SUMMARY:

This policy outlines procedures to be followed in the case of actual or potential workplace violence.

POLICY:

The following procedures are to be followed in the case of any actual or potential workplace violence incident:

A. Any employee who experiences or witnesses such acts, conduct, behavior, or communication must immediately contact his/her supervisor, the Office of Human Resources, and/or the Department of Public Safety.

B. Any supervisor who receives a complaint of violence, threats, or harassment, or who has reason to suspect that these acts or behaviors are occurring, must notify the above designated officials immediately.

C. Upon being informed of an allegation of violence, threat, or harassment, the staff of the Office of Human Resources, the Department of Public Safety, or other designated officials will investigate the matter.

D. Upon the conclusion of this investigation, the designated officials of the University (Chief of Public Safety, Executive Director, Human Resources and Organizational Development and the President) will determine how to respond. The reporting employee will be notified of the outcome of the investigation, and the employee will be advised of any corrective or preventive action taken.

E. Appropriate disciplinary action, up to and including dismissal, will be taken in instances of misconduct, as identified by the University.

F. Employees who knew of information about violence, threats, or harassment, but did not act consistent with this procedure, will be subject to appropriate discipline.
G. An employee will not be retaliated against by the University for reporting violence, threats, or harassment.

**Reporting**

Any indicators of potential violence in the workplace must be immediately brought to the attention of appropriate supervisors, human resources staff, and public safety officers. Any employee experiencing any form of harassment or threats from another employee or a supervisor, or witnessing any behavior that indicates a potential for violence, should be reported as soon as possible to supervisors (administrators), in accordance with the policies and procedural guidelines of this Manual section. It is within the employee’s rights to request confidentiality concerning such a report.

Any employee that becomes the victim of a stalking, should notify his or her supervisor of this incident as soon as possible.

An employee that believes there is a present or imminent potential for personal harm by another employee experiencing any sort of violence or threat in his or her current personal or work relationships, should report such to his or her supervisor, human resources staff person, or an appropriate counselor.

Any employee victimized in the workplace, is encouraged to also report the crime to the Chief of Public Safety or other local law enforcement authorities. Statistics show that crimes reported sooner, have the highest arrest rates.

**Employee Conduct**

No employee—including supervisors, managers, and executives—shall be allowed to harass any other member of the general public by exhibiting behavior including, but not limited to, the following:

- **Verbal Harassment** – Verbal threats toward persons or property; the use of vulgar or profane language toward others; disparaging or derogatory comments or slurs; offensive flirtations and propositions; verbal intimidation, exaggerated criticism or name calling.

- **Physical Harassment** – Any physical assault such as hitting, pushing, kicking, holding, impeding, or blocking the movement of another person.

- **Prohibited Items on University Property** - Firearms (except law enforcement officers), switchblade knives, dangerous chemicals, explosives or blasting caps, chains, and other objects carried for the purpose of injury or intimidation.