor of their choosing present for all meetings attended by the advisee;
- Provide reporting party and responding party with a written description of the alleged violation(s), a list of all policies allegedly violated, a description of the applicable procedures and a statement of the potential sanctions/responsive actions that could result;
- Allow each party the opportunity to suggest questions they wish the investigators to ask of the other party and witnesses;
- Provide parties with all relevant evidence to be used in rendering a determination and provide each with a full and fair opportunity to address that evidence prior to a finding being rendered;
- Complete the investigation promptly, and without unreasonable deviation for the intended timeline;
- Provide regular updates to the reporting party throughout the investigation, and to the responding party, as appropriate;
- Recommend to the Executive Director or Designee a finding, based on a preponderance of the evidence (whether a policy violation is more likely than not);
- For students: Share findings of investigation and recommended sanctions (if applicable) with the disciplinary panel comprised of the Director of Placement and selected staff to determine final outcome (and sanctions, if applicable);
- For employees: Share findings of investigation and recommended sanctions (if applicable) with the disciplinary panel comprised of the Director of Human Resources and selected staff to determine final outcome (and sanctions, if applicable);
- The Executive Director or Designee finalize and present the findings to the parties, without undue delay between notifications.

At any point during the investigation, if it is determined there is no reasonable cause to believe that Divers Institute of Technology policy has been violated, the Executive Director has authority to terminate the investigation and end resolution proceedings.

Advisors

Each party is allowed an advisor of their choice present with them for all disciplinary meetings and proceedings, from intake through to final determination. The parties may select whomever they wish to serve as their advisor if the advisor is eligible and available and otherwise not involved with the resolution process, such as serving as a witness. The advisor may be a friend, mentor, family member, attorney or any other supporter a party chooses to advise them. Witnesses cannot also serve as advisors. The parties may choose advisors from inside or outside the campus community or proceed without an advisor. Advisors should help their advisees prepare for each meeting, and are expected to advise ethically, with integrity and

good faith. Advisors are expected to refrain from discussing the investigation with anyone except for the party they are advising and agree to uphold the confidentiality of the investigation.

The parties may advise the investigators of the identity of their advisor at least one day before the date of their first meeting with investigators (or as soon as possible if a more expeditions meeting is necessary or desired). The parties must provide timely notice to investigators if they change advisors at any time.

The school cannot guarantee equal advisory rights, meaning that if one party selects an advisor who is an attorney, but the other party does not, or cannot afford an attorney, the school is not obligated to provide one. However, to promote fairness and transparency, if one party selects an attorney as their advisor, the Executive Director or Designee will notify the other party that an attorney will be present in the capacity of advisor.

Expectations of Advisors

- All advisors are subject to the same campus rules, whether they are attorneys or not.
- Advisors may not address campus officials in a meeting or interview unless invited to.
- The advisor may not make a presentation or represent the reporting party or the responding party during any meeting or proceeding and may not speak on behalf of the advisee to the investigators or hearing panelists. The parties are expected to ask and respond to questions on their own behalf, without representation by their advisor.
- Advisors may confer quietly with their advisees or in writing as necessary, as long as they do not disrupt the process. For longer or more involved discussions, the parties and their advisors should ask for breaks or step out of meetings to allow for private conversation.
- Advisors will typically be given an opportunity to meet in advance of any interview or meeting with the administrative officials conducting that interview or meeting. This pre-meeting will allow advisors to clarify any questions they may have and allows the school an opportunity to clarify the role the advisor is expected to take.
- Advisors are expected to refrain from interference with the investigation and resolution. Any advisor who steps out of his/her role will be warned once and only once. If the advisor continues to disrupt or otherwise fails to respect the limits of the advisor role, the advisor will be asked to leave the meeting. When an advisor is removed from a meeting, that meeting will typically continue without the advisor present. Subsequently, the Executive Director or Designee will determine whether the advisor may be reinstated, may be replaced by a different advisor, or whether the party will forfeit the right to an advisor for the remainder of the process.
- The school expects that the parties will share documentation related to the allegations with their advisors directly if they wish. Advisors are expected to maintain the privacy of the records shared with them. These records may not be shared with third parties, disclosed publicly, or used for purposes not explicitly authorized by the school.

- The school may seek to restrict the role of any advisor who does not respect the sensitive nature of the process or who fails to abide by the school's privacy expectations;
- The school expects an advisor to adjust his/her schedule to allow him/her to attend school meetings when scheduled. The school does not typically change scheduled meetings to accommodate an advisor's inability to attend. The school will however make reasonable provisions to allow an advisor who cannot attend in person to attend a meeting by telephone, video and /or virtual meeting technologies as may be convenient and available.

A party may elect to change advisors during the process and is not committed to using the same advisor throughout.

Proceedings

Proceedings are private. All persons present at any time during the resolution process are expected to maintain the privacy of the proceedings in accord with Divers Institute of Technology policy. While the contents of the investigation and outcome are private, the parties have discretion to share their own experiences if they so choose.

