



## Policy 04:410 – Workplace Violence

It is the intent of the University to provide a violence-free workplace for all its employees. All forms of workplace violence are prohibited, but the University cannot absolutely ensure that unanticipated acts of violence, or serious threats or harassment, will never occur.

Workplace violence includes, but is not limited to, intimidation, threat, physical attack or property damage.

“Intimidation” includes, but is not limited to, stalking or engaging in actions intended to frighten, coerce, or induce duress.

“Threat” is the expression of intent to cause physical or mental harm. An expression constitutes a threat without regard to whether the party communicating the threat has the ability to carry it out and without regard to whether the expression is contingent, conditional, or future.

“Physical attack” is unwanted or hostile physical contact such as hitting, pushing, or throwing objects.

“Property damage” is intentional damage to property owned by the State, University employees, students, visitors, or vendors.

All employees are encouraged to be alert to the possibility of violence on the part of employees, former employees, visitors, students, strangers, and third-party vendors on campus. Employees shall immediately report acts of violence, as well as any serious threats which a reasonable person would consider potentially dangerous, made against them or witnessed by them. When employees in good faith are fearful for their continued safety or the safety of others, they should also report concerns about unusual or threatening behavior, even though such behavior is not perceived as a direct threat or an immediately dangerous situation. Reports may be made to the employee’s immediate supervisor, the Office of Human Resources, University Police, or any Division Head. Reports of violence will be handled in a confidential manner, with information released only on a need-to-know basis.

Violations of this policy are unacceptable and may result in disciplinary action up to and including dismissal and/or the filing of criminal charges.

*Approved 11/98*

*Revised 3/08*