

L MAKEUP INSTITUTE

Clery Act Annual Security Disclosure Package

Reporting Year: 2025

Updated September 30, 2026

Distributed: October 1, 2026

Main Campus (Nevada):

440 S. Rampart Blvd. B-130, Las Vegas, NV 89145

Branch Campus (Texas):

112 State Street, Southlake, TX 76092

This package constitutes the complete Clery Act Annual Security Report disclosure package required under 34 CFR §668.46, including all incorporated policies.

Table of Contents

Table of Contents.....	2
Part I — Annual Campus Security Report	6
Introduction	6
Campus Facility Access Control and Security Monitoring.....	6
Purpose	6
Access Control.....	7
Issuance and Revocation of Access.....	7
Security Camera Surveillance	7
Alarm Systems.....	7
Violations	7
Annual Security Report	8
Security Policy	8
Annual Security Report Overview	8
Annual Distribution of ASR.....	8
Additional Notes.....	8
Clery Act Crime Statistics.....	9
Nevada Campus — 440 S. Rampart Blvd. B-130, Las Vegas, NV 89145	9
Texas Campus — 112 State Street, Southlake, TX 76092	10
Timely Warning and Emergency Notification.....	11
Timely Warning.....	11
Hate Crimes.....	11
Reporting Campus Incidents and Crimes	11
Campus Law Enforcement.....	11
The Daily Crime Log	11
Emergency Response and Evacuation	11
Confirmation of an Emergency.....	11
Notification	11
Emergency Procedures.....	12
Annual Emergency Notification and Evacuation Drill	12
Missing Student Notification Policy.....	12
Security Awareness and Crime Prevention Programs	12
Security Awareness Programs	12
Crime Prevention Programs.....	13
Ongoing Prevention and Awareness Campaigns	13
Annual Training of Officials Conducting Disciplinary Proceedings.....	13

Reporting Policy	13
Bystander Intervention	13
Risk Reduction Information	14
Procedures for Institutional Disciplinary Action	14
Disciplinary Action for Sex Offense Convictions	14
Confidentiality	14
Making a Complaint	14
Prompt, Fair, and Impartial Proceedings	14
Order of Protection.....	15
Hearing Process	15
Prohibition on Retaliation	15
Violence Against Women Act (VAWA)	15
Clear Statement of LMI's Commitment to VAWA	15
Reporting Incidents of Relationship and Sexual Violence.....	15
Training.....	15
Policy on Use and Abuse of Alcohol and Other Drugs.....	15
Applicable Sanctions.....	15
Health Risks.....	16
Student and Employee Counseling and Treatment	16
Annual Distribution	16
Hazing Policy	16
Definitions	17
Part II — Title IX Non-Discrimination & Grievance Process Policy	19
Introduction	19
Title IX Coordinator Contact Information	19
Overview of Title IX Policy: General Provisions.....	19
Responsibilities of the Title IX Coordinator	19
How to Make a Report or Formal Complaint	19
After Making a Report or Formal Complaint	19
Emergency Removal of Respondent.....	20
Administrative Leave of Employee Respondent	20
Complaint Dismissal	20
Confidentiality	20
Supportive Measures	20
Right to an Advisor.....	20
Resolution Timeline	20
Clery Act Reporting.....	21
Retaliation.....	21

Sexual Harassment Defined, Jurisdiction & Scope.....	21
Definitions of Covered Offenses.....	21
Consent	21
Jurisdiction	21
Formal Grievance Process.....	22
Notice of Allegations	22
Investigation.....	22
Investigation Timeline	22
The Hearing	22
Standard of Proof and Final Determination	22
Sanctions, Disciplinary Action & Remedies	22
Appeals.....	23
Record Retention	23
Part III — Written Safety Program	24
Safety Policy	24
Responsibilities	24
Owners	24
Managers/Supervisors	24
Employees	24
Safety Director	24
Hazard Identification, Analysis & Control.....	25
Inspections.....	25
Reported Hazards.....	25
Control	25
Safety & Health Training	25
Employee Training Requirements	25
Training Program Topics	25
Documentation.....	26
Accident Reporting and Investigation	26
General Safety Rules	26
Compliance and Discipline Policy.....	26
Training Outline.....	27
Part IV — Hazard Communication Program	28
Introduction	28
Identifying Hazardous Chemicals	28
Identifying Containers of Hazardous Chemicals	28
Keeping Safety Data Sheets (SDS).....	28
Training Employees about Chemical Hazards.....	28

Personal Protective Equipment	29
Part V — Emergency Evacuation Plan	30
Emergency Response	30
Emergency Procedures	30
In the event of fire:	30
In the event of earthquake:	30
In the event of a criminal incident:	30
Part VI — Drug and Alcohol Abuse Prevention Policy	31
Substance Abuse	31
Rehabilitation	31
Drug Abuse & Addiction Information & Treatment Centers	32
Loss of Title IV Eligibility	32
Policy Distribution Procedures	32
Drug Conviction Notification and Imposed Sanctions	32
Health Risks	33
Marijuana	33
Cocaine/Crack	33
Alcohol	33
Hallucinogens	34
Heroin	34
Crystal Methamphetamine	34
Depressants	34
Ecstasy (MDMA)	34
Ritalin	35
GHB	35
Synthetic Drugs	35
Why Are Synthetic Drugs So Dangerous?	35
Laws Relating to Drug Violations	35
Laws and Penalties	36
Nevada	36
Texas	36
Federal Trafficking Penalties for Schedules I, II, III, IV, and V (except Marijuana)	36
Federal Trafficking Penalties for Marijuana, Hashish, and Hashish Oil (Schedule I)	37

Part I — Annual Campus Security Report

Introduction

L Makeup Institute Overview

L Makeup Institute (LMI) has two locations: the Main Campus (Las Vegas) is located at 440 S. Rampart Blvd. B-130, Las Vegas, NV 89145 and the Branch Campus (Southlake) is located at 112 State Street, Southlake, TX 76092. LMI is committed to providing its students, faculty, and staff with a safe and secure environment in pursuit of their educational goals. LMI began participating in Title IV programs at our Main Campus in 2017 and our Branch Campus in 2020.

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) is a federal law that requires institutions of higher education in the United States to disclose campus safety and security information including crime statistics for the campus and surrounding areas.

To comply with these regulations, we are providing the information as follows:

- Annual safety and security report compiled from data collected by the Las Vegas Metropolitan Police Department for our Nevada Campus and the Southlake Police Department for our Texas Campus;
- Disclosure of LMI's Security Policy; and
- Guidance on prompt crime reporting.

This information is available:

- Electronically on LMI's website; and/or
- In paper form available upon request to the Campus Education Director:
 - Nevada: Miriam Candelas — miriam@lmi.edu
 - Texas: Destinee Higgins — destinee@lmi.edu

Campus Security Contact Information:

- Campus Safety Coordinator (School Directors):
 - Nevada: Lisa Torti — lisa@lmi.edu
 - Texas: Melissa Cullen — melissa@lmi.edu
- Title IX Coordinator:
 - Nevada: Lisa Torti — lisa@lmi.edu
 - Texas: Lissette Waugh — lissette@lmi.edu
- Chief Compliance Officer / Campus Security Survey Administrator:
 - Kyle Waugh — kyle@lmi.edu

Campus Facility Access Control and Security Monitoring

Purpose

L Makeup Institute (LMI) maintains physical security measures at all campus locations to protect the safety of students, staff, and visitors and to safeguard institutional property and records.

Access Control

Access to campus facilities is restricted to authorized individuals. Each campus uses the following system:

- Las Vegas, Nevada Campus: Building entry is controlled by individually assigned electronic key fobs. Fobs are issued by Campus Director upon hire, or as otherwise authorized. Lost or unreturned fobs are deactivated promptly.
- Dallas-Fort Worth, Texas Campus: Building entry is controlled by an electronic keypad system using individually assigned access codes. Codes are issued by Campus Director upon hire, or as otherwise authorized. Codes for separated or departed individuals are deactivated promptly.

Administrative offices and areas containing sensitive student records, financial information, or other sensitive information are separately secured with keyed locks. Keys are issued only to authorized staff and are tracked by the respective Campus Director. Unauthorized duplication of keys is prohibited.

Issuance and Revocation of Access

Campus Directors are responsible for controlling the issuance, tracking, and revocation of all access credentials. Access credentials are issued only upon verified authorization, revoked immediately upon separation, and are not transferable between individuals.

Security Camera Surveillance

Security cameras are installed at both campus locations and record continuously. Cameras monitor building entry and exit points and common areas. Recorded footage is retained for a minimum of 30 days. Footage may be reviewed in connection with a reported incident, suspected policy violation, or law enforcement request. Camera coverage does not extend to restrooms, changing areas, or other locations where privacy is legally protected.

