



## HUMAN RESOURCE POLICY & PROCEDURE

Topic: **WORKPLACE VIOLENCE POLICY**

Policy #:

Version: 1.0

Updated Date: March 2007

**Purpose:** To ensure the University provides a safe environment which prohibits acts of violence, harassment, or intimidation in any form, including verbal, written, physical, or any conduct that may be construed as a racial, sexual, ethnic or religious slur.

**Scope:** All employees, contractors and subcontractors

**Policy:** All acts of violence will be taken seriously and will be dealt with appropriately. Threats, threatening language or any other acts of aggression or violence made toward or by any University employee or student will not be tolerated. A single incident is grounds for investigation and may result in disciplinary action, up to and including termination.

The Director of Public Safety shall inform appropriate law enforcement agencies of any act of violence or threat of violence that constitutes a violation of state or federal laws.

For purposes of this policy, a threat includes any verbal or physical harassment or abuse, attempts at intimidating or instilling fear in others, menacing gestures, flashing of weapons, stalking, or any other hostile or aggressive behavior that is direct or indirect.

All potentially violent situations that pose an imminent danger to a person or the community at large should be reported immediately to the Department of Public Safety (254-3611). All other troubling but non-emergency situations shall be reported without delay to the employee's dean, director or manager and to the VP for Human Resources. The VP for Human Resources will also notify the Director of Public Safety and any other appropriate administrative staff, as needed. A student should report the act directly to Student Affairs. Student Affairs will notify the VP for Human Resources as needed.

All reports will be promptly investigated in order to review and evaluate the relevant facts and issues. During this review process, it may be determined by the VP for Human Resources that an interim suspension of the alleged perpetrator in the case is necessary in the interest of safety/security.

No individual will be subject to retaliation, intimidation or discipline as a result of reporting an alleged threat made in good faith.

If the investigation confirms that a threat of a violent act or violence has occurred, the University will take immediate corrective action with regard to the offending employee or student.