Resolution

During or upon the completion of investigation, the investigators will meet with the Executive Director or Designee. Based on that meeting, the Executive Director or Designee will make a decision on whether there is reasonable cause to proceed with the grievance. If the Executive Director or Designee decides that no policy violation has occurred or that the preponderance of evidence (i.e., whether it is more likely than not that the accused individual committed each alleged violation) does not support a finding of a policy violation, then the process will end unless the party bringing a grievance requests that the Executive Director or Designee make an extraordinary determination to re-open the investigation. This decision lies in the sole discretion of the Executive Director or Designee. If there is reasonable cause, the Executive Director or Designee will direct the investigation to continue, or if there is a preponderance of evidence of a violation, then the Executive Director or Designee may recommend a resolution without a hearing.

The Executive Director or Designee will provide written notification of a report to both the accused and accuser of an offense of dating violence, domestic violence, sexual assault, and stalking. The Executive Director or Designee (together with the investigator(s)) will meet with the responding individual to explain the finding(s) of the investigation. Once informed, the responding party may choose to admit responsibility for all or part of the alleged policy violations at any point in the process. If so, the Executive Director or Designee will render a finding that the individual is in violation of DIT policy for the admitted conduct and will normally make a determination on any remaining disputed violations. For admitted violations, Executive Director or Designee will recommend or determine an appropriate sanction or responsive action.

Sanctions

Sanctions or responsive actions will be determined by the Executive Director or Designee.

Factors considered when determining a sanction/responsive action may include:

- The nature, severity of and circumstances surrounding the violation;
- An individual's disciplinary history;
- Previous reports or allegations involving similar conduct;
- Any other information deemed relevant by the panel;
- The need for sanctions/responsive actions to bring an end the discrimination, harassment and/or retaliation;
- The need for sanctions/responsive actions to prevent the future recurrence of discrimination, harassment and/or retaliation;
- The need to remedy the effects of discrimination, harassment and/or retaliation on the reporting party and the community.

Student Sanctions

The following are the sanctions that may be imposed upon students singly or in combination:

- **Warning:** A formal statement that the behavior was unacceptable and a warning that further infractions of any Divers Institute of Technology policy, procedure or directive will result in more severe sanctions/responsive actions.
- **Probation:** A written reprimand for violation of the Code of Student Conduct, providing for more severe disciplinary sanctions if the student is found in violation of any Divers Institute of Technology policy, procedure or directive within a specified period of time. Terms of the probation will be specified and may include denial of specified privileges, exclusions from school activities, non-contact orders and/or other measures deemed appropriate.
- **Termination:** Permanent termination of student status, revocation of rights to be on campus for any reason.

Employee Sanctions

The following are the sanctions that may be imposed upon employees singly or in combination:

- Warning - Verbal or Written
- Performance Improvement/Management Plan
- Required counseling/Required Training or Education/Probation
- Loss of Pay Increase
- Loss of Oversight or Supervisory Responsibility
- Demotion
- Suspension with pay
- Suspension without pay
- Termination

Withdrawal or Resignation While Charges are Pending

Students: Divers Institute of Technology does not permit a student to withdraw from school if that student has an allegation pending for violation of the DIT policy. Should a student decide to leave and/or not participate in the investigation and/or hearing, the process will nonetheless proceed in the student's absence to a reasonable resolution and that student will not be permitted to return to DIT unless all sanctions have been satisfied. The student will not have access to an academic transcript until the allegations have been resolved.

Employees: Should an employee resign with unresolved allegations pending, the records of the Executive Director or Designee will reflect that status, and any DIT responses to future inquiries regarding employment references for that individual. The Executive Director or Designee will send notification to HR for the employee file. The Executive Director or Designee will act to promptly and effectively remedy the effects of the conduct upon the reporting party and the community.

Appeals

All requests for appeal considerations must be submitted in writing to the Executive Director or Designee within three business days of the delivery of the written finding.

A three-member panel designated by the Executive Director or Designee which was not involved in the report previously will consider all appeal requests. Any party may appeal the findings and/or sanctions only under the criteria described below:

- A procedural error or omission occurred that significantly impacted the outcome of the hearing (e.g. substantiated bias, material deviation from established procedures, etc.).
- To consider new evidence, unknown or unavailable during the original hearing or investigation, that could substantially impact the original finding or sanction. A summary of this new evidence and its potential impact must be included.
- The imposed sanctions fall outside the range of sanctions the school has designated for this offense and the cumulative record of the responding party.

The appeals panel will review the appeal request(s). The original finding and sanction/responsive actions will stand if the appeal is not timely or is not based on the grounds listed above, and such a decision is final. When any party requests an appeal, the other party (parties) will be notified and joined in the appeal. The party requesting appeal must show that the grounds for an appeal request have been met, and the other party or parties may show the grounds have not been met, or that additional grounds are met. The original finding and sanction are presumed to have been decided reasonably and appropriately.