Alarm Systems

Both campus locations are equipped with intrusion alarm systems activated when the facility is closed. Alarm systems are not centrally monitored; activation triggers an audible alert at the premises. Repeated or unexplained alarm activations are reported to the Campus Director for investigation.

Violations

Unauthorized access to campus facilities, misuse of access credentials, tampering with security systems, or sharing of access credentials constitutes a violation of this policy and may result in disciplinary action up to and including termination or dismissal, and referral to law enforcement where appropriate.

Annual Security Report

Security Policy

LMI prepares this report to comply with the Clery Act. Students, parents, and staff may access this report on the Institute's website (<https://lmi.edu/>). A complete copy is also available from the Campus Safety Coordinators: Lisa Torti lisa@lmi.edu and Melissa Cullen melissa@lmi.edu.

Campus crime, arrest and referral statistics include those reported to the Las Vegas Metropolitan Police Department for our Nevada Campus and the Southlake Police Department for our Texas Campus. LMI has two campus locations with no campus housing at either location and does not have a police staff. Local law enforcement has arresting authority at both campuses.

Each year by October 1, LMI will compile and disseminate a crime statistics report to the Department of Education.

Annual Security Report Overview

The Annual Safety and Security Report (ASR) provides information and statistics about campus safety at each LMI campus. Under federal law, LMI must publicly disclose statistics regarding serious criminal offenses that occur on or adjacent to the campus. Statistics are compiled from local law enforcement authorities and published on LMI's website under disclosures accessible to students, faculty, and staff.

This report covers three years of data (2023, 2024, 2025) for specified offenses that have occurred on-campus, including adjacent parking lots, and on certain public property including thoroughfares, streets, and sidewalks adjacent to and accessible from the campus.

The following related institutional policies are incorporated into this ASR disclosure package and distributed annually with this ASR for purposes of the Clery Act (34 CFR §668.46): (1) the LMI Drug and Alcohol Abuse Prevention Policy, which contains required disclosures regarding prohibited conduct, applicable sanctions, health risks, rehabilitation and treatment resources, and annual distribution procedures; and (2) the LMI Title IX Non-Discrimination & Grievance Process Policy, which contains required disclosures regarding disciplinary procedures, timelines, rights of both parties, standard of evidence (clear and convincing), possible sanctions, protective and supportive measures, appeal procedures and timelines, and advisor rights in cases of dating violence, domestic violence, sexual assault, and stalking.

Annual Distribution of ASR

On October 1st of each year, LMI will distribute by email to all employees and enrolled students a notice of availability of the required information. Students who enroll or employees who are hired after the annual distribution will also receive the ASR policy.

Additional Notes

- LMI does not have pastoral or professional counselors.
- LMI does not provide living accommodations and does not have campus housing.
- LMI does not maintain residential facilities and does not have any officially recognized student organizations that own or control off-campus property.
- LMI does not have an athletics department.
- LMI does not maintain a fire log (no residential facilities).
- LMI does not have externship programs.

Clery Act Crime Statistics

Nevada Campus — 440 S. Rampart Blvd. B-130, Las Vegas, NV 89145

The following statistics encompass the campus, buildings and property, and public property surrounding the campus.

CRIMINAL OFFENSES	ON-CAMPUS			PUBLIC PROPERTY		
	2023	2024	2025	2023	2024	2025
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0
Rape	0	0	0	0	0	0
Fondling	0	0	0	0	0	0
Incest	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
VAWA OFFENSES	ON-CAMPUS			PUBLIC PROPERTY		
	2023	2024	2025	2023	2024	2025
Domestic Violence	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0
Stalking	0	0	0	0	0	0
Sexual Assault	0	0	0	0	0	0
ARRESTS AND REFERRALS FOR DISCIPLINARY ACTION	ON-CAMPUS			PUBLIC PROPERTY		
	2023	2024	2025	2023	2024	2025
Weapons: Carrying, Possessing, Etc. — Arrest	0	0	0	0	0	0
Drug Abuse Violation — Arrest	0	0	0	0	0	0
Liquor Law Violation — Arrest	0	0	0	0	0	0
Weapons: Carrying, Possessing, Etc. — Referral	0	0	0	0	0	0
Drug Abuse Violation — Referral	0	0	0	0	0	0
Liquor Law Violation — Referral	0	0	0	0	0	0

2023, 2024, 2025: No hate crimes reported.

2025: No hazing incidents reported.

Unfounded Crimes: 0 (2023), 0 (2024), 0 (2025)

Texas Campus — 112 State Street, Southlake, TX 76092

The following statistics encompass the campus, buildings and property, and public property surrounding the campus.

CRIMINAL OFFENSES	ON-CAMPUS			PUBLIC PROPERTY		
	2023	2024	2025	2023	2024	2025
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0
Rape	0	0	0	0	0	0
Fondling	0	0	0	0	0	0
Incest	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
VAWA OFFENSES	ON-CAMPUS			PUBLIC PROPERTY		
	2023	2024	2025	2023	2024	2025
Domestic Violence	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0
Stalking	0	0	0	0	0	0
Sexual Assault	0	0	0	0	0	0
ARRESTS AND REFERRALS FOR DISCIPLINARY ACTION	ON-CAMPUS			PUBLIC PROPERTY		
	2023	2024	2025	2023	2024	2025
Weapons: Carrying, Possessing, Etc. — Arrest	0	0	0	0	0	0
Drug Abuse Violation — Arrest	0	0	0	0	0	0
Liquor Law Violation — Arrest	0	0	0	0	0	0
Weapons: Carrying, Possessing, Etc. — Referral	0	0	0	0	0	0
Drug Abuse Violation — Referral	0	0	0	0	0	0
Liquor Law Violation — Referral	0	0	0	0	0	0

2023, 2024, 2025: No hate crimes reported.

2025: No hazing incidents reported.

Unfounded Crimes: 0 (2023), 0 (2024), 0 (2025)

** On-campus includes campus, adjacent parking, stairwells, elevators, or hallways used to access the institution.*

*** Public property includes thoroughfares, streets, and sidewalks within or immediately adjacent to and accessible from the campus.*

Timely Warning and Emergency Notification

Timely Warning

Students and employees are encouraged to accurately report all criminal acts, suspicious activities, or emergencies promptly to school personnel and appropriate law enforcement agencies. Reports can be filed on a voluntary and confidential basis for inclusion in the annual disclosure of crime statistics by contacting the Financial Aid Office.

A timely warning will be issued to the LMI campus community for Clery Act crimes against persons and property. An assessment will determine, based on the situation, the need for campus notification. Warnings are issued via email and will not disclose the name or other identifying information of any victim or complainant. Clery geography covered by this policy includes the campus, adjacent parking lots, and on certain public property including thoroughfares, streets, and sidewalks adjacent to and accessible from the campus.

Hate Crimes

LMI does not condone violence or hate crimes of any kind. LMI strives to safeguard the rights of all citizens mandated by the U.S. Constitution, regardless of ethnicity, national origin, religion, gender, sexual identity, disability, and political or religious beliefs.

Reporting Campus Incidents and Crimes

LMI urges its students, faculty, and staff to report all crimes and emergencies as promptly as possible. When an emergency or imminent threat occurs, call 911.

Report non-emergencies to:

- Las Vegas Metropolitan Police Department: (702) 828-3111
- Southlake Police Department: (817) 743-4522
- Campus Safety Coordinator — Nevada: Lisa Torti, lisa@lmi.edu
- Campus Safety Coordinator — Texas: Melissa Cullen, melissa@lmi.edu
- Title IX Coordinator — Nevada: Lisa Torti, lisa@lmi.edu
- Title IX Coordinator — Texas: Lissette Waugh, lissette@lmi.edu

Campus Law Enforcement

LMI does not have campus security. All crimes are referred to the Las Vegas Metropolitan Police Department (Nevada) and the Southlake Police Department (Texas).

The Daily Crime Log

LMI maintains a Crime Log that is publicly available for review upon request to the Campus Safety Coordinator or Title IX Coordinator. The Crime Log is updated to include offenses within two days of the report of an offense and is available for review during business hours at the campus.

Emergency Response and Evacuation

Confirmation of an Emergency

In any emergency involving an immediate threat to the health or safety of students or employees, call 9-1-1 immediately. The Campus Safety Coordinator will simultaneously assess the situation and determine whether additional institutional response is required.

Notification

Upon confirmation of a significant emergency or dangerous situation, LMI will promptly notify the campus community through direct verbal announcement and/or text/phone alert. Lisa Torti (Nevada), Melissa Cullen (Texas), and/or Kyle Waugh are responsible for issuing emergency notifications.

