

Policy on Violence in the Workplace

Number 2.24

It is the responsibility of the College and all employees to maintain a violence-free workplace. No acts or threats of violence will be tolerated. Any act or threat of violence will be taken seriously.

Regulation on Violence in the Workplace

Regulation 2.24.1

A threat or act of violence shall include, but not be limited to, any act or gesture intended to harass or intimidate another person; any act or gesture likely to damage property; or any act or gesture likely to leave another person injured or fearing injury. It is important that all employees are educated on knowing some types of workplace violence, some warning signs of potentially violent individuals, how to prevent potential violence, what to report, and available resources for you.

Procedure on Violence in the Workplace

Procedure 2.24.1.1

Please review the Classroom Emergency Guide and follow appropriate procedures. Report actual behaviors or threats that were made. Give the facts - when and where it happened, who witnessed it, and what was said. You can call Security 344-2385 or Human Resources (ext. 5251) for additional guidance.

Types of Workplace Violence:

Physical - Hitting, Shoving, Pushing, Kicking, Sexual Assaults, Stalking, Throwing Things

Verbal - Threats, Harassment, Abuse, Intimidation.

One or more of these warning signs may be displayed before a person becomes violent but does not necessarily indicate that an individual will become violent. A display of these signs should trigger concern as they are usually exhibited by people experiencing problems:

- * Irrational beliefs and ideas,
- * Name-calling, using obscene language, or abusive behavior,
- * Verbal, nonverbal or written threats or intimidation,
- * Fascination with weaponry and/or acts of violence,
- * Expressions of a plan to hurt him/herself or others,
- * Blames others for his or her problems,
- * Unreciprocated romantic obsession,
- * Taking up much of supervisor's time with behavior or performance problems,
- * Drastic change in belief systems,
- * Displays of unwarranted anger,
- * New or increased sources of stress at home or work,
- * Inability to take criticism,
- * Feelings of being victimized,

- * Intoxication from alcohol or other substances,
- * Expressions of hopelessness or heightened anxiety,
- * Productivity and/or attendance problems,
- * Violence towards inanimate objects,
- * Steals or sabotages projects or equipment,
- * Lack of concern for the safety of others,
- * Doesn't cooperate well with others,
- * Discusses weapons or brings them to work,
- * Frequently appears depressed,

NOTE: Verbal forms of violence may signal more serious violence to come.

SOME WARNING SIGNS OF POTENTIALLY VIOLENT INDIVIDUALS include: direct threats such as “I’ll get even with you”; veiled threats such as, “This place would shut down for days if the mainframe crashed and the backup were damaged”; and conditional threats such as, “If I’m fired, there’ll be hell to pay.” Threats of this nature should be reported immediately.

NOTE: Employees who engage in violent behavior are subject to disciplinary action up to and including termination of employment.