



Policy Title:	Workplace and Domestic Violence; Workplace Bullying
Policy Number:	FAST-238
Revision Date:	April 2019
Policies Superseded:	UNIV-SAFE 461
Policy Management Area(s):	Human Resources and Equal Opportunity

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*If you are in immediate danger, you should call 2911 (on campus) or 911 (off campus).*

#### **SUMMARY:**

Coastal Carolina University has a zero tolerance policy regarding acts or threats of violence in the workplace. This includes violence committed or threatened against University employees or members of the University community. This policy also includes acts which constitute workplace bullying. Any acts of reported violence or workplace bullying will be investigated and handled accordingly, which may include disciplinary action, up to termination, and notification of law enforcement personnel for a determination of arrest and prosecution.

#### **POLICY:**

##### **I. DEFINITIONS**

Domestic violence- asserted violent misdemeanor and felony offenses committed by the victim's current or former spouse, current or former cohabitant, person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law.

Harassment- substantial or unreasonable words, gestures or actions that are intended to frighten, alarm or abuse another person or that would cause a reasonable person mental or emotional distress.

Types of verbal harassment:

- Verbal threats, suggestions, or otherwise imitating an act to injure/harm persons or property.
- Vulgar or profane language toward others.
- Disparaging or derogatory comments or slurs.
- Offensive flirtation or propositions.
- Verbal intimidation, exaggerated criticism or name calling.
- Harassing, threatening or continuous phone calls, sending letters or other forms of written or electronic communication.

Types of physical harassment:

- Any physical assault such as hitting, pushing, kicking, holding, impeding, blocking the movement of another person.
- Harassing or continuous surveillance (stalking) which is the willful, malicious and repeated following of another person and/or making a threat with intent to place the other person in reasonable danger.

Hostile work environment- a concept that falls under state discrimination laws and is triggered when working conditions are unwelcoming, when discriminatory conduct is so severe or pervasive that it alters the conditions of a victim's employment and creates abusive working environment, and when the harassment that creates these conditions is based on race, color, religion, sex, national origin, age (40+), disability, or other state-protected characteristic.

Physical violence- the use of force in order to harm.

Property damage- intentional damage to property owned or leased by another.

Threat- a communicated intent to inflict harm or loss to a person or to a person's property.

Workplace bullying- persistent, malicious, severe and/or pervasive mistreatment that harms, intimidates, offends, degrades, humiliates or isolates an employee (including reputation or job performance), whether verbal, physical or otherwise, at the place of work and/or in the course of employment. Such behaviors undermine the University's mission, CCU's Code of Ethical Conduct and other policies. Bullying behavior may take many forms including physical, verbal or written acts or behaviors and often involves an abuse or misuse of power. A single physical, verbal or written act or behavior generally will not constitute bullying unless especially severe and egregious. Differences of opinion, interpersonal conflicts, performance feedback and occasional problems in working relations are an inevitable part of working life and do not necessarily constitute workplace bullying. For examples of workplace bullying, please refer to the [FAQ](#).

Workplace violence- any type of violence taking place in one's place of employment. Types of violence include, but are not limited to, verbal and/or physical harassment, threats, property damage, and/or physical violence.

## II. WORKPLACE VIOLENCE

All employees should know what constitutes inappropriate behavior and how to react if they witness or are subjected to such behavior.

- A. If an employee experiences such acts, conduct, threats or other behavior, they are encouraged to notify their supervisor, the Office of Human Resources (HREO) and/or the Department of Public Safety, if they feel threatened by anyone, including both employees and non-employees.
- B. If a supervisor receives a complaint of behavior constituting workplace violence, or has a reason to suspect workplace violence is occurring, they are to contact their supervisor, the Office of Human Resources (HREO) and/or the Department of Public Safety.
- C. Employees who knew of information about any workplace violence but did not act consistently with this policy will be subject to disciplinary action.

## III. DOMESTIC VIOLENCE

Coastal Carolina University is committed to the health and safety of its employees and will not tolerate any act of domestic violence in the workplace. Students who feel that they have been a victim of, or know someone who is a victim of, domestic violence, please refer to policy [UNIV-468 Title IX Policy](#).

- A. Should an employee's supervisor or Human Resources and Equal Opportunity (HREO) become aware that such an event has occurred in the workplace, off-site but on-duty, and/or through the use of University resources, the employee shall immediately report the incident to the appropriate law enforcement.
- B. Employees are encouraged to report domestic violence which occurs outside of the workplace to law enforcement.
- C. An employee who is a perpetrator of domestic violence in the workplace, off-site but on-duty, and/or using University resources may be subject to discipline up to, and including, termination. An employee who is a perpetrator of domestic violence outside of the workplace, off-duty and off-site, may also be subject to disciplinary action.
- D. The Employee Relations area of HREO can offer resources to victims of domestic violence, including appropriate leave options, security measures, and flexibility in work schedules.

E. Restraining orders, orders of protection, and no contact orders

1. If an employee has a restraining order, order of protection, or no contact order against an alleged perpetrator of domestic violence, they should report this to the Office of Human Resources and Equal Opportunity no later than the next business day so that the University may assist in enforcement while the employee is on premises.
2. If an alleged perpetrator of domestic violence is the subject of a restraining order, order of protection, or no contact order, they must report this to the Office of Human resources and Equal Opportunity no later than the next business day after its issuance.

#### IV. WORKPLACE BULLYING

All employees should know what constitutes inappropriate behavior and how to react if they witness or are subjected to such behavior.

- A. If an employee experiences such behavior, they are encouraged to notify their supervisor, the Office of Human Resources (HREO) and/or the University compliance reporting hotline at [secure.ethicspoint.com/domain/en/report\\_company.asp?clientid=39758&override=yes&agreement=no](https://secure.ethicspoint.com/domain/en/report_company.asp?clientid=39758&override=yes&agreement=no). Although individuals may feel most comfortable submitting reports anonymously, doing so limits the University's ability to provide reporting individuals with interim protective measures and may also impair the University's ability to investigate or take disciplinary or other corrective action. If a reporter chooses to use the anonymous hotline, it is helpful to provide as much detail as possible, including the names of those involved and the date of alleged incidents.
- B. If a supervisor receives a complaint of behavior constituting workplace bullying, or has a reason to suspect workplace bullying is occurring, they are to contact their supervisor, the Office of Human Resources (HREO) and/or the University compliance reporting hotline at [secure.ethicspoint.com/domain/en/report\\_company.asp?clientid=39758&override=yes&agreement=no](https://secure.ethicspoint.com/domain/en/report_company.asp?clientid=39758&override=yes&agreement=no).
- C. Employees who knew of information about any workplace bullying but did not act consistently with this policy may be subject to disciplinary action.