

# Saint Joseph's College

## Policy Guidebook

### Human Resources

**Section Name:** The Work Environment

**Section Number:** 4.09

**Effective Date:** 7/1/2020

#### **SUBJECT: Workplace Violence Prevention Program**

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##### **Purpose:**

Saint Joseph's College is committed to providing a safe environment. Saint Joseph's College will make every effort to prevent violent incidents from occurring by following the guidelines defined in this Workplace Violence Prevention Program.

##### **Applicable to:**

Faculty, staff, students, alumni, agency temps, contractors, vendors, visitors

##### **Policy:**

Saint Joseph's College will not tolerate threats of violence in the workplace for any reason, work-related or domestic-related, or behaviors or actions that put members of the Saint Joseph's College Community at risk. Creating and sustaining a safe work environment is everyone's responsibility through adherence to safe work practices and through reporting workplace threats.

Workplace violence may be defined as either physical or verbal aggression and may occur in various forms, including verbal threats and assaults. It is very important that all employees and supervisors are aware of this policy and report directly to Campus Safety any or all incidents that they perceive as potentially violent.

Firearms or any other weapons that Saint Joseph's College defines to be inconsistent with workplace safety are not allowed on Saint Joseph's College property. Saint Joseph's College property includes all buildings, grounds, and program locations owned and operated by Saint Joseph's College.

Violations of this policy by employees will be actively dealt with, and appropriate corrective actions will be taken including: 1) appropriate corrective measures up to and including dismissal; and/or 2) referral to law enforcement agencies.

Caution and common sense can minimize the risk of workplace violence. All employees should keep in mind the following Personal Safety Tips:

- Never open the door of your office to a stranger before or after regular business hours.
- Notify Campus Safety if working exceptionally early or late hours alone.
- When alone, do not mention this fact to telephone callers.
- Build a rapport with other employees to facilitate distinguishing strangers from co-workers.
- Report any strange or threatening looking individuals to Campus Safety.
- Make a mental note of suspicious strangers in case a later crisis does occur.

## **Procedure:**

### **Reporting a Threat**

Employees who are threatened, who witness a threat, or who hear about a threat incident from a coworker must immediately report the incident to their manager and/or Campus Safety, regardless of how insignificant the threat might appear to be. Followup processes will be coordinated with Human Resources and the employee's Manager.

The employee should be prepared to provide the following specific information:

1. Who allegedly made the threat and against whom was it made?
2. When and where did the threat occur?
3. What are the details of the threat?
4. Who else witnessed the threat?
5. Is there any other information pertinent to the threat (e.g., activity that may have occurred before or after the threat)?

### **Emergency Situations**

Below are *examples* of emergency situations and guidelines for immediate response:

*A person with a weapon enters the work area.*

As a general rule **do not** confront or challenge the individual

- Go to a safe area
- Notify Campus Safety (ext 7911 or 893-7911)
- Campus Safety will respond to the area and notify police if the situation warrants police assistance

*A person appears to be out of control (angry, shouting).*

- Go to a safe area
- Notify Campus Safety (ext 7911 or 893-7911)
- Campus Safety will respond to the area and notify police if the situation warrants police assistance

*People become engaged in a physical altercation.*

- Go to a safe area
- Notify Campus Safety (ext 7911 or 893-7911)
- Campus Safety will respond to the area and notify police if the situation warrants police assistance

## **Campus Safety**

Upon receiving a report of a threat from any source, Campus Safety will respond to the area and notify police if the situation warrants police assistance. Followup processes will be coordinated with Human Resources and the employee's Manager.

In an effort to prevent workplace violence at Saint Joseph's College, all reported threats will be thoroughly investigated through a cooperative effort by the appropriate managers, department heads, Human Resources and Campus Safety.

## **All Managers**

Managers must document any event or report of workplace violence in their areas and advise Campus Safety of the same, even if the threat or situation does not at first seem serious. The report should be thorough and contain as many detailed facts as possible including:

- name of person reporting the incident
- name of the employee alleged to have been violent or threatening
- date of the report and incident
- location where the incident occurred
- name(s) of the potential victims
- name(s) of witnesses
- description of all details of the incident
- specific description of verbal or physical violence that occurred
- details that might assist in identification (e.g., license plate number, etc.)

Managers who receive a threat report from an employee and believe danger is immediate will do the following:

- Notify Campus Safety (ext 7911 or 893-7911)
- Notify Human Resources
- Advise the employee that:
  - they may need to provide additional or clarifying information to investigators
  - they should save and prepare to turn over any oral or written communication related to the threat (e.g., email, voice-mail messages)
- Assure the employee that information will be treated confidentially and shared only with those who need to know

## **Victim Support**

Saint Joseph's College will not discriminate against the victims of violence in the workplace. Victims of workplace violence may suffer various effects, even if the violence does not result in physical injuries. The effects can include short and long term psychological trauma; fear of returning to work; changes in relationships with coworkers and family; feelings of incompetence, guilt and powerlessness; and fear of criticism by managers.

Victims will also receive support in the form of a Violence Leave of Absence to obtain protective orders, appear in court and/ or seek treatment. See the Violence Leave of Absence policy for details.

**Protective or Restraining Orders**

Employees who have obtained or who are seeking protective or restraining orders should include Saint Joseph's College property as one of the restricted areas for the person(s) named in the order.

To ensure appropriate protection through the restraining order, a copy of the order should be provided to the Director of Safety and Emergency Preparedness and Human Resources. Information will be treated confidentially and shared only with those who need to know.