Where the appeals panel finds that at least one of the grounds is met, and proceeds, additional principles governing the hearing of appeals include the following:

- Decisions by the appeals panel are to be deferential to the original decision, making changes to the finding only where there is clear error and to the sanction/responsive action only if there is a compelling justification to do so.
- Appeals are not intended to be full re-investigations of the allegation. In most cases, appeals are confined to a review of the written documentation or record of the original hearing, and pertinent documentation regarding the grounds for appeal. An appeal is not an opportunity for appeals panelists to substitute their judgment for that of the original investigator(s) merely because they disagree with its finding and/or sanctions.
- Appeals granted based on new evidence should normally be remanded to the original hearing panel for reconsideration;
- Sanctions imposed are implemented immediately unless the Executive Director or Designee halts their implementation in extraordinary circumstances, pending the outcome of the appeal;
- The Executive Director or Designee will normally, after conferring with the appeals panel, render a written decision on the appeal to all parties within 2-3 business days from hearing of the appeal;
- All parties should be informed of whether the grounds for an appeal are accepted and the results of the appeal decision;
- Once an appeal is decided, the outcome is final: further appeals are not permitted;
- In cases where the appeal results in reinstatement to the school or resumption of privileges, all reasonable attempts will be made to restore the responding party to their prior status, recognizing that some opportunities lost may be irreparable in the short term.

Failure to Complete Sanctions/Comply with Responsive Actions

All responding parties are expected to comply with conduct sanctions/ responsive/corrective actions within the timeframe specified by the Executive Director or Designee. Failure to abide by these conduct sanctions/responsive/corrective actions by the date specified, whether by refusal, neglect or any other reason, may result in additional sanctions/responsive/corrective actions and/or suspension, expulsion and/or termination from DIT and may be noted on a student's official transcript or in an Employee's personnel file. A suspension will only be lifted when compliance is achieved to the satisfaction of the Executive Director or Designee.

Records

In implementing this policy, records of all allegations, investigations, resolutions, and hearings will be kept indefinitely in the Employees Personnel File or students' Educational File.

Statement of the Reporting Party's rights:

- To experience a safe educational and work environment;
- To have an advisor of his/her choice during this process;
- To receive amnesty for minor student/employee misconduct (such as alcohol or drug violations) that is ancillary to the incident;

- To be free from retaliation;
- To have reports heard in substantial accordance with these procedures;
- To be notified in writing simultaneously as the accused of:
 - Any institutional disciplinary proceeding that arises from an allegation of discrimination, harassment and/or retaliation;
 - The institution's procedures for the accused and the victim to appeal the result of the institutional disciplinary proceeding;
 - Any change in the result;
 - When such results become final;
- To have assistance in referrals to law enforcement and no-contact orders;
- Upon request, the institution will disclose the results of any disciplinary proceeding conducted by the institution against a student who is the alleged perpetrator of any crime of violence or a non-forcible sex offense to:
 - The alleged victim;
 - Next of kin, if the victim is deceased.

Statement of the Rights of the Responding Party

- To be treated with respect by DIT officials;
- To be free from discrimination, harassment and/or retaliation;
- To have access to off-campus resources;
- To experience a safe educational and work environment;
- To have an advisor of his/her choice during this process;
- To have reports heard in substantial accordance with these procedures;
- To be notified in writing simultaneously as the victim of:
 - Any institutional disciplinary proceeding that arises from an allegation of dating violence, domestic violence, sexual assault, or stalking;
 - The institution's procedures for the accused and the victim to appeal the result of the institutional disciplinary proceeding;
 - Any change in the result;
 - When such results become final.

Disabilities Accommodation in the Administrative Disciplinary Procedure

Divers Institute of Technology is committed to providing qualified students, employees or others with disabilities with reasonable accommodations and support needed to ensure equal access to the Administrative Disciplinary Procedure. Anyone needing such accommodations or support should contact the Executive Director and/or Designee who will review the request and in consultation with the person requesting the accommodation, determine which accommodations are appropriate and necessary for full participation.

Revision

These policies and procedures will be reviewed and updated annually. Divers Institute of Technology reserves the right to make changes to this document as necessary and once those changes are posted online, they are in effect. If government regulations change in a way that impacts this document, this document will be construed to comply with government regulations in their most recent form.

This document does not create legally enforceable protections beyond the protection of Washington State and federal laws which frame such codes generally.

Campus Crime Statistics

Classifying and Disclosing Crimes:

DIT discloses campus crime statistics gathered from campus security, local law enforcement, and other school officials. The statistics are broken down geographically into "on campus," "non-campus," or "public property" such as streets and sidewalks. The report also indicates if any of the reported incidents, or any other crime involving bodily injury, was a "hate crime."

See Appendix E: 2023– 2025 Campus Crime Statistics

In some cases, an incident that is reported as a crime may not be included in the Annual Security Report. The following standards must be met for an incident to be included in the annual report.

- **Reported to the Proper Authorities:** Incidents must be reported to law enforcement or a Campus Security Authority (CSA). A CSA can be any campus employee who a student reasonably believes that he or she can report a crime to and expect that the matter will be addressed directly by contacting law enforcement and the Director of Training.
- **Listed Crimes:** The crime must be one of those listed in the Clery Act, VAWA Act, or listed as a reportable hate crime. (See list below)
- **Reportable Area:** The crime must have occurred in one of the reportable areas. Every reportable crime occurring within the boundaries of campus is the reportable area. The two remaining areas are more difficult to define. Perimeter streets are described in the following way: "Sidewalk – Street – Sidewalk." This means that a reportable crime occurring on the sidewalk on either side of a perimeter street is reportable, as are incidents occurring in the street. But an incident occurring in a building (privately owned store) on the distant side of a perimeter street would not be included. With regard to non-campus buildings, crimes occurring in those buildings or on the property of that location are reportable. Incidents occurring on the sidewalk or on the streets in front of that building are not Clery Act reportable.