Emergency Procedures

In the event of emergency, fire, evacuation, or inclement weather, students and employees will be alerted by verbal announcement from an LMI staff member.

- In any emergency (medical, fire, or other), call 9-1-1 immediately.
- In the event of fire or other emergency requiring evacuation, all students and employees shall evacuate immediately following direction from an administrative staff member.
- Evacuate via the nearest available marked exit following the campus emergency evacuation plan.
- After evacuation, students and employees gather across from the front entrance at the Main Campus and in the back parking lot at the Branch Campus. Educators must take attendance.
- Portable fire extinguishers are available throughout each campus.
- First Aid kits are available in the student lounge and employee breakroom.

Annual Emergency Notification and Evacuation Drill

LMI tests its emergency evacuation procedures at least once annually on an announced or unannounced basis. LMI maintains documentation of each test exercise including date, time, elapsed time, and whether announced or unannounced.

Nevada (Main Campus):

- Date of most recent Annual Test: 8/14/2025
- Time Elapsed: 2.08 min
- Announced or Unannounced: Unannounced

Texas (Branch Campus):

- Date of most recent Annual Test: 2/12/2025
- Time Elapsed: 2.06 min
- Announced or Unannounced: Unannounced

Missing Student Notification Policy

LMI does not provide on-campus student housing and therefore does not have a missing student notification procedure for students who reside in on-campus housing.

Security Awareness and Crime Prevention Programs

Security Awareness Programs

LMI provides security awareness information to all students and employees. At new employee and new student orientation, emergency procedures, evacuation routes, and personal safety practices are reviewed. On an annual basis, LMI conducts at least one unannounced emergency evacuation drill (fire drill) at each campus location; results are documented including date, time elapsed, and whether announced or unannounced. LMI also conducts active-shooter

response training for all employees, covering run-hide-fight protocols and coordination with local law enforcement. Safety information is distributed to students and employees as part of the annual ASR distribution each October 1.

Crime Prevention Programs

LMI addresses crime prevention through a combination of physical security controls and awareness education. Access to campus facilities is restricted via individually assigned electronic key fobs (Nevada) and access codes (Texas), which are revoked immediately upon separation. Security cameras record continuously at all campus entry and exit points with footage retained for a minimum of 30 days. Crime prevention information — including personal safety tips, auto theft prevention, and guidance on reporting suspicious activity — is distributed to all students and employees annually as part of the ASR and reviewed with incoming students and new employees during orientation.

Ongoing Prevention and Awareness Campaigns

LMI maintains ongoing prevention and awareness efforts directed at students and employees throughout the year, including: (1) annual distribution of this ASR on October 1; (2) annual distribution of the LMI Drug and Alcohol Abuse Prevention Policy on October 1; (3) new student and new employee orientation covering Title IX, sexual misconduct prevention, reporting procedures, and available resources; (4) active-shooter response training for employees; and (5) at least one annual emergency evacuation drill at each campus.

Annual Training of Officials Conducting Disciplinary Proceedings

All LMI officials involved in conducting disciplinary proceedings for alleged incidents of dating violence, domestic violence, sexual assault, and stalking receive annual training on: (1) the definition of these offenses under federal and applicable state law; (2) the definition of consent under applicable state law; (3) how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability; and (4) how to conduct a proceeding that is fair, impartial, and without bias toward either party.

Reporting Policy

It is the policy of LMI to immediately report any sexually related offenses to local law enforcement, whether committed on or off campus. Victims are urged to report the crime to a staff member and/or local police and to preserve all evidence. When sexual assaults are committed off campus, persons are encouraged to report to the appropriate law enforcement agency or to an LMI staff member.

What to do if you are a victim of sexual assault:

- Tell the first person you see and point out the attacker, if possible.
- Do not shower or bathe.
- Report the assault to the police.
- Remember all you can about the attacker including age, height, weight, race, color of eyes, hair, clothes, and complexion.

Bystander Intervention

Individuals who witness behaviors where there is a safe opportunity to intervene are encouraged to do so by acting as Upstanders. For more information on bystander intervention:

- Step UP! — <https://stepupprogram.org/>
- National Sexual Violence Resource Center — <https://www.nsvrc.org/>
- No More — <https://nomore.org/>

Risk Reduction Information

Risk reduction options are designed to decrease perpetration and bystander inaction, and to increase empowerment for victims to promote safety. LMI identifies the following risk reduction practices:

- Know your resources. Know who to contact in cases of emergencies and in response to incidents of sexual assault. Always dial 9-1-1 in an emergency.
- Be secure. Always lock your doors and secure your belongings.
- Have a backup plan. Pre-planning helps you be prepared for many eventualities.
- Protect your drink. Always keep your drink near you.

Procedures for Institutional Disciplinary Action

Disciplinary Action for Sex Offense Convictions

If a student or staff member is convicted of a sexual offense, regardless of whether or not the action took place on campus, said individual may be subject to disciplinary actions by LMI up to and including termination or dismissal. Both the accuser and accused will be informed of the outcome of any institutional sanction and are entitled to have others present during a disciplinary proceeding.

Contact for amendments in academic arrangements:

- Campus Safety Coordinator — Nevada: Lisa Torti, lisa@lmi.edu
- Campus Safety Coordinator — Texas: Melissa Cullen, melissa@lmi.edu
- Title IX Coordinator — Nevada: Lisa Torti, lisa@lmi.edu
- Title IX Coordinator — Texas: Lissette Waugh, lissette@lmi.edu
- Chief Compliance Officer: Kyle Waugh, kyle@lmi.edu

Confidentiality

Any report of sexual assault will be kept in strictest confidence by LMI. The Title IX Coordinator shall have sole access to the file. No information will be released without the express consent of the victim or unless under court order.

Making a Complaint

Any person has a right to file both criminal and Title IX complaints at the same time. To file a criminal complaint:

- Las Vegas Metropolitan Police Department: (702) 828-3421
- Southlake Police Department: (817) 748-8114
- U.S. Department of Education — Office of Civil Rights: 50 Beale Street, Room 9700, San Francisco, CA 94015 | (415) 486-5700 | ocr@ed.gov

Prompt, Fair, and Impartial Proceedings

LMI is committed to prompt, fair, and impartial proceedings. Any allegations will begin with an investigation by the campus Title IX Coordinator. Each party may request written notice of the date, time, location, participants, and purpose of all hearings and investigative interviews. A reasonable timeframe to review allegations shall be no longer than 20 days unless extenuating circumstances apply. The Title IX Coordinator will be responsible for the review and imposition of outcomes or sanctions.

The detailed disciplinary procedures for dating violence, domestic violence, sexual assault, and stalking — including the complete investigation process, hearing procedures, timelines, standard of evidence, possible sanctions, protective and supportive measures, appeal

procedures, and advisor rights — are set forth in full in Part II of this disclosure package: the LMI Title IX Non-Discrimination & Grievance Process Policy.

Order of Protection

Students who believe they have been harassed or discriminated against have the right to file a complaint and to obtain and enforce a campus-issued no contact order or a court-issued order of protection.

Hearing Process

If, after meeting jointly or separately, the parties agree to a proposed resolution, the resolution shall be implemented and the informal process concluded. At any time during the informal process, the Complainant may initiate a formal complaint. Individuals shall submit objections to the CEO within fifteen (15) calendar days of receipt of the determination. Within forty-five (45) calendar days of receiving the Complainant's appeal, a copy of the final decision shall be forwarded to the Complainant and the Title IX Coordinator.

Prohibition on Retaliation

LMI strictly prohibits retaliation. All persons, including LMI faculty and staff, are prohibited from taking retaliatory action against any member of the institution including Complainant, Respondent, or Witnesses. Anyone engaged in retaliatory actions is subject to appropriate sanctions including dismissal or termination.

Violence Against Women Act (VAWA)

Clear Statement of LMI's Commitment to VAWA

LMI is committed to providing a safe environment for students, staff, and faculty. Students, faculty, and staff on school property during normal business hours (Administrative: 7:00 a.m.–6:00 p.m.; School: 8:00 a.m.–5:30 p.m., Monday through Thursday) are covered by VAWA. School property includes the interior of the building, adjacent sidewalk, and parking lot.

Reporting Incidents of Relationship and Sexual Violence

Reporting of all alleged violations of relationship and sexual violence should be directed to LMI. The Title IX Coordinator determines which process a complaint falls under.

Training

Students and new employees are provided information during orientation on the services and resources available through the Campus Safety Coordinator.

