

THE BEAUTY INSTITUTE

Head Office :

6 Industrial Way West, Bldg. F Ste 18, Eatontown, NJ 07724
732-389-1400

School Locations:

Ambler Campus
50 E. Butler Pike
Ambler, PA 19002
215-643-5994

Lehigh Valley Campus
153 Lehigh Valley Mall
Whitehall, PA 18052
484-975-2520

Philadelphia Campus
9902 E. Roosevelt Blvd.
Philadelphia, PA 19115
267-294-5249

Stroudsburg Campus
344 Stroud Mall Rd
Stroudsburg, PA 18360
570-421-3387

SCHOOL SECURITY POLICY

The Beauty Institute's goal is to provide students with a safe environment in which to learn and to keep students, parents, and employees well informed about campus security. The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, or Clery Act, requires institutions of higher education to provide students and families with the information they need to make informed decisions. The following policies and procedures are established to comply with the Clery Act.

The school's commitment to safety and security includes:

- Providing a secure and crime free environment for students, faculty and staff.
- Performing regular evaluation of security programs.
- Monitoring and following up on each crime reported at the school.

1. Statement of policies and procedures regarding the reporting of criminal actions.

Any student or employee who has been a victim of any crime on campus should report the incident immediately to the School Director or in his/her absence report to a staff member, or contact the Corporate Office at 732-389-1400. If warranted by circumstances, 911 services are available.

The School Director will schedule meetings to warn students and employees should any information become available involving potential criminal activity. Faculty and staff will reinforce this warning in the classrooms and through other interactions with students.

The school annually publishes the Campus Security Report in compliance with the Crime Awareness and Campus Security Act of 1990. It includes security policies and campus crime statistics.

2. Statement of policies concerning access to school facilities.

During business hours, the school is open from 9:00AM to 10:00PM on Monday to Friday, 9:00AM to 5:00PM on Saturdays. The school is closed on Sundays.

Front primary entrance doors are open during school hours. Emergency exit doors at

the rear are locked but allow exit in case of fire or similar emergency. During non business hours, access to all school facilities is by key / security code.

3. Statement of policy concerning school law enforcement.

The School Director serves as the enforcing authority to deal with any emergency, which occurs on school premises. In his/her absence, the Career Advisor/Student Services is the enforcing authority.

4. Emergency Response and Evacuation procedures.

In the event that a situation arises, either on or off school premises, that, in the judgment of the School Director constitutes an ongoing or continuing threat, a school wide "timely warning" will be issued. Furthermore, the School Director will immediately notify the school community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff occurring at the school, unless issuing a notification will compromise efforts to contain the emergency. The warning will be disseminated to staff and students through announcements in school, cell phone messages, email, school website, social media and/or flyers to ensure that the entire school is likely to receive the warning. The timely warning will include information that promotes safety and tips to prevent similar crimes, allowing the school community to take appropriate precautions. The timely warning will also include the time, location, and type of crime reported. Anyone with information warranting a timely warning or emergency notification should report the circumstances to the School Director by phone or in person at the school.

School team member responsibilities:

- Instruct students and guests to exit the building using the designated emergency exit routes or as directed by the School Director. Emergency exit routes should be diagramed on the school floor plan drawing posted near the light switch inside each room.
- Use a secondary route if the primary route is blocked or hazardous.
- Help those needing special assistance.
- Do not lock classroom doors when leaving, close door and turn off lights.
- Do not stop for student or staff belongings.
- Take class roster, phone lists, first-aid kit and other emergency supplies with you. Check the bathrooms, hallways and common areas for visitors, staff or students while exiting.
- Go to designated gathering locations.
- When outside the building, check for injuries.
- Account for all students. Immediately report any missing or injured students to the School Director.

Fire Response Procedure. The School has a policy and procedures governing fire drills and conducts fire drills as required by law. All staff are trained on how to respond in the event of a fire.

Any staff discovering fire or smoke will activate the fire alarm, and report the fire to the School Director, or call 911 if conditions require and/or injured are in need of medical assistance. Staff, students and visitors will immediately evacuate the building using prescribed routes or alternate routes to the assembly areas.

No one may re-enter building(s) until it is declared safe by the fire department.

Once the fire department arrives, it is critical to follow the instructions of, and cooperate with, the fire department personnel who have jurisdiction at the scene.

The School Director will call or direct staff to call 911 to confirm the alarm is active, identify the School name and location, provide exact location of the fire or smoke, if any staff or students are injured, and state the building is being evacuated. The School Director will ensure that staff, students and visitors immediately evacuate the building using prescribed routes or alternate routes due to building debris to the assembly areas. The School Director will designate staff to obtain student roll from instructors and identify any missing students.