On Campus: Building/Property that is owned/operated by the institution for school, including any paths necessary to travel to get to building/property.

Non-Campus: Building/Property that is owned/controlled by a student organization or the institute, but not within the same contiguous geographical region (i.e., on campus).

Public Property: Thoroughfares, streets, sidewalks and city owned parking facilities within the campus or immediately adjacent to/and accessible from the campus.

See Appendix F: DIT Campus Maps

- **Made in Good Faith:** For an incident to be included there must be a determination that the report is made in good faith. Supporting evidence makes this determination easy, but such evidence is not always available. In such a case the creditability of the person making the report is considered. When the incident is reported to us through a law enforcement agency, we assume that this determination has already been made.

If law enforcement determines that a particular reported incident could not have occurred or did not occur, i.e., a false report, then the crime is not included in the Annual Security Report. Only law enforcement can rule a case “unfounded.”

Clery Act Crimes:

Criminal Homicide:

Murder / Non-negligent Manslaughter
Negligent Manslaughter

Sex Offenses:

Rape
Fondling
Incest
Statutory Rape

Robbery

Aggravated Assault

Burglary

Motor Vehicle Theft

Arson

Arrests or Judicial Referrals for Disciplinary Action:

Liquor Law Violations
Drug Law Violations
Illegal Weapons Possession

VAWA Crimes:

- Sexual Assault
- Domestic Violence
- Dating Violence
- Stalking

Hate Crimes: Evidence that shows the victim was intentionally selected because of the victim's actual or perceived race, gender, gender identity, religion, sexual orientation, ethnicity, national origin, or disability. If any of the following crimes occur due to bias, it will be counted as a Hate Crime.

- Clery Crime
- VAWA Crime
- Larceny/Theft
- Simple Assault
- Intimidation
- Destruction, Damage, or Vandalism of Property

APPENDIX A: CLERY ACT CONTACTS



APPENDIX A

The Jeanne Clery Act: Working Together to Create Safer Campuses

HISTORY OF THE JEANNE CLERY ACT



Jeanne Ann Clery
1966-1986

In April 1986, Jeanne Clery's life ended tragically when another student raped and murdered her in her residence hall room. Alarmed at the lack of transparency around crime and violence on college campuses, Jeanne's parents, Connie and Howard, committed themselves to create enduring change.

In 1990, Congress approved the *Crime Awareness and Campus Security Act*. Later renamed in Jeanne's memory, the *Jeanne Clery Act* took effect in 1991. It requires that colleges and universities:

- keep a public crime log
- publish an annual security report that includes crime statistics and security policies
- provide timely warnings to students and campus employees about a crime posing an immediate or ongoing threat to students and campus employees
- ensure certain basic rights for victims of sexual assault, dating violence, domestic violence, and stalking

The U.S. Department of Education enforces the Clery Act, and is responsible for collecting and disseminating crime statistics from colleges and universities each year.

CLERY ACT 101

CLERY ACT CRIMES

- Homicide
- Sex Offenses
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Arson

Arrests & Referrals for Disciplinary Action for:

- Drug Law Violations
- Liquor Law Violations
- Weapons Law Violations

2013 Clery Additions:

- Domestic Violence
- Dating Violence
- Stalking

Hate Crimes: Any of the above offenses and incidents of Larceny-Theft, Simple Assault, Intimidation, or Destruction/Damage/Vandalism of Property.

CLERY ACT GEOGRAPHY



- On-Campus (including Student Residential)
- Public Property
- Non-Campus

"We are all part of a community, and it's all of our responsibility to make sure we all feel comfortable and safe."

MY CAMPUS CLERY CONTACT



Shondrika Merritt
Assistant Director

My Campus Clery Contact:
Michelle Perrigo, Director of Compliance/Title IX Coordinator
titleix@diversinstitute.edu
206-783-5542

APPENDIX A

CAMPUS SECURITY AUTHORITIES (CSAs)

WHO ARE CSAs?

- Officials with significant responsibility for student and campus activities
- A campus police or security department
- Individuals who have responsibility for campus security
- Individuals or offices designated to receive crime reports

Examples of CSAs:

- Resident Assistants
- Residence Life Staff
- Greek Life Advisors

- Coaches & Athletic Directors
- Dean of Students
- Faculty Advisors to Student Groups

"We are not investigators... Your job is to collect the facts that are right in front of you and give them to someone else..."



Kathleen
Student CSA

WHO ARE NOT CSAs?

- Faculty who do not have responsibilities outside of the classroom
- Campus physicians or nurses whose only responsibility is to provide care to students
- Pastoral or professional counselors acting in those specific roles

CSA RESPONSIBILITIES

- If someone tells you about a crime or an incident that might be a crime, you must report it to your institution's designated office or an official responsible for collecting Clery report information.
- Share the information as related by the person.
- **When in doubt, report.**
- Tell the person who disclosed the crime to you that you must share the information.
- Help connect the person to available options and resources within the institution.

"If everyone works together and...we look out for each other, it's a safer campus. And that's why CSAs are critical to every university."



Ed Shupp
Chief of Police

WHAT HAPPENS AFTER A REPORT?



