

SEXUAL MISCONDUCT POLICY

The Philadelphia Technician Training Institute (PTTI) Sexual Misconduct Policy prohibits sexual violence. Those suspected or believed to have committed sexual violence, sexual harassment or stalking against a member of the PTTI community will be appropriately disciplined by school administration. School community members are defined as employees, students, volunteers, board members and/or contractors. PTTI has procedures for victims of sexual violence, sexual harassment, dating violence, domestic violence and/or stalking to report such acts. Disciplinary action can be but is not limited to termination (*if applicable*) of employment, program enrollment and/or contracts. This may be in addition to criminal prosecution by law enforcement. No employee, student, volunteer, board member or other person, regardless of his or her title or position has the authority to commit or allow sexual violence.

Definitions and Examples:

The following definitions or examples of sexual violence, misconduct or harassment, may apply to any and/or all persons – employees, students, volunteers, contractors or other third parties. Sexual violence may include but is not limited to:

- Child sexual abuse – any sexual activity, involvement or attempt of sexual contact with a person who is a minor (under 18 years old) where consent is not or cannot be given.
- Sexual activity with another who has a documented mental or physical disability or otherwise unable to give consent because of impairment due to drugs, alcohol and/or incapacitation.
- Physical assaults or violence, such as rape, sexual battery, abuse or any attempt to commit such acts.
- Intentional unwanted physical conduct that is sexual in nature. This includes but is not limited to touching, pinching, patting, brushing, massaging someone's neck or shoulders and/or pulling against another's body or clothes.

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- Displaying and/or sharing of sexual material. This includes but is not limited to pornographic or sexually explicit images, videos, posters, calendars or objects.
- Unwelcome and inappropriate sexual activities, advances, comments, innuendoes, bullying, jokes, gestures, electronic communications or messages (e.g., email, text, social media, voicemail), exploitation, exposure, leering, stalking or invasion of sexual privacy.
- A sexually hostile environment characterized as comments or conduct that unreasonably interferes with one's work performance or ability to do the job or creates an intimidating, hostile or offensive environment.
- Direct or implied threats that submission to sexual advances will be a condition of employment or affiliation with the organization.

The following definitions or examples of dating violence, domestic violence and stalking may include but is not limited to:

- Dating violence - any violence committed by someone who currently is or previously has been in a romantic or intimate relationship with the complainant.
- Domestic violence – any violence committed by a current or former spouse or intimate partner. This may include but is not limited to sexual or physical abuse, threats of violence and/or harassment.
- Stalking - willfully and repeatedly following and/or harassing another person to cause the person to fear for their safety/well-being.

CONSENT

Consent is an affirmative decision to engage in mutually agreed upon sexual activity and is given through clear words or actions. Please understand that consent may be withdrawn at any time during the interaction and the withdrawal must be adhered to. Someone who is incapacitated, intoxicated, underage and/or mentally disabled can't consent to sexual activity. Consent can't be implied

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because of dress, relationship, marital status and/or previous consent. It must be agreed to every time with no exceptions.

REPORTING PROCEDURE

PTTI urges community members to report suspected sexual misconduct immediately. Reports can be made in person to the school's care manager Wendy Alston or via the school's website by clicking the report sexual misconduct link [Report Abuse - PTT EDU](#). PTTI promises to handle all reports and subsequent investigations with discretion. PTTI assures all victims of sexual assault confidentiality to the extent allowable by law. Additionally, PTTI promises to treat all victims with dignity throughout the entire process.

PTTI encourages victims of violence to seek medical attention as soon as possible. Healthcare providers can test for and treat sexually transmitted diseases, treat any injuries, conduct pregnancy testing and provide emergency contraception.

ANTI-RETALIATION

PTTI prohibits retaliation made against any employee, student, volunteer, contractor or other person who lodges a complaint of sexual misconduct and/or anyone who participates in the investigation.

SEXUAL VIOLENCE ASSISTANCE

PTTI has partnered with WOAR to help victims of sexual misconduct. WOAR services include assistance and support services for victims of sexual violence, including a free 24-hour confidential hotline. Victims can also receive individual and/or group counseling and advocacy.

WOAR - Philadelphia Center Against Sexual Violence

1617 John F. Kennedy Blvd. Suite 800

Philadelphia, PA 19103

24-hour hotline: 215-985-3333



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DOMESTIC OR DATING VIOLENCE ASSISTANCE

Philadelphia Domestic Violence Hotline

24-hour hotline: 1-866-723-3014

INVESTIGATION AND FOLLOW-UP

PTTI will take all allegations of sexual abuse or misconduct seriously and will promptly, thoroughly and equitably investigate whether misconduct has taken place. If deemed necessary, PTTI may use an outside third-party to investigate misconduct. PTTI will cooperate fully with any investigation conducted by law enforcement or other regulatory/protective services agencies. PTTI will make every reasonable effort to keep the matters involved in the allegation as confidential as possible while still allowing for a prompt and thorough investigation.

PTTI is committed to following the state and federal legal requirements for reporting allegations or incidents of sexual abuse or misconduct to appropriate law enforcement and child or adult protective services organizations. It is the policy of PTTI not to attempt to investigate or assess the validity or credibility of an allegation of sexual or physical abuse as a condition before reporting the allegation to proper law enforcement authorities or protective services organizations.

NOTE: PTTI WILL CONSULT WITH THE ORGANIZATION'S LEGAL COUNSEL TO DETERMINE STATE, FEDERAL OR OTHER JURISDICTIONAL REQUIREMENTS TO REPORT SUSPICIONS OR ALLEGATIONS OF CHILD OR ADULT SEXUAL OR PHYSICAL ABUSE OR NEGLECT. INCLUDE APPROPRIATE AGENCIES' CONTACT INFORMATION IN THE POLICY. CONSIDER THE FOLLOWING RESOURCE FROM THE U.S.

DEPARTMENT OF HEALTH AND HUMAN SERVICES:

<https://www.childwelfare.gov/>.



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EMPLOYEE AND WORKER SCREENING AND SELECTION:

As part of its sexual abuse and misconduct prevention program, PTTI is committed to maintaining a diligent screening program for prospective and existing employees, students, volunteers, contractors and others that may interact with those employed by, associating with or serviced by PTTI. The organization may utilize a variety of methods of screening and selection, including but not limited to applications, personal interviews, criminal background checks and personal and professional references.

FALSE ALLEGATIONS

PTTI prohibits making false or malicious sexual misconduct allegations, as well as deliberately providing false information during an investigation. Anyone who violates this rule is subject to disciplinary action, up to and including termination of employment or membership and criminal prosecution.



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I _____ acknowledge that I received and read the Sexual Misconduct Policy and/or had it explained to me. I understand it is my responsibility to abide by all rules in the policy. I also understand how to report incidents of sexual violence, sexual harassment, domestic violence, dating violence, stalking or molestation to PTTI. I am aware that victims and/or those reporting sexual violence will be protected from retaliation.

I understand that I will be alerted when changes and updates are made to PTTI's Sexual Misconduct Policy and will be responsible for reading and complying with the updates.

Department Title

Signature Date