WORKPLACE VIOLENCE PREVENTION

The College is committed to preventing workplace violence and to maintaining a safe work environment. As such, the College has adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur.

A. Zero Tolerance

The College has a zero tolerance policy for actions, statements, or other behavior by anyone that is, or is intended to be, violent, threatening, intimidating, disruptive, aggressive, or harassing, as determined by the College in its sole discretion. Further, no fighting, "horseplay," or other conduct that may be dangerous to others is permitted. This policy applies to employees, consultants, contractors, vendors, visitors, and all of their employees and agents, and to all other individuals while on College premises (owned or leased) or while conducting the College's business (including travel).

B. Weapons

Firearms and other weapons are typically not permitted at College-owned or College-controlled property. This includes storage of a firearm or weapon, such as in a vehicle parked on college property. Weapons include but are not limited to knives, arrows, axes, machetes, nunchucks, throwing stars, firearms, fireworks, explosives, electronic control devices (i.e., TASERS and stun guns), or arms classified as weapons. An instrument designed to look like a weapon or an instrument used by an individual to cause reasonable apprehension or harm is expressly included within the definition of weapon.

Individuals may possess weapons on the College's campuses under certain circumstances. Employees of law enforcement organizations who are required to carry a weapon must give advanced written notification to the Coordinator of Security of their intent to carry a licensed weapon on campus. Written notification may be communicated by email. All other circumstances must be expressly authorized and permitted by the President of the College.

C. College Response

Any person who violates this policy, shall be removed from the premises as quickly as safety permits, and shall be barred from the College's premises until the outcome of an investigation. During the investigation, the College may suspend employees, either with or without pay. Violations of this policy shall result in disciplinary action, up to and including termination of employment, at the sole discretion of the College. In addition, the College may contact the appropriate criminal authorities for arrest and prosecution. No other College practice, policy, or procedure should be interpreted to limit the College's ability to take prompt and appropriate action to prevent an act or threatened act of violence, or otherwise enforce this policy.

D. Responsibility to Report

Every employee is responsible for promptly notifying the Human Resources Office or Security immediately of any violation or potential violation of this policy, including any threats that he or she has witnessed, received, or otherwise knows about. Even without an express, verbal threat, employees should alert Security to any suspicious behavior that they suspect might pose a danger to employees, guests, and/or College property. The College will strive to handle reports made under this policy with as much confidentiality as is reasonably practicable under the circumstances.

E. Arrests / Convictions

If an employee is arrested or convicted of a crime concerning conduct that impacts the ability to perform his or her job, threatens the safety of the College's work environment, or has the potential to undermine public confidence in the College, the employee must immediately inform the Human Resources Office. The decision as to whether an arrest or conviction will affect an employee's employment status with the College depends on the circumstances, and such decision will be made at the sole discretion of the College, in accordance with applicable federal, state, and local laws.

F. Searches and Surveillance

The College reserves the right to search all College property and premises, including but not limited to all College vehicles and equipment, (2) the personal belongings (i.e., pocketbook, briefcase, desk, locker, etc.) of any individual on College property, and (3) any vehicle in a parking area owned or used by the College or used by employees to conduct College business. Use of the College's electronic systems, such as email, voicemail, and the internet, will be monitored as set forth in the College's Employee Email Use policy and the College's Technology Resources Policy. In addition, the College reserves the right to implement any security measures deemed necessary, including video surveillance with written prior notice, in order to enforce this policy. Such actions will be taken by the College in accordance with applicable federal, state, and local laws.

G. Restraining or Other Orders

An employee who is protected or covered by a restraining order or other type of protective order must immediately provide a copy of the order the Human Resources Office, who will inform appropriate personnel. The College will strive to keep the order and its terms as confidential as is reasonably practicable under the circumstances.

H. Retaliation Prohibited

No retaliation will be tolerated against any person for reporting in good faith a violation of this policy, or for filing, testifying, assisting, or participating in any investigation, proceeding or hearing conducted by the College, a federal or state enforcement agency, or a federal or state court. If you have any questions about Workplace Violence Prevention, please see the Human Resources Office.