Policy on Use and Abuse of Alcohol and Other Drugs

The Drug-Free Schools and Communities Act (DFSCA) amendments of 1989 require Institutions of Higher Education to provide notification to each student and all employees of campus standards of conduct regarding the Alcohol and Other Drugs (AOD) prevention program. LMI has adopted and implemented standards of conduct which prohibit the unlawful possession, use, solicitation or distribution of illicit drugs and the abuse of alcohol by students and employees on campus property or as part of any LMI activities.

Applicable Sanctions

Violations by students may result in probation, suspension, or expulsion. Employees who violate the above standards may be disciplined up to and including termination. Violations of law committed on campus property will be subject to prosecution by federal, state, and local enforcement agencies.

Health Risks

Both productivity at work and the learning process are significantly impaired by using illicit drugs and alcohol. Substance abuse and dependency can cause many short-term and long-term health consequences. For more information: <https://www.cdc.gov/alcohol> and <https://www.drugabuse.gov/>

Student and Employee Counseling and Treatment

Students and employees in need of additional information regarding drug or alcohol counseling, treatment, rehabilitation, or re-entry programs are encouraged to contact the Drug Abuse Treatment and Referral Hotline: 1-800-662-HELP.

Annual Distribution

On or before October 1st of each year, LMI distributes by email to all current students and employees a notice of availability of its Alcohol and Other Drug Abuse (AOD) Prevention Policy.

Hazing Policy

L Makeup Institute (LMI) prohibits hazing by any student, employee, or other person, on or off campus. Consent is not a defense. This policy is published as required by the Clery Act (20 U.S.C. § 1092(f)), as amended by the Stop Campus Hazing Act.

LMI has no student housing, athletics, clubs, or student organizations, and sponsors no social activities outside instructional hours.

Definition

Hazing is any intentional, knowing, or reckless act against another person, regardless of that person's willingness to participate, that (1) is committed in the course of initiation into, affiliation with, or maintaining membership in a student organization, and (2) causes or creates a risk, above the reasonable risk of normal participation, of physical or psychological injury. Examples include physical abuse; forced sleep deprivation, exposure, confinement, or extreme exercise; forced consumption of food, alcohol, drugs, or other substances; forced sexual acts; threats of bodily harm; and any act that is, or requires someone to commit, a crime.

A student organization is any group of two or more LMI students, whether or not LMI recognizes it.

Reporting

Report suspected hazing to the Campus Director or any LMI staff member, in person or by email. Staff forward reports to the Campus Director. No form is required. If anyone is in immediate danger, call 911.

Investigation and Sanctions

The Campus Director reviews each report, gathers the facts, and decides whether this policy was violated. Violations are sanctioned under LMI's Student Code of Conduct or employee policies, up to dismissal or termination. Suspected crimes are referred to law enforcement. Retaliation against anyone who reports is prohibited.

Prevention and Awareness

LMI informs all students and employees of this policy at orientation or hire and through the annual distribution of this ASR each October 1, including what hazing is and how to report it.

Statistics and Transparency Report

Reported hazing incidents are counted in the Clery Act Crime Statistics in this ASR. LMI's Campus Hazing Transparency Report, posted on its website, lists any findings that a student organization violated this policy. To date there have been none.

State Law

Hazing is a crime under Nevada law (NRS 200.605) and Texas law (Tex. Educ. Code §§ 37.151–37.157).

Definitions

Aggravated Assault: An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury, usually accompanied by the use of a weapon.

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, or personal property of another.

Burglary: The unlawful entry of a structure to commit a felony or a theft.

Consent: A freely given agreement to the act of sexual penetration or sexual conduct in question. Lack of verbal or physical resistance resulting from the use of force or threat of force does not constitute consent.

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.

Domestic Violence: Felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner, a person sharing a child in common, or a person cohabitating with or having cohabitated with the victim as a spouse or intimate partner.

Drug Abuse Violations: Violations of laws prohibiting the production, distribution, and/or use of certain controlled substances.

Fondling: The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will.

Hate Crime: A criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim based on race, religion, gender, gender identity, sexual orientation, ethnicity, national origin, or disability.

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, 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.

Motor Vehicle Theft: The theft or attempted theft of a motor vehicle.

Murder/Non-Negligent Manslaughter: The willful (non-negligent) killing of one human being by another.

Manslaughter by Negligence: The killing of another person through gross negligence.

On Campus: Any space owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of its educational purposes.

Public Property: All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is immediately adjacent to and accessible from the campus.

Rape: The 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.

Robbery: The taking or attempting to take anything of value from the care, custody, or control of a person by force or threat of force or violence.

Sexual Assault: Sexual penetration by force or threat of force or an act of sexual penetration when the victim was unable to understand the nature of the act or was unable to give knowing consent.

Simple Assault: An 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.

Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others, or suffer substantial emotional distress.

Statutory Rape: Sexual intercourse with a person under the age of consent.

Weapons: Carrying, Possessing, Etc.: Violation of laws prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.

Part II — Title IX Non-Discrimination & Grievance Process Policy

Introduction

Title IX of the Education Amendments Act of 1972 prohibits discrimination on the basis of sex in any education program or activity operated by a recipient that receives federal financial assistance. As an educational institution subject to Title IX, L Makeup Institute has adopted this Title IX Non-Discrimination & Grievance Process Policy.

LMI: does not discriminate on the basis of sex; prohibits discrimination in its educational programs and activities as required by law; is committed to promoting fairness and equity; and values and promotes the equal dignity of all community members.

Inquiries about this Policy or the application of Title IX may be referred to LMI's Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights, or both.

Title IX Coordinator Contact Information

Main Campus — Nevada

- L Makeup Institute, Office of School Director
- 440 S. Rampart Blvd. B130, Las Vegas, NV 89145
- Tel: (702) 685-9298 | Email: lisa@lmi.edu | Web: www.lmi.edu

Branch Campus — Texas

- 112 State Street, Southlake, TX 76092
- Tel: (702) 685-9298 | Email: lissette@lmi.edu | Web: www.lmi.edu

U.S. Department of Education — Office for Civil Rights

- 400 Maryland Avenue, SW, Washington, D.C. 20202-1100
- Tel: (800) 421-3481 | Email: OCR@ed.gov | Web: <http://www.ed.gov/ocr>

Overview of Title IX Policy: General Provisions

Responsibilities of the Title IX Coordinator

The Title IX Coordinator oversees implementation and enforcement of this Policy, including primary responsibility for coordinating LMI's efforts related to the intake, investigation, resolution, and implementation of supportive measures to stop, remediate, and prevent discrimination, harassment, and retaliation prohibited under this policy.

How to Make a Report or Formal Complaint

Any person may report alleged sex discrimination, sexual harassment, or retaliation to the Title IX Coordinator, irrespective of whether the reporting person is the alleged victim. A report or complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail at any time (including during non-business hours).

After Making a Report or Formal Complaint

Upon receipt of a report or Complaint, the Title IX Coordinator shall undertake an initial assessment to determine appropriate next steps, including making an initial threat assessment to ensure there is no immediate danger. The Coordinator shall contact the Complainant to

discuss the availability of supportive measures and will notify the Complainant about the right to have an advisor.

Emergency Removal of Respondent

The School reserves the right to remove a Respondent from its education program or activities on an emergency basis when the Respondent poses an immediate threat to the health or safety of any student or campus community member. The Respondent will be given notice of the removal and the option to meet with the Title IX Coordinator to show cause why the removal should not be implemented.

Administrative Leave of Employee Respondent

Respondents that are School employees may be placed on administrative leave during the pendency of a grievance process as determined by the School and the Title IX Coordinator.

Complaint Dismissal

The School must dismiss a Complaint if the conduct alleged does not constitute sexual harassment as defined under Title IX, did not occur in an educational program or activity controlled by the School, or the School does not have jurisdiction over the Respondent. The School may also dismiss a complaint if a Complainant withdraws the complaint in writing, the Respondent is no longer enrolled or employed, or circumstances prevent the School from gathering sufficient evidence.

Confidentiality

The School shall undertake reasonable efforts to preserve the confidentiality of reports and Complaints and shall not disclose any report or Complaint except as necessary to effectuate this Policy, as permitted by FERPA, or as required under applicable law. Certain professionals have a legal and/or ethical responsibility to maintain communications in strict confidence, including licensed professional counselors, medical providers, victim advocates, clergy, and licensed attorneys.

Supportive Measures

Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the parties. These may include counseling, extensions of deadlines, modifications of work or class schedules, referral to medical or healthcare services, referral to community-based services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, and increased security monitoring.