Crime Statistics

- Annual Security Report
- Public Crime Log



Support & Resources

- Reporting Options
- On- & Off-Campus Resources & Services
- Counseling & Wellness



Ongoing Communications

- Timely Warnings
- Emergency Notification

MY CAMPUS CONTACTS

Campus Safety/Security: All DIT Employees

Counseling Center: Sound Mental Health 206.302.2200

Victim Services: Rape Crisis and Victim Services Hotline
817.927.2737



110 Gallagher Road
Wayne, PA 19087
p. (484) 580-8754
f. (484) 580-8759

www.clerycenter.org

APPENDIX B: EMERGENCY PHONE TREE

Executive Director calls:	Director of Compliance Director of Human Resources and Finance
Director of Compliance calls:	Director of Training Director of Admissions Director of Financial Aid Director of Career Services Life Support/Facility Manager Life Support/Maintenance Tech
Director of Training calls:	Dean of Students/ADOT Instructors Vessel Captains
Director of Admissions calls:	Admission Reps. Director of Marketing Front Desk
Director of Compliance calls:	Registrar
Director of Student Financial Aid calls:	Financial Aid Administrators
Director of Finance and HR calls:	Staff Accountant Account Specialist Inventory/Dive Shop Employees

**A required report to the Executive Director/Director of Operations
at the completion of all communications.**

APPENDIX C: DIVERS INSTITUTE OF TECHNOLOGY EMERGENCY EVACUATION PLAN

If an Emergency Evacuation is deemed necessary, the following actions will be taken.

***All dives on campus will be aborted.
This includes Barges 6, 7, 8, 9, the welding tanks and the M/V Response.***

A. Evacuation of the DIT Main building (Bldg. 1341)

1. When the evacuation order has been given, **ALL DIT Staff and Students** will proceed in the following manner:
 - a. All dives will immediately be aborted.
 - b. The LSS skid will be secured (compressors off).
 - i. **Tool Room** will ensure that the LSS compressors are turned off when all divers are clear of the water.
 - ii. This step will be skipped if there is any danger to personnel.
 - c. **Lead Instructors** will direct their classes to proceed to the designated Student Assembly Area located at the west end of Gas Works Park (see attached map).
2. Once at the Student Assembly Area, each **Lead Instructor** will take a muster of their class.
 - a. When all students are accounted for, each **Lead Instructor** will notify the **Director of Compliance**.
 - b. The **Director of Compliance** will then notify the **Director of Training** that all students are accounted for.
 - c. **Lead Instructors** are responsible for ensuring that their classes remain in the Student Assembly Area until properly released.
 - d. **Lead Instructors** will ensure their classes display good order and discipline during this muster period.
3. The **Director/Assistant Director of Training** will be responsible for ensuring all instructors are accounted for.
 - a. When all instructors are accounted for the **Director/Assistant Director of Training** will notify the **Director of Training** and the **Director of Operations**.

4. **DIT Administrative Staff** will also follow this evacuation plan and muster in the Student Assembly Area.
 - a. The **Director of Financial Aid** will be responsible for ensuring all Administrative Staff are accounted for. This includes financial aid, admissions, finance, front desk, compliance and all areas of administration that are not part of the training and instructing department.
 - b. When all Administrative Staff are accounted for, the **Director of Financial Aid** will notify the **Director of Operations**.
5. The **Director of Training** will notify the **Director of Operations** when *all Students, Instructors, and Administrative Staff* have been accounted for.
6. **All Students, Instructors and Administrative Staff** will remain in the Student Assembly Area until released by the **Executive Director** or the **Director of Operations**.

*** In the case that the **Executive Director** is unavailable / not on campus, report to the **Director of Operations**.

*** In the case that the **Director of Operations** is unavailable / not on campus, report to the **Director of Training**.

APPENDIX D

CLERY ACT CRIME DEFINITIONS

ACQUAINTANCE RAPE: Assault or attempted assault that is ordinarily committed by a new acquaintance. It involves sexual intercourse without mutual consent. It is also referred to as date rape. The offender need not be the person dating with the victim; it may be his/her acquaintance or a stranger.

ADVISOR: Any individual who provides the accuser or accused support, guidance or advice.

AFFIRMATIVE CONSENT: Defined as an affirmative, conscious, and voluntary agreement to engage in sexual activity.

- Neither the lack of protest, resistance or silence constitutes consent, and consent may be withdrawn at any time.
- Affirmative consent must be given by all parties to sexual activity.

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

ARREST: To be processed by arrest, citation or summons.

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.

AWARENESS PROGRAMS: 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.

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

BUSINESS DAY: Monday through Friday, excluding any day when the institution is closed.

BYSTANDER INTERVENTION: 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.

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

CAMPUS SECURITY AUTHORITY: A campus police department or a campus security department of an institution. Any individual or individuals who have responsibility for campus security but who do not constitute a campus police department or a campus security department. Of this definition, such as an individual who is responsible for monitoring entrance into institutional property. Any individual or organization specified in an institution's statement of campus security policy as an individual or organization to which students and employees should report criminal offenses. An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings. If such an official is a pastoral or professional counselor as defined below, the official is not considered a campus security authority when acting as a pastoral or professional counselor.

