

## Workplace Violence Policy

### Policy/Procedure

The college is committed to maintaining a work environment that is safe and free of all forms of violence and strictly prohibits employees from making threats, engaging in violent acts, possessing weapons on college premises (including parking lots and college vehicles) or while on college business. Employees who engage in conduct prohibited by this policy will be subject to disciplinary action up to and including termination and may be reported to law enforcement authorities.

#### *Prohibited Conduct*

The college does not tolerate any type of workplace violence committed by or against employees, students or visitors, whether such conduct occurs on the college's premises (including parking lots and college vehicles), or while engaged in college business off the college's premises. The following list of behaviors is not exclusive and provides examples of some conduct that is prohibited under this policy:

- Fighting, hitting, pushing, kicking, horseplay, pranks, practical jokes or other conduct that may be dangerous to oneself or to others;
- Making verbal, written or graphic threats (whether direct or implied), even if intended to be a joke;
- Aggressive or hostile behavior that creates a reasonable fear of injury to another person;
- Intentionally damaging college property or the property of another employee, student or visitor on college premises;
- Conduct that intimidates or coerces another
- Bullying

#### *Reporting Procedures*

All employees have an obligation to report violent or potentially violent conduct in the workplace regardless of the alleged offender's identity or position.

All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to the Department of Public Safety (245-1111). This includes threats of violence or actual violence by employees, as well as threats or violence by students or members of the public. Any potentially dangerous or suspicious situations must be reported immediately to the Department of Public Safety.

**Do not place yourself in peril.** If you see or hear a commotion or disturbance, do not try to intervene or see what is happening. Contact the Department of Public Safety (245-1111). In the event of injury or an emergency, you may also choose to call 911.

When making a report under this policy, you should be as specific and detailed as possible. The college will not permit any retaliation against an employee who has made a complaint or report in good faith under this policy.

While we do not expect employees to be skilled at identifying potentially dangerous persons, you are expected to exercise good judgment and to notify the Department of Public Safety of any potentially dangerous situation. Such behavior can include:

- Obsession with weapons or bringing them into the workplace;
- Displaying overt signs of extreme stress, resentment, hostility or anger; and/or
- Making threatening remarks.

If you notice that an employee is exhibiting any of the following behaviors, please notify Human Resource Services at 245-1503.

- Sudden or significant deterioration of performance;
- Displaying irrational or inappropriate behavior; and/or
- Changes in personal behavior and interaction with co-workers.

<b>Related Information</b>
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<b>History/Revision Information</b>
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**Responsible Division/Office: Human Resource Services**

**Effective Date: February 11, 2015**

**Last Amended Date: July 27, 2020**

**Next Review Date: July 27, 2023**

**Also Found In: Employee Handbook**