Right to an Advisor

The parties have the right to select an advisor of their choice — which may be a friend, mentor, family member, attorney, or any other individual — to accompany them to any or all meetings and interviews during the resolution process. Under Title IX, cross-examination is required during the hearing and must be conducted by the parties' advisors. If a party does not have an advisor, the School will provide one for the limited purpose of conducting cross-examination.

Resolution Timeline

The School will make a good faith effort to complete the resolution process fairly and promptly. The School will avoid all undue delays within its control and will grant reasonable extensions of time upon written request and showing of good cause, providing the parties written notice of any delays or extensions.

Clery Act Reporting

Reports or complaints of sexual assault, domestic violence, dating violence, and/or stalking that pose a serious or continuing threat of bodily harm may trigger a timely warning obligation under the Clery Act. If a warning is deemed necessary, the School will ensure that a Complainant's name and other identifying information is not disclosed.

Retaliation

The School prohibits retaliation under this Policy. Retaliation may include intimidating, threatening, coercing, harassing, or discriminating against any individual for the purpose of interfering with any right or privilege secured by law or policy, or because the individual has made a report or complaint, testified, assisted, or participated in any investigation, proceeding, or hearing under this Policy.

Sexual Harassment Defined, Jurisdiction & Scope

For purposes of this Policy, Sexual Harassment means conduct on the basis of sex that satisfies one or more of the following: (1) Quid Pro Quo — a School employee conditions the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct; (2) Sexual Harassment — 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 program or activity; or (3) Sexual assault, dating violence, domestic violence, or stalking as defined in the Clery Act.

Definitions of Covered Offenses

Dating Violence: Violence on the basis of sex committed by a person who is in or has been in a social relationship of a romantic or intimate nature with the Complainant.

Domestic Violence: Violence on the basis of sex committed by a current or former spouse or intimate partner, a person sharing a child in common, or a person cohabitating with or having cohabitated with the Complainant as a spouse or intimate partner, or by any person protected from that person's acts under the domestic or family violence laws of Texas.

Stalking: Engaging in a course of conduct on the basis of sex directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others, or suffer substantial emotional distress.

Consent

Under Texas Penal Code Chapter 1, consent means assent (or agreement) in fact, whether expressed or apparent. Each party must consent before engaging in sexual activity. Consent can be withdrawn once given, as long as the withdrawal is reasonably and clearly communicated. A current or previous intimate relationship is not sufficient to constitute consent. Silence or the absence of resistance alone is not consent.

Jurisdiction

For purposes of this Policy, the School's educational program or activities includes locations, events, or circumstances within the U.S. where the School exercises substantial control over both the Respondent and the context in which the alleged sexual harassment or discrimination occurs, and any building owned or controlled by the School or by a student organization officially recognized by the School.

Formal Grievance Process

Notice of Allegations

The Title IX Coordinator will provide written notice of the allegations to the Respondent and Complainant upon receipt of a Formal Complaint, prior to any initial meeting or interview. The notice will include a meaningful summary of all allegations, the identity of the parties, the precise misconduct alleged, the date and location of the alleged incident(s), applicable policies and procedures, potential sanctions, a statement that Respondent is presumed not responsible until a Final Determination is rendered, and information on advisor rights and the School's prohibition on false statements.

Investigation

Trained Investigators will be assigned to investigate allegations contained in a Formal Complaint objectively. The burden to collect all evidence, including both inculpatory and exculpatory evidence, rests on the School, not the parties. Prior to the conclusion of the investigation, the parties will be provided with a copy of the draft investigation report and an opportunity to review all directly related evidence, with a ten (10) business day review and comment period.

Investigation Timeline

The School will make a good faith effort to complete investigations as promptly as circumstances permit and will communicate regularly with the parties. The School will communicate in writing any anticipated delay and its reason, and will promptly resume the investigation and resolution process as soon as feasible.

The Hearing

Upon conclusion of the investigation, the matter will proceed to a live hearing with opportunity for cross-examination. A neutral Decision-maker will be appointed to preside over the hearing, evaluate the evidence, and make a determination as to each allegation. Investigators and the Title IX Coordinator are prohibited from serving as Decision-makers. Only relevant questions, testimony, and evidence may be proffered at the hearing. An audio or audiovisual recording or transcript will be made and made available to the parties.

Standard of Proof and Final Determination

The Decision-maker will render a finding as to each allegation by applying the clear and convincing evidence standard — whether there is a high probability that the Respondent violated the Policy as alleged. The written determination letter will be provided simultaneously to the parties and will include: identification of the allegations; a description of procedural steps taken; findings of fact; conclusions regarding application of the code of conduct; a statement and rationale for the results as to each allegation; and the permissible bases for appeal.

Sanctions, Disciplinary Action & Remedies

Sanctions may include, but are not limited to: Warning; Required Counseling; Probation; Suspension (not to exceed two years); Expulsion; Withholding of Diploma; Performance Improvement/Management Process; Required Training or Education; Loss of Annual Pay Increase; Loss of Oversight or Supervisory Responsibility; Demotion; Suspension with or without pay; or Termination. Sanctions will be imposed upon expiration of the appeal window or after Final Determination on any appeal filed.

Appeals

Any party may file an Appeal within five (5) days of the delivery of the Notice of Outcome on the following grounds: (1) procedural irregularity that affected the outcome; (2) new evidence not reasonably available at the time of the determination that could affect the outcome; or (3) conflict of interest or bias by the Title IX Coordinator, Investigator(s), or Decision-maker(s) that affected the outcome. Decisions on appeal will be made within seven (7) business days, applying the clear and convincing evidence standard.

Record Retention

The School shall maintain records related to the implementation of this Policy for at least seven years, including: reports and formal complaints; records of any dismissal; each investigation and determination; disciplinary sanctions imposed; remedies implemented; any appeal and its result; any informal resolution and its result; and all materials used to train Title IX Personnel.

Part III — Written Safety Program

Safety Policy

Every employee of L Makeup Institute is expected to make every effort to integrate safety and health considerations into every part of their daily activities. Safety program effectiveness is a shared responsibility. We are committed to providing a safe workplace for all employees and require all employees to be involved.

The objective of our safety and health program is to maintain injuries and illnesses at 0%. Violations of safety and health policy and procedures will not be tolerated and are subject to progressive discipline up to and including termination.

Every employee is required to identify and report near misses and unsafe conditions. The prevention of accidents and mishaps is crucial to the success of the safety program.

Responsibilities

Owners

- Be ultimately responsible for the safety and health program, including NRS 618.383.
- Provide the resources necessary to effectively implement the programs.
- Provide a safe and healthful workplace.

Managers/Supervisors

- Ensure effective execution of programs within their areas of responsibility.
- Ensure employees comply with safety and health rules.
- Ensure employees have a means to report safety concerns without fear of reprisal.
- Inspect work areas to ensure hazards are promptly identified and corrected.
- Ensure employees receive safety training in a language they can understand.
- Report and investigate injuries, illnesses, and property damage accidents.

Employees

- Be an active participant in the safety and health program.
- Perform all tasks in accordance with established policies, procedures, and safe work practices.
- Perform a safety evaluation of their workspace daily or as conditions change.
- Promptly report any injury, illness, near miss, or incident to the appropriate person.

Safety Director

The COO has appointed himself as Safety Director (SD) to serve as LMI's safety and health representative. The SD is assigned responsibility for development, implementation, and oversight of the safety and health program, including ensuring compliance with all applicable federal, state and local safety and health requirements, developing and administering safety programs and procedures, ensuring all employees receive adequate and appropriate safety training, and reviewing safety and health programs at least annually.

Employees who need more information about the plan or an explanation of their duties under the plan can contact the School Director at their campus.

Hazard Identification, Analysis & Control

LMI takes a proactive stance toward the identification, analysis, and control of any existing or potential hazards in the workplace.

Inspections

- The supervisor will conduct informal periodic inspections.
- The SD will conduct formal quarterly inspections.
- An inspection checklist will be used, and status and progress of corrective action will be tracked.
- Identified hazards not corrected immediately will be documented in writing with interim protection measures.
- When a hazard is found to be an imminent threat to life, health, or property, work will stop immediately until the hazard is abated.
- Completed inspection checklists will be kept on file for 3 years.

Reported Hazards

Hazards reported to the SD by employees will be sent to corresponding department supervisors for immediate action. No adverse action will be taken against anyone for identifying a safety or health hazard.

Control

All hazards will be controlled by using engineering, administrative controls, or as a last resort personal protective equipment. The following controls for specific hazards can be found in separate programs:

- Chemical hazards: see Safety Data Sheets (SDS)
- Fire, bomb threat, earthquake, and other events: see Emergency Action Plan

Safety & Health Training

The SD will assist management in communicating the program to employees through mandatory safety meetings and training classes. Employees will receive initial training on the program prior to their first day of work.