CLERY GEOGRAPHY: For the purposes of collecting statistics on the crimes with inclusion in an institution's annual security report, Clery geography includes—

- building and property that are part of the institution's campus;
- the institution's non campus buildings and property; and
- public property within or immediately adjacent to and accessible from the campus.

CONSENT: Department of Education considered and chose not to define consent for VAWA purposes.

- At a minimum, the definition should recognize that:
 - Consent is a voluntary agreement to engage in sexual activity;
 - Someone who is incapacitated cannot consent;
 - Past consent does not imply future consent;
- Silence or an absence of resistance does not imply consent;
- Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another;
- Consent can be withdrawn at any time; and
- Coercion, force, or threat of either invalidates consent.

CRIME LOG: An institution that maintains a campus police or a campus security department must maintain a written, easily understood daily crime log that records, by the date the crime was reported, any crime that occurred within its Clery geography, and that is reported to the campus police or the campus security department. This log must include- the nature, date, time, and general location of each crime; and the disposition of the complaint, if known.

- The institution must make an entry or an addition to an entry to the log within two business days; an institution may withhold information required if there is clear and

convincing evidence that the release of the information would jeopardize an ongoing criminal investigation or the safety of an individual, cause a suspect to flee or evade detection, or result in the destruction of evidence.

- The institution must disclose any information withheld once the adverse effect is no longer likely to occur.
- An institution must make the crime log for the most recent 60-day period open to public inspection during normal business hours. The institution must make any portion of the log older than 60 days available within two business days of a request for public inspection.

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; and
- Where the existence of such a relationship shall be determined based on a
 - consideration of the following factors:
 - The length of the relationship.
 - The type of relationship.
 - The frequency of interactions between the persons involved in the relationship.
- 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.
- For the purposes of complying with the requirements of Clery Act, any incident meeting this definition is considered a crime for the purposes of reporting as a Clery Act crime.

DESTRUCTION / DAMAGE / VANDALISM OF PROPERTY: To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

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. Disciplinary action can be initiated in an informal as well as a formal manner;

- the official receiving the referral must initiate a disciplinary action;
- a record of the action must be established; and
- the action may, but does not have to, result in a sanction.

DOMESTIC VIOLENCE: Domestic violence includes a felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim; by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner; by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or by any other person against an adult

or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

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

FEDERAL BUREAU OF INVESTIGATION'S (FBI) UNIFORM CRIME REPORTING (UCR) PROGRAM: A nationwide, cooperative statistical effort in which city, university and college, county, State, Tribal, and federal law enforcement agencies voluntarily report data on crimes brought to their attention.

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

HATE CRIMES: A criminal offense committed against a person, property, or society which is motivated, in whole or in part, by the offender's bias against a gender, gender identity, race, religion, disability, sexual orientation, or ethnicity/national origin; also known as a bias crime.

HIERARCHY RULE: A requirement in the FBI's UCR program that, for purposes of reporting crimes in that system, when more than one criminal offense was committed during a single incident, only the most serious offense is to be counted.

HOSTILE ENVIRONMENT HARASSMENT: Refers to a situation where students and/or employees are subject to a pattern of exposure to unwanted sexual behavior that is so severe, persistent, or pervasive that it alters the conditions of education, employment, or participation in a school program or activity, thereby creating an environment that a reasonable person in similar circumstances and with similar identities would find hostile, intimidating, or abusive. An isolated incident, unless sufficiently severe, does not amount to a hostile environment caused by sexual harassment.

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. Include possession of deadly weapons; carrying deadly weapons, concealed or open; using, manufacturing, etc., of silencers; furnishing deadly weapons to minors; aliens possessing deadly weapons; and attempts to commit any of the above.

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

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

LARCENY-THEFT: The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Constructive possession is the condition in which a person does not have physical custody or possession, but is in a position to exercise dominion or control over a thing.

LIQUOR LAW VIOLATIONS: The violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, furnishing, transportation, possession, or use of alcoholic beverages or intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; underage possession; using a vehicle for transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the above. Not including driving under the influence and drunkenness.

MANSLAUGHTER BY NEGLIGENCE: The killing of another person through gross negligence.

MOTOR VEHICLE THEFT: The theft or attempted theft of a motor vehicle (SUV's, automobiles, trucks, buses, motorcycles, motor scooters, golf carts, motorized wheelchairs, ATVs, and snowmobiles).

MURDER/NON-NEGLIGENT MANSLAUGHTER: The willful (non-negligent) killing of one human being by another.

NEGLIGENT MANSLAUGHTER: The killing of another person through gross negligence.

ONGOING PREVENTION AND AWARENESS CAMPAIGNS: Programming, initiatives, and strategies that are sustained over time and focus on increasing understanding of topics relevant to and skills for addressing dating violence, domestic violence, sexual assault, and stalking, using a range of strategies with audiences throughout the institution and including information described in paragraph (j) (1) (i) (A) Federal Register, Violence Against Women Act 10/20/2014.

PERSONALLY IDENTIFYING INFORMATION: Information for or about an individual, including information likely to disclose the location of a victim of domestic violence, dating violence, sexual assault or stalking, regardless of whether the information is encoded, encrypted, hashed or otherwise protected, including a first and last name;

- a home or other physical address;
- contact information (including a postal, e-mail or Internet protocol address, or telephone or facsimile number);

- a social security number, driver's license number, passport number or student identification number; and
- any other information, including date of birth, racial or ethnic background, or religious affiliation that would serve to identify any individual.

