

Workplace Violence Prevention

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

A. Zero Tolerance

Allegany College of Maryland 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 Allegany College of Maryland 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 Allegany College of Maryland premises (owned or leased) or while conducting Allegany College of Maryland business (including travel).

B. Weapons

Firearms and other weapons are typically not permitted at Allegany College of Maryland’s 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 ACM’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. Allegany College of Maryland 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, Allegany College of Maryland 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 Allegany College of Maryland. In addition, Allegany College of Maryland may contact the appropriate criminal authorities for arrest and prosecution. No other College practice, policy, or procedure should be interpreted to limit Allegany College of Maryland’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 Company property. Allegany College of Maryland 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 Allegany College of Maryland's work environment, or has the potential to undermine public confidence in Allegany College of Maryland, 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 Allegany College of Maryland depends on the circumstances, and such decision will be made at the sole discretion of Allegany College of Maryland, in accordance with applicable federal, state, and local laws.

F. Searches and Surveillance

Allegany College of Maryland 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 Allegany College of Maryland or used by employees to conduct College business. Use of Allegany College of Maryland's electronic systems, such as email, voicemail, and the internet, will be monitored as set forth in the ACM Employee Email Use policy (07.024) and ACM Technology Resources Policy (07.025) outlined in the Employee Handbook. In addition, Allegany College of Maryland 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 Allegany College of Maryland 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 to the Human Resources Office, who will inform appropriate personnel. Allegany College of Maryland 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 Allegany College of Maryland, 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.

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