The School Director will not allow staff, students or guests to return to the building until the fire department with jurisdiction over the scene has determined that it is safe to do so and given the "All Clear."

Medical Emergency Procedure. These procedures are in place to assist staff, students and guests in the event of a medical emergency.

The School's staff should:

- Quickly assess the situation. Make sure the situation is safe for you to approach (i.e., live electric wires, gas leak, building damage, etc.).
- Immediately notify the School Director.
- Assess the seriousness of the injury or illness.
- Call or have someone call 9-1-1 immediately. Be prepared to provide the school name and address, exact location (floor, room number); describe illness or type of injury; and age of the victim(s).
- Protect yourself against contact with body fluids (blood borne pathogens).
- Administer appropriate first-aid according to your level of training until help arrives.
- Comfort and reassure the injured person. Do Not Move an injured person unless the scene is unsafe.

The School Director will direct staff to call 9-1-1, if necessary, and provide appropriate information to emergency responders. The School Director will send school staff with first responder/ first-aid training to the scene if this has not already occurred. The School Director will assign a staff member to meet emergency medical service responders and lead them to the injured person, and assign a staff member to remain with the injured person if they are transported to the hospital. If the injured person is a member of school personnel or a student, the School Director will notify parent, guardian, or other appropriate family member of the situation, include type of injury or illness, medical care given and location where the injured person has been transported. The School Director will ensure that student or staff medical information from administrative records is sent to the hospital. The School Director will develop and maintain written documentation of the incident.

5. Statement of policy regarding illegal drugs/alcohol

The school will not tolerate the possession, use or sale of illegal drugs on school property. If a student or employee is discovered distributing or selling illegal drugs on the premises, he/she will be terminated and reported to local law enforcement. If a student or employee is discovered using or possessing illegal drugs on school premises, he/she will be subject to sanctions which may include any or all of the following: suspension, termination, referral to police for prosecution or referral to a substance abuse rehabilitation program.

a) Alcoholic Beverages or Controlled Substances

It is the policy of The Beauty Institute that the unlawful manufacture, distribution dispensation, possession, or use of a controlled substance or alcohol is prohibited while in the workplace, on school premises, or as part of any school's sponsored activities. Any employee or student violating this policy will be subject to

disciplinary action up to and including termination or expulsion and referral for prosecution.

A violation of any law regarding drugs or alcohol is also a violation of the School's Drug Free School Policy and will be treated as a separate disciplinary matter by the School.

- b) Helpful information about drug and alcohol abuse, health risks, addiction and prevention can be accessed at the National College on Alcohol Abuse and Alcoholism (www.collegedrinkingprevention.gov) as well as the National College on Drug Abuse (www.drugabuse.gov/DrugPages/DrugsofAbuse.html).

Alcohol & Drug Prevention & Treatment

Prevention and Treatment Centers:

<https://apps.ddap.pa.gov/gethelpnow> 1-800-662-HELP

Hotlines:

24 Hour National addiction Hotline 1.800.559.9503

Alcoholics Anonymous: 1-800-356-9996

American Council on Alcoholism Help Line: 1-800-527-5344

National Institute on Drug Abuse Hotline: 1-800-662-HELP

Cocaine Hotline: 1-800-COCAINE

National Council on Alcoholism 1-800-NCA-CALL

6. Sexual Misconduct Policies & Procedures

The Beauty Institute is committed to providing a working and educational environment for all students, faculty and staff that is free from sex discrimination, including sexual misconduct. Every member of the school should be aware that the School strongly opposed to sexual misconduct, and that such behavior is prohibited by state and federal laws.

The School does not discriminate on the basis of sex in its educational, extracurricular, or other programs or in the context of employment. Sex discrimination is prohibited by Title IX of the Education Amendments of 1972, a federal law.

As part of the School's commitment to providing a working and learning environment free from sexual harassment, this Policy shall be disseminated widely to the School through publications, the school website, new employee orientations, student orientations, and other appropriate channels of communication. The School provides training to key staff members to enable the School to handle any allegations of sexual harassment promptly and effectively. The School will respond promptly to all reports of sexual harassment, and will take appropriate action to prevent, to correct, and if necessary, to discipline behavior that violates this Policy.

a. Prohibited Conduct

Sexual harassment comprises a broad range of behaviors focused on sex that may or may not be sexual in nature. Sexual harassment includes a school employee conditioning the provision of a school aid, benefit, or service on an individual's participation in unwelcome sexual conduct. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's education programs or activities also constitutes sexual harassment. Sexual assault, stalking, domestic violence, and dating violence are all forms of sexual harassment. Retaliation following an incident of alleged sexual harassment or attempted sexual harassment is strictly prohibited.