Employee Training Requirements

- Every new employee will receive safety and health orientation training prior to being assigned to any position, including: employee safety rights and responsibilities; site emergency action plan; first aid procedures; and company safety policy and procedures.
- Every employee will receive safety and health training on all activities required in their job description.
- Employees will be trained on the location and proper use of fire extinguishers.
- Call Poison Control if chemicals are accidentally swallowed: 1-800-222-1222 (National).
- First Aid kits are available in the student and teacher lounge.

Training Program Topics

Required training topics at LMI include:

- Employer and employee rights and responsibilities
- Workplace safety program
- Emergency Action Plan and/or Fire Prevention Plan
- Accident and incident reporting

- First aid/medical treatment
- Hazard communication
- Fire extinguisher use/combustible and flammable liquid safety
- General safety rules (office, electrical, slips/trips/falls)

Documentation

The SD shall keep a record of each training event for 3 years. Records of orientation training and training necessary for individual employee certification/qualification shall be maintained in each employee's personnel file.

Accident Reporting and Investigation

Accidents or injuries must be reported immediately to the SD. Employees who are injured on the job are encouraged to seek professional medical attention when necessary. First aid supplies are available in both the employee break room and student lounge.

Medical Emergency: When a serious accident involving an employee injury requires medical care, call 911 immediately. Serious accidents involving the hospitalization of one or more employees or a fatality must be reported to the Nevada Occupational Safety and Health Administration (OSHA) within 8 hours.

The SD is responsible for conducting investigations to determine the cause of accidents/incidents and for recommending corrective actions.

General Safety Rules

- Follow published safety and health rules and regulations.
- No roughhousing or horseplay.
- Do not handle/tamper with any machinery/equipment that is not part of your assigned duties.
- Obey warning signs.
- Keep work areas clean and orderly.
- Wash hands after handling hazardous chemicals.
- Never use a defective tool or machine.
- Smoking is NOT permitted on the LMI campus.
- Harmful fumes: When using or near harmful fumes, proper ventilation is required.
- Store products in closed containers and prevent spills or leakage.
- Safety Data Sheets (SDS) are available in the Library for all chemicals used at LMI.

Compliance and Discipline Policy

The following progressive discipline applies to managers, supervisors, and employees:

- First Violation: Verbal warning
- Second Violation: Written warning and mandatory re-training
- Third Violation: Suspension without pay
- Fourth Violation: Termination

NOTE: Any manager, supervisor, or employee who knowingly violates any policy, procedure, or regulation that places them or another employee at imminent risk of serious injury or death shall have their employment immediately terminated.

Training Outline

- The office will have fire extinguishing equipment and a training program on how to use extinguishers.
- An evacuation plan will be in place with periodic fire drills and training.
- Inspect the workplace using an inspection form.
- Exit signs will be lighted, clearly visible, and meet required guidelines.
- Aisles will be kept clear to allow for easy travel and exit in the event of an emergency.
- A first aid kit will be available for emergency use.
- Work areas will be well-illuminated.

Part IV — Hazard Communication Program

Introduction

The management of L Makeup Institute is committed to preventing accidents and ensuring the safety and health of our employees. We will comply with all applicable federal and state health and safety rules. Under this program, employees are informed of the contents of the OSHA Hazard Communications Standard, the hazardous properties of chemicals with which they work, safe handling procedures, and measures necessary to protect themselves from these chemicals. This written hazard communication plan is available for review by all employees in the Administrative Office.

Identifying Hazardous Chemicals

A list of all hazardous chemicals with a potential for employee exposure at this workplace is located in the Community Resources and Health & Safety Binder. Detailed information about the physical, health, and other hazards of each chemical is included in a Safety Data Sheet (SDS). The product identifier for each chemical on the list matches and can be easily cross-referenced with the product identifier on its label and on its SDS.

Identifying Containers of Hazardous Chemicals

The labeling system used by L Makeup Institute will follow the requirements in the 2012 revision of the OSHA Hazard Communication Standard, consistent with the United Nations Globally Harmonized System of Classification and Labeling of Chemicals. All hazardous chemical containers used at this workplace will have the original manufacturer's label including a product identifier, appropriate signal word, hazard statement(s), pictogram(s), precautionary statement(s) and the name, address, and telephone number of the chemical manufacturer.

Educator/Instructor will ensure that all containers are appropriately labeled. Workplace labels must be legible and in English.

Keeping Safety Data Sheets (SDS)

SDS sheets are readily available to all employees during their work shifts in the Community Resources and Health & Safety Binder located in the Library. The SDS sheets are updated and managed by the Faculty. If an SDS is not immediately available for a hazardous chemical, employees can obtain the required information by contacting an Owner.

Training Employees about Chemical Hazards

Before starting their jobs or being exposed to new hazardous chemicals, employees must attend a Hazard Communication Training covering the following topics:

- An overview of the requirements in OSHA's Hazard Communication Standard
- Hazardous chemicals present in their workplace
- The location of the written hazard communication plan and where it may be reviewed
- How to understand and use the information on labels and in Safety Data Sheets
- Physical and health hazards of the chemicals in their work areas
- Methods used to detect the presence or release of hazardous chemicals
- Steps taken to prevent or reduce exposure to these chemicals

- How to protect themselves through engineering controls, work practices, and personal protective equipment
- Emergency procedures to follow if an employee is exposed to these chemicals
- Location of eye wash solution

After attending training, employees will sign a form verifying that they understand the topics and how they relate to the hazard communication plan.

Personal Protective Equipment

When using certain chemicals identified as hazardous, the following safety precautions must be followed:

- CITRIS Cleaner Degreaser: Safety Glasses and Vinyl Gloves required when diluting or using.
- Latex: Safety Glasses required when pouring, bottling, or mixing.
- Ultracal: Dust Mask or Cartridge Filter Mask required when pouring or mixing.
- 99% Alcohol: Keep away from open flame. Safety Glasses and Vinyl Gloves recommended.
- Acetone: Keep away from open flame. Safety Glasses and Vinyl Gloves recommended.
- Bleach: Safety Glasses and Vinyl Gloves recommended.

Part V — Emergency Evacuation Plan

Emergency Response

LMI is committed to providing employees with a safe and secure environment; the prevention of injury will be given top priority at all times. Employees are encouraged to be responsible for their own safety as well as the safety of others. LMI encourages all employees to promptly report any safety concerns within the LMI campus to any LMI staff or faculty member.

- If the safety concern is located off campus and on public property within Tivoli, contact Tivoli Management at (702) 534-0000 or Tivoli Security at (702) 534-0030. Tivoli maintenance and security personnel have approved access into LMI if needed.
- If the safety concern is located off campus and on public property within Southlake Town Square, contact Kite Realty Management at (817) 329-5566.
- All LMI campus injuries must be documented on the Incident Report form available through the administrative office.

All employees are appropriately trained in emergency evacuation procedures. Faculty will review the evacuation plan and procedures with all incoming employees during new employee orientation, including the location of emergency exits, fire extinguishers, first aid kits, and where to assemble outside in case of evacuation. A map is also posted in the student and faculty lounge for reference at any time.

In the event of an emergency that requires evacuation, all employees and students shall immediately evacuate through the nearest unobstructed emergency exit. Periodically, and at least annually, there will be an unannounced fire drill test. During a real or test evacuation, all faculty must take attendance at the designated meeting point to make sure all students and employees are safe and present. Each test will be documented including a description of the exercise, the date, time, and whether it was announced or unannounced.

In situations of significant emergencies or dangerous situations, any member of the school community must call 911.

Emergency Procedures

In the event of fire:

- Evacuate premises by following the planned procedure for the facility.
- Call 911. Give name and address of business, nature of fire, and name of person reporting.
- Plan alternate exits in the event the regular route is blocked by fire.
- If the fire is small and there is minimal smoke, you may try to extinguish it with a fire extinguisher. If the fire grows or there is thick smoke, immediately evacuate and dial 911.

In the event of earthquake:

- Remain inside the building and place yourself under a desk or other secure area.
- Do not use elevators.
- If you must leave the building, choose your exits carefully AFTER all shaking has ceased.

In the event of a criminal incident:

Do not be a hero. Employees and staff are instructed to dial 911 when it is safe to do so.

Part VI — Drug and Alcohol Abuse Prevention Policy

Substance Abuse

The following Drug-Free Workplace Policy is to notify all employees and students that pursuant to the Federal Drug-Free Workplace Act of 1988 (Public Law 101-690) and in accordance with the Drug-Free Schools and Communities Act Amendments of 1989, which establishes a drug-free school zone, the L Makeup Institute prohibits the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance, marijuana, or alcohol in the workplace, on school property, or as part of any school activity.

