



Policy

Title:	Workplace Violence
Effective Date:	Reviewed December 1, 2019
Approved By:	President's Council
Responsible Party:	Vice President for Human Resources
History:	6/1/19
Related Documents: Whistleblower Policy; Drug & Alcohol Free University Policy; Faculty Grievance Policy; Anti-Harassment Policy; EEO/Affirmative Action Policy; Salus University Safety & Security Department Incident Report Form	

I. PURPOSE

Consistent with its legal obligations, Salus University is committed to maintaining a safe workplace that is free from threats and acts of intimidation and violence. When faced with such situations, the University will take appropriate remedial action to protect employees and students and ensure public safety.

II. DEFINITIONS

Intimidation: An act or expression toward another person, causing the recipient of the act or expression to reasonably fear for his/her safety or the safety of others.

Threat of Violence: An act or expression that threatens mental or physical harm to person(s) or damage to property.

Act of Violence: An act or expression that causes mental or physical harm to person(s), however slight, or damage to property.

Weapon: Any instrument, article or substance that is capable of causing death or physical injury to an individual or group of individuals. Examples include, but not limited to:

- Firearms (including concealed handguns and BB guns, whether loaded or unloaded);
- Ammunition, black powder, fireworks, explosive materials;
- Knives (including switchblades, stilettos, swords, etc.);
- Police batons or nightsticks;
- All martial arts weapons; and
- Electronic defense weapons.

Workplace: All University facilities and off-campus locations where faculty, staff or student employees are engaged in University business or activity.

III. POLICY

The University prohibits acts of intimidation as well as threats of violence against co-workers, students, visitors, or any other persons who are either on-site or have contact with University personnel in the course of their duties. Any threat or violent act is unacceptable and in violation of University policy. Individuals who engage in this kind of misconduct may be subject to disciplinary/corrective action, up to and including termination, consistent with University Personnel Policies and collective bargaining agreements. Employees should also know that certain threats or acts of violence may violate the law and could result in criminal prosecution by public authorities.

Every member of the Salus community shares responsibility for creating and maintaining a civil and respectful workplace, free of all forms of threatening or violent behaviors. Any Salus University employee who is the subject of, or a witness to, a violation or a suspected violation of this policy must report the violation or incident to the immediate supervisor who is not a party to the violation or incident.

The possession, transfer, sale, or use of weapons, dangerous instruments, or paraphernalia associated with a weapon is prohibited on Salus University-owned or leased premises (even for those who are licensed to carry a weapon). This restriction includes, but is not limited to, parking lots, personal vehicles, Salus University-sponsored events, and Salus University-owned vehicles.

Possession of weapons is prohibited while conducting Salus University business - except as may be required as a condition of employment. Violation of this policy may result in corrective action up to and including termination. Where appropriate, the Salus University Office of Safety & Security will report the transfer, sale, or use of weapons or dangerous instruments to local law enforcement authorities.

IV. PROCEDURE

Any supervisor, manager or administrator who receives a report of intimidation, threats, or acts of violence shall take appropriate action to investigate and, when appropriate, correct the problem. This will include consultation with the Office of Human Resources, which will review and further investigate the suspected violation.

No employee shall be retaliated against in his/her employment for truthfully reporting perceived intimidation, threats or acts of violence.

Prohibited behavior exhibited by an employee in the workplace includes but is not limited to the following:

- Direct threats of violence;
- Implied threats of violence;
- Aggravated verbal confrontations that demonstrate the potential for violence;
- Stalking;
- Possession of weapons of any kind; Assault on employees or their families;
- Physical restraint or confinement;
- Dangerous or threatening horseplay;
- Intentional or reckless disregard for the safety or well-being of others;
- Commission of a violent felony or misdemeanor on Salus University property; and
- Any other act that a reasonable person would perceive as a threat or act of violence.

The legitimate exercise of supervisory authority, including oversight, evaluation, and requiring adherence to standards of performance, shall not be considered a violation of this policy

Any employee who has a question as to whether an instrument, article, or substance is considered a weapon or dangerous instrument in violation of this policy should ask for clarification from their supervisor, the Office of Human Resources or the Director of Safety & Security prior to bringing the instrument, article, or substance on Salus University-owned or leased premises.

Any weapon or dangerous instrument on Salus University-owned or leased premises may be confiscated. There is no reasonable exception of privacy with respect to such items in the workplace. Employee's desks, workstations, offices, lockers, bags, briefcases, files, etc., may be subject to security searches.

Individuals who have a restraining order covering a member of the Salus University community that potentially affects Salus University business or work environment should report the restraining order to the Salus University Office of Human Resources.

Reporting Acts or Threats of Violence

If an employee is a victim of workplace violence, his/her department will make every effort to provide support and security measures after the incident is reported to the Salus University Offices of Human Resources and Safety & Security. Victims of violence will be required to provide pertinent information to the Safety & Security Department in order to complete an Incident Report.