PRIMARY PREVENTION PROGRAMS: 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 behaviors that foster healthy, mutually respectful relationships and sexuality, encourage safe bystander intervention, and seek to change behavior and social norms in healthy and safe directions.

PROCEEDING: 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.

PROMPT, FAIR, AND IMPARTIAL PROCEEDING: A proceeding that is completed within reasonably prompt timeframes (usually 60 business days) designated by an institution's policy, including a process that allows for the extension of timeframes for good cause and with written notice simultaneously to the accuser and the accused of the delay and the reason for the delay; Conducted in a manner that:

- Is consistent with the institution's policies and transparent to the accuser and accused;
- Includes timely notice of meetings at which the accuser or accused, or both, may be present; and
- Provides timely and equal access to the accuser, the accused, and appropriate officials to any information that will be used during informal and formal disciplinary meetings and hearings; and
- Conducted by officials who do not have a conflict of interest or bias for or against the accuser or the accused.

QUID PRO QUO HARASSMENT: Refers to a situation where student and/or employees are subject to unwanted sexual behavior where submission or rejection of such conduct is used, explicitly or implicitly, as the basis for decisions affecting an individual's education, employment, or participation in a school program or activity.

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

RESULT: 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. Notwithstanding section 444 of the General Education Provisions Act (20 U.S.C. 1232g), commonly referred to as the Family Educational Rights and Privacy Act (FERPA), the result must also include the rationale for the result and the sanctions.

RISK REDUCTION: 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.

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.

SEXUAL ASSAULT: The term sexual assault means any nonconsensual sexual act proscribed by Federal, Tribal, or State law, including when the victim lacks the capacity to consent.

SEXUAL HARASSMENT: The term sexual harassment may include, without limitation, such behavior as unwelcome sexual advances, requests for sexual favors and other physical or verbal conduct and expressive behavior of a sexual nature.

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

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

- Fear for his or her safety or the safety of others; or
- Suffer substantial emotional distress.

Course of conduct is two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or by third party, 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 requires medical or other professional treatment or counseling."

STATUTORY RAPE: Sexual intercourse with a person who is under the statutory age of consent.

TIMELY WARNING: The Clery Act does not define "timely." Divers Institute of Technology will operate under the premise that "12 hours" will be the allotted time for reporting. Any time more could be argued that any significant amount of time that passes between when a crime that could present an ongoing threat occurs and when the public is notified violates the law's intent. Therefore, any time more than 12 hours would be unreasonable.

UNFOUNDED CRIMES: An institution may withhold, or subsequently remove, a reported crime from its crime statistics in the rare situations where sworn or commissioned law enforcement personnel have fully investigated the reported crime and, based on the results of this full investigation and evidence, have made a formal determination that the crime report is false or baseless and therefore “unfounded.” Only sworn or commissioned law enforcement personnel may “unfound” a crime report for purposes of reporting under this section. The recovery of stolen property, the low value of stolen property, the low value of stolen property, the refusal of the victim to cooperate with the prosecution, and the failure to make an arrest do not “unfound” a crime.

WEAPONS: Carrying, Possessing, etc. 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.

APPENDIX E

2023 – 2025 CAMPUS CRIME STATISTICS

CRIMINAL OFFENSE:	2023			2024			2025		
	Non-Campus	On Campus	Public Property	Non-Campus	On Campus	Public Property	Non-Campus	On Campus	Public Property
MURDER / NON-NEGLIGENT MANSLAUGHTER	0	0	0	0	0	0	0	0	0
NEGLIGENT MANSLAUGHTER	0	0	0	0	0	0	0	0	0
SEX OFFENSES, FORCIBLE	0	0	0	0	0	0	0	0	0
SEX OFFENSES, NON-FORCIBLE (TOTAL)	0	0	0	0	0	0	0	0	0
INCEST	0	0	0	0	0	0	0	0	0
STATUTORY RAPE	0	0	0	0	0	0	0	0	0
ROBBERY	0	0	0	2	0	2	0	0	0
AGGRAVATED ASSAULT	0	0	0	0	0	0	0	0	0
BURGLARY	0	0	0	0	0	0	0	0	0
MOTOR VEHICLE THEFT	0	0	0	1	0	1	0	0	0
ARSON	0	0	0	0	0	0	0	0	0
LIQUOR LAW ARRESTS	0	0	0	0	0	0	0	0	0
LIQUOR LAW VIOLATIONS-DISCIPLINARY ACTION	0	0	0	0	0	0	0	0	0
DRUG LAW ARRESTS	0	0	0	0	0	0	0	0	0
DRUG LAW VIOLATIONS- DISCIPLINARY ACTION	0	0	0	0	0	0	0	0	0
ILLEGAL WEAPONS POSSESSION- ARRESTS	0	0	0	0	0	0	0	0	0
ILLEGAL WEAPONS POSSESSION-DISCIPLINARY ACTION	0	0	0	0	0	0	0	0	0
DOMESTIC VIOLENCE	0	0	0	0	0	0	0	0	0
DATING VIOLENCE	0	0	0	0	0	0	0	0	0
SEXUAL ASSAULT	0	0	0	0	0	0	0	0	0
STALKING	0	0	0	0	0	0	0	0	0
❖ LARCENY/THEFT	0	0	0	0	0	0	0	0	0
❖ SIMPLE ASSAULT	0	0	0	0	0	0	0	0	0
❖ INTIMIDATION	0	0	0	0	0	0	0	0	0
❖ DESTRUCTION/DAMAGE/VANDALISM	0	0	0	0	0	0	0	0	0
❖ ANY OTHER CRIME INVOLVING BODILY INJURY	0	0	0	0	0	0	0	0	0