The drug-free workplace consists of all locations where the L Makeup Institute does business. This includes, but is not limited to, all cLASRooms, lounge, photography room, all administrative offices, corridors, storage rooms, and any space to be added in the future.

LMI is committed to providing a safe environment as well as protecting the health, safety, and wellbeing of our students and employees. This commitment is jeopardized when anyone engages in use, possession, sale, conveyance, distribution, or manufacture of illegal drugs, intoxicants, controlled substances, or abuses prescription drugs, marijuana, or alcohol. Substance abuse is a significant public health problem, which has a detrimental effect. Therefore, violations of this policy are subject to disciplinary action up to and including termination of employment or enrollment.

Rehabilitation

The L Makeup Institute will reasonably accommodate any employee or student who volunteers to enter an alcohol or drug rehabilitation program, provided the reasonable accommodation does not impose undue hardship on the L Makeup Institute. For the employee, reasonable accommodation could include time off without pay and adjustment of working hours. The employee may use whatever sick time they are entitled. For the student, reasonable accommodation could include an adjustment of school hours or a grant of a Leave of Absence. However, the L Makeup Institute is not obligated to offer an accommodation for any employee or student who has violated any policy that in the L Makeup Institute's sole discretion merits termination of the relationship, before asking for assistance. The L Makeup Institute will take reasonable measures to safeguard the privacy of the employee or student concerning enrollment in an alcohol or drug rehabilitation program.

If an employee or student enters a state-approved rehabilitation program, the employee or student shall sign an agreement with the L Makeup Institute, which will include the following:

1. Enroll in and complete the LMI-approved rehabilitation program at the employee's cost.
2. Execute the appropriate release of medical information forms to LMI to monitor the compliance with the rehabilitation program.
3. Ensure the treatment facility provides LMI with the necessary documentation to establish compliance.
4. Abstain from any illegal misconduct.
5. Acknowledge that any future violation of company drug policy shall result in immediate termination.
6. Failure to comply with any provision of the agreement shall result in immediate termination.

Drug Abuse & Addiction Information & Treatment Centers

- Harm Reduction Therapy Center: 888-243-4976
- National Institute on Drug Abuse: 800-662-4357
- Alcohol Abuse: 866-331-5541
- Alcoholics Anonymous: 702-796-5222 or 214-824-9437
- Substance Abuse and Mental Health Services Administration (SAMHSA) National Helpline: 1-800-662-HELP (4357)
- Treatment Access Services: 415-522-7100 or 800-750-2727
- The Center for Substance Abuse Treatment and Referral Hotline: 800-662-HELP
- Mental Health Crisis Unit: 800-273-8255
- Addiction Treatment Services: 877-921-9653

Loss of Title IV Eligibility

A student is ineligible to receive Title IV financial aid if the student has been convicted of an offense involving the possession or sale of illegal drugs for the period described below:

	Possession of Illegal Drugs	Sale of Illegal Drugs
1st Offense	1 year from the date of conviction	2 years from the date of conviction
2nd Offense	2 years from the date of conviction	Indefinite Period
3rd Offense	Indefinite Period	Indefinite Period

Policy Distribution Procedures

The L Makeup Institute's Drug-Free Workplace Policy will be distributed to all employees and students on an annual basis using the following procedure:

- Students will receive a statement of the Drug and Alcohol Abuse Prevention availability with a description of its contents during orientation. Annually, the Financial Aid Department will be responsible for distributing the policy to current students. It is also available on our website at www.lmakeupinstitute.com.
- Employees will receive a statement of the Drug and Alcohol Abuse Prevention availability with a description of its contents during the initial agreement of employment. It will be read, and the signature page will be returned with the employment agreement. Annually, the Financial Aid Department will be responsible for distributing the policy to current employees. It is also available on our website at www.lmakeupinstitute.com.

Hard copies of the report may be obtained upon request from the Financial Aid office.

Drug Conviction Notification and Imposed Sanctions

Any employee or student must notify LMI of any criminal drug statute conviction for a violation occurring no later than five days after such a conviction. Within 30 days after receiving notice of an employee or student conviction, LMI will impose corrective measures on the employee or student convicted of drug abuse violations by:

1. Taking appropriate action against the employee or student up to and including termination and referral for prosecution, and/or

2. Requiring such employee or student to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.

Health Risks

The abuse of narcotics, depressants, stimulants, hallucinogens, or alcohol can cause serious detriment to a person's health. The health risks associated with the misuse of the previously mentioned drugs vary, but include, and are not limited to, convulsions, coma, paralysis, irreversible brain damage, tremors, fatigue, paranoia, insomnia, and possible death. Drug and alcohol abuse is extremely harmful to a person's health, interferes with productivity and alertness, and working while under the influence of drugs or alcohol could be a danger to the employee or student under the influence and fellow employees and students.

Marijuana

Commonly known as "pot," it is a plant with the botanical name of *cannabis sativa*. Pot is almost always smoked but can be ingested. Use causes the central nervous system to become disorganized and confused. Most users experience an increase in heart rate, reddening of eyes, and dryness of the throat and mouth.

Studies have proven that marijuana's mental effects include temporary impairment of short-term memory and an altered sense of time. It also reduces the ability to perform tasks requiring concentration, swift reactions, and coordination. Feelings of euphoria, relaxation, and bouts of exaggerated laughter are also commonly reported.

Smoking "pot" may cause: brain chemical changes, an altered reality, physically damaged lungs, emphysema, chronic bronchitis, lung cancer, a weakened immune system, damage to sperm in males, irregular menstrual cycles in females, and reduced fertility and sex drive.

Cocaine/Crack

Cocaine is a stimulant drug that is derived from the coca plant. Street cocaine is available in the form of a powder or a "rock" of crack and is most commonly inhaled or smoked. Cocaine increases the heart rate and blood pressure and is very addictive.

Crack is a form of smokable cocaine named for the popping sound it makes when burned. It is a mixture of cocaine, baking soda, and water. It is 5-10 times more potent than cocaine and is extremely dangerous. It has been reported that addiction can occur with as few as two "hits."

Some of the symptoms of cocaine/crack abuse are: personality changes, unexplained weight loss, excess sniffing and coughing, insomnia, depression, irritability, neglect of responsibility toward work, school, family and friends, and panic attacks.

Alcohol

In small doses, alcohol has a tranquilizing effect on most people, although it appears to stimulate others. Alcohol first acts on those parts of the brain that affect self-control and other learned behaviors; lowered self-control often leads to the aggressive behavior associated with those who drink. Alcohol use can also quickly cause dehydration, coordination problems, and blurred vision.

In large doses, alcohol can dull sensation and impair muscular coordination, memory, and judgment. Taken in larger quantities over a long period of time, alcohol can damage the liver and heart and cause brain damage and a great number of other health, medical, and social issues.

Hallucinogens

These are also known as psychedelics. The effects vary; the same person may have different reactions on different occasions. Most users are affected by changes in time and space perception, delusions, and hallucinations. The effects may be mild or overwhelming, depending on the dose and quantity of the drug.

Physical reactions range from minor changes, such as dilated pupils, a rise in temperature and heartbeat, to tumors. High doses can greatly alter the state of consciousness. After taking a hallucinogenic, the user loses control of thought processes. Although many perceptions are pleasant, others may cause panic or may make a person believe that he or she cannot be harmed. These delusions can be quite dangerous.

Heroin

Heroin is a narcotic that relieves pain and induces sleep. Commonly known as “junk” or “smack,” heroin is a highly addictive depressant and has been considered the cause of many deaths. Obvious symptoms include “pinpoint pupils,” drowsy, lethargic, slurred speech, and an inability to concentrate. Related medications used to treat pain include OxyContin and oxycodone, methadone, and codeine. The abuse of painkillers ranks second only to the abuse of marijuana in the United States.

Heroin users experience a high rate of infectious diseases due to a weakened immune system and dirty needles shared by users. Children can be born addicted or can become addicted from heroin in the mother’s milk.

Crystal Methamphetamine

Crystal methamphetamine is a colorless, odorless, powerful, and highly addictive synthetic (man-made) stimulant. Crystal methamphetamine typically resembles small fragments of glass or shiny blue-white “rocks” of various sizes. Like powdered methamphetamine, crystal methamphetamine produces long-lasting euphoric effects. Crystal methamphetamine, however, typically has a higher purity level and may produce even longer lasting and more intense physiological effects than the powdered form.

Crystal methamphetamine use is associated with numerous serious physical problems. The drug can cause rapid heart rate, increased blood pressure, and damage to the small blood vessels in the brain which can lead to stroke. Chronic use can result in inflammation of the heart lining. Overdoses can cause hyperthermia (elevated body temperature), convulsions, and death.