Sexual harassment can occur between strangers or acquaintances, or people who know each other well, including between people involved in an intimate or sexual relationship, can be committed by anyone regardless of gender identity, and can occur between people of the same or different sex or gender. This Policy prohibits all forms of sexual harassment.

b. Options for Assistance Following an Incident of Sexual Harassment

The School strongly encourages any victim of sexual harassment to seek immediate assistance. Seeking prompt assistance may be important to ensure a victim's physical safety or to obtain medical care. The School strongly advocates that a victim of sexual harassment report the incident in a timely manner. Time is a critical factor for evidence collection and preservation.

c. Reporting Incidents of Sexual Harassment

Victims of sexual harassment may file a report with the local Police Department. Victims may also file a report with the School's Title IX Coordinator.

The School will respond promptly when it has actual knowledge of sexual harassment in its education programs or activities. The Title IX Coordinator will promptly contact the complainant to discuss the availability of supportive measures as described below, consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint. The School will also provide the complainant with written notification about assistance available both within and outside of the school facilities.

Helpful Information in the State of PA:

www.pcar.org/sexual-harassment- Telephone #800-692-7445
National Sexual Assault Hotline : 1800-656-4673

Attachment to this policy are the 2018-2020 Campus Security Reports for all school campuses.

THE BEAUTY INSTITUTE

50 E. Butler Pike, Ambler, PA 19002

ANNUAL SECURITY REPORT 2018-2020

This report was prepared to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The report is prepared in cooperation with the local law enforcement agencies surrounding our campus. Campus crime, arrest, and referral statistics include those reported to the School Director and local law enforcement agencies. Copies of the report may be obtained in the School Director's Office or by calling 732.389.1400. All prospective employees may obtain a copy from the Head Office or by calling 732.389.1400.

OFFENSE	YEAR	ON CAMPUS	NON CAMPUS PROPERTY	PUBLIC PROPERTY	TOTAL
Murder/	2018-2020	0	0	0	0
Non- Negligent	2018-2020	0	0	0	0
Manslaughter	2018-2020	0	0	0	0
Negligent	2018-2020	0	0	0	0
Manslaughter	2018-2020	0	0	0	0
Rape	2018-2020	0	0	0	0
Fondling	2018-2020	0	0	0	0
Incest	2018-2020	0	0	0	0
Statutory Rape	2018-2020	0	0	0	0
Robbery	2018-2020	0	0	0	0
Aggravated Assault	2018-2020	0	0	0	0
Burglary	2018-2020	0	0	0	0
Motor Vehicle Theft	2018-2020	0	0	0	0
Arson	2018-2020	0	0	0	0
ARRESTS & DISCIPLINARY REFERRALS					
Liquor Law Arrests	2018-2020	0	0	0	0
Liquor Law Violations	2018-2020	0	0	0	0
Drug Law Arrests	2018-2020	0	0	0	0
Drug Law Arrests Referred for Disciplinary Action	2018-2020	0	0	0	0
Illegal Weapons Possession Arrests	2018-2020	0	0	0	0
Illegal Weapons Possession Violations Referred for Disciplinary Action	2018-2020	0	0	0	0
VAWA OFFENSES					
Domestic Violence	2018-2020	0	0	0	0
Dating Violence	2018-2020	0	0	0	0
Stalking	2018-2020	0	0	0	0

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9902 E. Roosevelt Blvd., Philadelphia, PA 19115

ANNUAL SECURITY REPORT 2018-2020

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Manslaughter	2018-2020	0	0	0	0
Rape	2018-2020	0	0	0	0
Fondling	2018-2020	0	0	0	0
Incest	2018-2020	0	0	0	0
Statutory Rape	2018-2020	0	0	0	0
Robbery	2018-2020	0	0	0	0
Aggravated Assault	2018-2020	0	0	0	0
Burglary	2018-2020	0	0	0	0
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Liquor Law Violations	2018-2020	0	0	0	0
Drug Law Arrests	2018-2020	0	0	0	0
Drug Law Arrests Referred for Disciplinary Action	2018-2020	0	0	0	0
Illegal Weapons Possession Arrests	2018-2020	0	0	0	0
Illegal Weapons Possession Violations Referred for Disciplinary Action	2018-2020	0	0	0	0
VAWA OFFENSES					
Domestic Violence	2018-2020	0	0	0	0
Dating Violence	2018-2020	0	0	0	0
Stalking	2018-2020	0	0	0	0

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1921 Union Blvd., Allentown, PA 18109

ANNUAL SECURITY REPORT 2018-2020

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Domestic Violence	2018-2020	0	0	0	0
Dating Violence	2018-2020	0	0	0	0
Stalking	2018-2020	0	0	0	0

THE BEAUTY INSTITUTE

344 Stroud Mall Rd. Suite 308, Stroudsburg, PA 18360

ANNUAL SECURITY REPORT 2018-2020

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