HATE CRIMES:

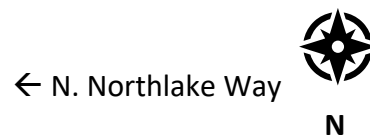
❖ These crimes are only reported if they are classified as a hate crime.

Public crime statistics for the 2023-2025 calendar years were provided to Divers Institute of Technology by the Seattle Police Department.

** New reporting categories added and effective as of 2013.

APPENDIX F: DIT CAMPUS MAPS

N. Northlake Way



ON CAMPUS: All property shown, except for the public sidewalks and streets are considered on campus.

PUBLIC PROPERTY: (Sidewalk-Street-Sidewalk) Includes N. Northlake Way.

NON-CAMPUS: DIT does own non-campus property, a water vessel named **MV RESPONSE**.

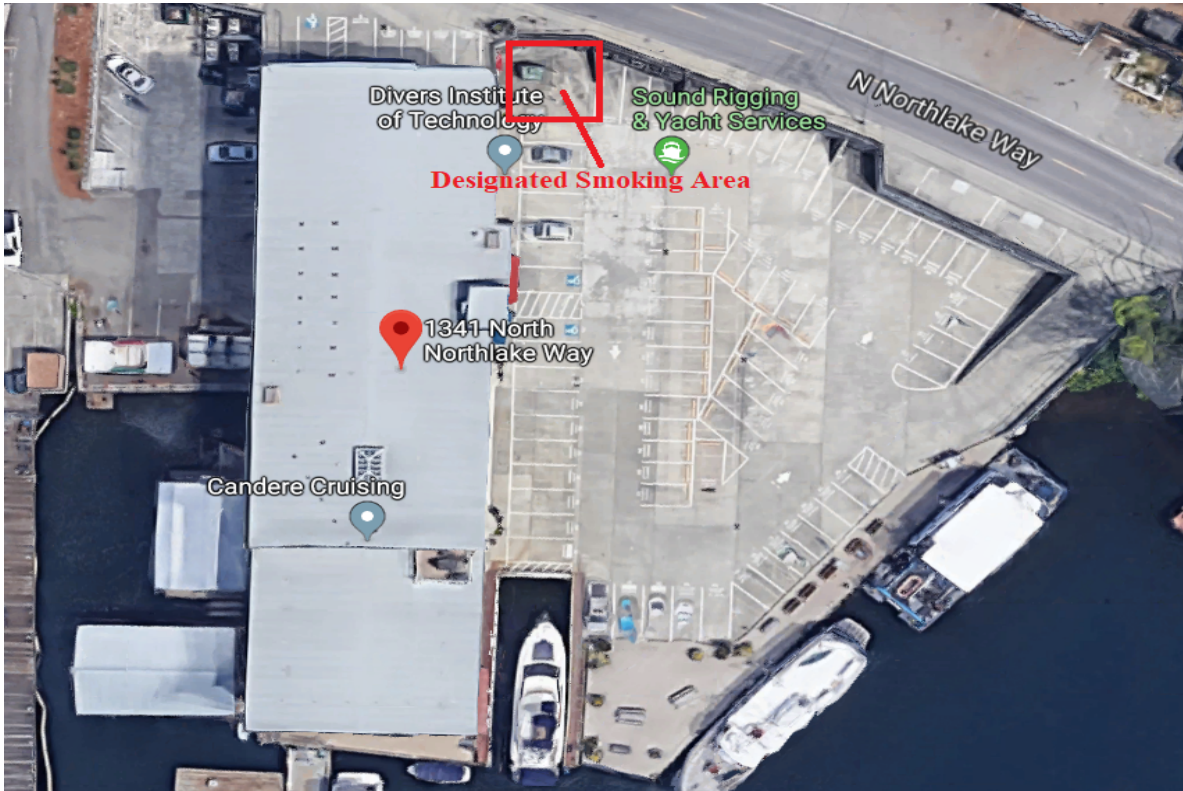


ON CAMPUS: All property shown, except for the public sidewalks and streets are considered on campus. 

PUBLIC PROPERTY: (Sidewalk-Street-Sidewalk) Includes N. Northlake Way.

NON-CAMPUS: DIT does own non-campus property, a water vessel named **MV RESPONSE**.

DIT DESIGNATED SMOKING AREA



DIT CAMPUS and DIT ASSEMBLY/EVACUATION AREA



ON CAMPUS: All property shown, except for the public sidewalks and streets are considered on campus.

PUBLIC PROPERTY: (Sidewalk-Street-Sidewalk) Includes N. Northlake Way.

NON-CAMPUS: DIT does own non-campus property, a water vessel named **MV RESPONSE**.