Individuals who use crystal methamphetamine may also have episodes of violent behavior, paranoia, anxiety, confusion, and insomnia. The drug can produce psychotic symptoms that persist for months or years after an individual has stopped using the drug. Users who inject the drug expose themselves to additional risks, including contracting HIV.

Depressants

Depressants are highly addictive and usually known as “downers.” A user may be drowsy, lethargic, suffer from memory loss, and have slurred speech. Many lawful drugs that have a depressant feature are from the family of drugs called barbiturates. More serious effects of abuse include liver damage, paradoxical anxiety, excited rage, coma, and death.

Ecstasy (MDMA)

Also known as XTC, X, and E, Ecstasy is a mind-altering drug with hallucinogenic and speed-like side effects. Often used at raves, it is taken to promote loss of inhibition, excitedness, euphoria, energy, and sexual stimulation. Ecstasy increases the amount of serotonin in a person’s brain; it also contains anti-coagulative properties, which can cause a person to bleed to death if injured. Side effects include depression, increased heart rate and blood pressure,

muscle tension, nausea, blurred vision, faintness, chills, brain damage, organ damage, and death.

Ritalin

Methylphenidate (Ritalin) is a medication prescribed for individuals (usually children) who have an abnormally high level of activity or attention-deficit hyperactivity disorder (ADHD). It contains amphetamines and can be abused as a stimulant by those other than for whom prescribed. When abused, the tablets are either taken orally or crushed and snorted. Some abusers dissolve the tablets in water and inject the mixture; complications can arise because insoluble fillers in the tablets can block small blood vessels.

GHB

Gamma-hydroxyl butyrate is an intoxicating chemical with medical, recreational, and potentially dangerous uses. Its use is illegal for any purpose in the United States. Nicknamed the “date rape drug,” it is a clear liquid often mixed in drinks to promote relaxation or increased sociability. Side effects can include drowsiness, dizziness, vomiting, amnesia, decreased motor skills, slurring of speech, unarousable sleep (coma), and death.

Synthetic Drugs

Synthetic drugs are chemically laced substances similar to marijuana, cocaine, and methamphetamine that are sold over the counter at some convenience stores, gas stations, and tobacco shops. Based on their chemical make-up, these drugs are commonly divided into two categories:

3. Cannabinoids: Popularly known as K2 or Spice, cannabinoids are chemically formulated versions of synthetic marijuana that consist of lab-manufactured THC.
4. Cathinones: Often known as “bath salts,” cathinones contain chemical compounds that mimic the effects of cocaine or meth.

Why Are Synthetic Drugs So Dangerous?

One reason that synthetic drugs are extremely dangerous is that buyers don’t know what chemicals they are ingesting. Individual products can contain a vast range of different chemical formulations and potencies, some of which can be two to 500 times stronger than THC.

Signs/symptoms of “bath salts” use: Severe paranoia; seizures; violent behavior; decreased need for sleep; hallucinations; lack of appetite; chest pain; self-mutilation.

Long-term health problems from “bath salts” use: Kidney failure; liver failure; increased risk of suicide; long-term mental illness; self-mutilation; death.

Laws Relating to Drug Violations

Attached below is a list of violation codes associated with the unlawful manufacture, distribution, dispensing, possession, or use of any controlled substance. Any employee or student violating any of the described laws could be subject to fines and imprisonment.

Laws and Penalties

Nevada

Under State Law, alcoholic beverages may not be served or sold to any person under the age of 21. Local authorities will be notified if found drinking under the legal age. The penalty is a fine of \$500 for the first offense and up to \$1,000 for repeat offenses. Under possession laws, if you are caught with any controlled substance, you will face Class E felony charges if it is your first or second drug charge. A Class E felony charge carries a mandatory minimum sentence of 1 year in prison and up to a maximum of 4 years in prison. For a third or greater drug offense charge, you would face Class D felony charges, which carry 1 to 4 years in prison with a fine reaching up to \$20,000.

Texas

If you're a minor (under 21) and found to be in possession of alcohol, you may face: a fine of up to \$500; a 30 to 180-day driver license suspension; and 8 to 40 hours of community service. Texas drug laws — charges and penalties vary depending on the amount, the type of drug, and whether the person was around minors. For small amounts of certain drugs, the person may be charged with a class A, B, or C misdemeanor. A class B misdemeanor is punishable with a fine of up to \$2,000, jail for up to 180 days, or both. Larger amounts can lead to felony charges, up to a 1st-degree felony. A 2nd-degree felony is punishable by a fine of up to \$10,000 and between 2 and 20 years in jail.

Federal Trafficking Penalties for Schedules I, II, III, IV, and V (except Marijuana)

Sch.	Substance/Quantity	Penalty (lower threshold)	Substance/Quantity (higher threshold — higher penalties)
II	Cocaine 500-4999g; Cocaine Base 28-279g; Fentanyl 40-399g; Fentanyl Analogue 10-99g; Heroin 100-999g; LSD 1-9g; Meth 5-49g pure/50-499g mix; PCP 10-99g pure/100-999g mix	1st Offense: Not less than 5 yrs, not more than 40 yrs. Death/injury: not less than 20 yrs or more than life. Fine up to \$5M indiv./\$25M other. 2nd Offense: Not less than 10 yrs, not more than life. Death/injury: life. Fine up to \$8M indiv./\$50M other.	Cocaine 5kg+; Cocaine Base 280g+; Fentanyl 400g+; Fentanyl Analogue 100g+; Heroin 1kg+; LSD 10g+; Meth 50g+ pure/500g+ mix; PCP 100g+ pure/1kg+ mix — 1st: not less than 10 yrs to life. 2+ Prior: life. Fine up to \$20M indiv./\$75M other.

Substance/Quantity	Penalty
Any Amount of Other Schedule I & II Substances; Any Drug Product Containing Gamma Hydroxybutyric Acid; Flunitrazepam (Schedule IV) 1 Gram	1st Offense: Not more than 20 yrs. Death/injury: not less than 20 yrs or more than life. Fine \$1M indiv./\$5M other. 2nd Offense: Not more than 30 yrs. Death/injury: life. Fine \$2M indiv./\$10M other.
Any Amount of Other Schedule III Drugs	1st Offense: Not more than 10 yrs. Death/injury: not more than 15 yrs. Fine up to \$500,000 indiv./\$2.5M other. 2nd Offense: Not more than 20 yrs. Death/injury: not more than 30 yrs. Fine up to \$1M indiv./\$5M other.
Any Amount of All Other Schedule IV Drugs (other than 1g+ Flunitrazepam)	1st Offense: Not more than 5 yrs. Fine up to \$250,000 indiv./\$1M other. 2nd Offense: Not more than 10 yrs. Fine up to \$500,000 indiv./\$2M other.
Any Amount of All Schedule V Drugs	1st Offense: Not more than 1 yr. Fine up to \$100,000 indiv./\$250,000 other. 2nd Offense: Not more than 4 yrs. Fine up to \$200,000 indiv./\$500,000 other.

Federal Trafficking Penalties for Marijuana, Hashish, and Hashish Oil (Schedule I)

Substance/Quantity	Penalty
Marijuana 1,000 kg+ mixture or 1,000+ plants	1st Offense: Not less than 10 yrs or more than life. Death/injury: not less than 20 yrs or more than life. Fine up to \$10M indiv./\$50M other. 2nd Offense: Not less than 20 yrs or more than life. Death/injury: life. Fine up to \$20M indiv./\$75M other.
Marijuana 100-999 kg mixture or 100-999 plants	1st Offense: Not less than 5 yrs or more than 40 yrs. Death/injury: not less than 20 yrs or more than life. Fine up to \$5M indiv./\$25M other. 2nd Offense: Not less than 10 yrs or more than life. Death/injury: life. Fine up to \$8M indiv./\$50M other.
Marijuana 50-99 kg mixture; 50-99 plants; Hashish more than 10 kg; Hashish Oil more than 1 kg	1st Offense: Not more than 20 yrs. Death/injury: not less than 20 yrs or more than life. Fine \$1M indiv./\$5M other. 2nd Offense: Not more than 30 yrs. Death/injury: life. Fine \$2M indiv./\$10M other.
Marijuana less than 50 kg (not including 50+ plants); 1-49 plants; Hashish 10 kg or less; Hashish Oil 1 kg or less	1st Offense: Not more than 5 yrs. Fine up to \$250,000/\$1M other. 2nd Offense: Not more than 10 yrs. Fine \$500,000 indiv./\$2M other.

End of LMI Clery Act Annual Security Disclosure Package — 2025