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**Workplace Violence Prevention Policy**

**Scope:** The guidelines established by this policy apply to all employees, including faculty, staff, student assistants, and temporary employees.

**Policy:** The College of Southern Maryland is committed to preventing workplace violence and maintaining a workplace environment free from violence, threats of violence, harassment, intimidation, and other disruptive behavior. 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.

The College of Southern Maryland asks for the cooperation of its employees to maintain a safe working environment. Successful resolution and prevention of workplace violence is predicated on the following:

* Education and awareness
* Accurate and timely reporting
* Investigation
* Mitigation

**Definitions:**

* **Workplace Violence**: Behavior in which an employee, former employee or visitor to a workplace inflicts or threatens to inflict damage to property, serious harm, injury or death to others at the workplace.
* **Workplace:** Any location,either permanent or temporary, where an employee performs any work-related duty. This includes, but is not limited to, the buildings and the surrounding perimeters, including the parking lots, field locations, alternate work locations, and travel to and from work assignments.
* **Threat:** The implication or expression of intent to inflict physical harm or actions that a reasonable person would interpret as a threat to physical safety or property.
* **Intimidation:** Making others afraid or fearful through threatening behavior.
* **Court Order:** An order by a Court that specifies and/or restricts the behavior of an individual. Court Orders may be issued in matters involving domestic violence, stalking or harassment, among other types of protective orders, including Temporary Restraining Orders.

**Prohibited Behavior:**

Violence in the workplace may include, but is not limited to the following list of prohibited behaviors directed at or by an employee, faculty, contractor, vendor, visitor, or member of the public while on college premises (owned or leased) or by an employee off college premises if it impacts or has the potential to impact the work environment or the conduct of college business. Such prohibited behaviors displayed on social networking sites will not be tolerated.

* Direct threats or physical intimidation.
* Implications or suggestions of violence.
* Stalking (physically or through social media).
* Assault of any form.

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* Physical restraint, confinement.
* Dangerous or threatening horseplay.
* Disruptive or aggressive behavior or language that is not part of the typical work environment.
* Blatant or intentional disregard for the safety or well-being of others.
* Possession of a weapon.
* Commission of a violent felony or misdemeanor.
* Any other act that a reasonable person would perceive as constituting a threat of violence.

**Responsibility to Report**:

Any College employee, contract personnel, visitor, or student is responsible for promptly notifying Public Safety or Human Resources 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 or written threat, employees should alert Public Safety or Human Resources of any suspicious behavior that they suspect might pose a danger to employees, students, or visitors, and/or college property. If Public Safety or Human Resources is not available, individuals should notify their supervisor or a member of management.

If an emergency exists and the situation is one of immediate danger, the individual shall contact the appropriate authorities (i.e. local police, and CSM Public Safety) and may take whatever emergency steps are available and appropriate to protect him/her from immediate harm, such as leaving the area.

If the situation is not one of immediate danger, the individual shall report the incident to public safety or human resources, or the appropriate supervisor or manager as soon as possible.

**Investigation:**

The Human Resources department, with the assistance of the Public Safety and Preparedness department as appropriate, will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. Additionally, CSM encourages employees to bring their disputes or differences with other employees to the attention of their supervisors or the human resources department before the situation escalates into potential violence.

**College Response:**

Any person who engages in violence in the workplace shall be subject to removal from the premises as quickly as safety permits, and shall remain off the premises until the outcome of an investigation. During the investigation, the college may suspend employees with or without pay, at the discretion of Human Resources in consultation with the appropriate member of senior management for the applicable division. Violations of this policy shall result in disciplinary action, up to and including termination of employees, suspension or termination of any business relationship, or an order barring an individual from all or part of college premises. In addition, the college may contact the appropriate criminal authorities for possible arrest and prosecution.

Violent acts of employees occurring outside the workplace also may be grounds for disciplinary action, up to and including termination if the college determines, in its sole discretion, that the acts adversely impact the employee’s ability or the ability of others to perform assigned duties and responsibilities or disrupt or have the potential for disrupting the effectiveness of the college’s activities.

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**Restraining or Other Orders**:

Employees who are covered by a restraining order, temporary or permanent, or any other type of protective order against an individual due to a potential act of violence, who would be in violation of the order by coming near them at work, shall immediately supply a copy of the signed order to the Executive Director of Public Safety and Preparedness or Associate Vice President of Human Resources. The college understands the sensitivity of this information and will keep the order and its terms as confidential as is reasonably practicable under the circumstances.

**Training:**

The Human Resources and Public Safety departments will provide training, resources and materials to assist employees and supervisors in implementing this policy and creating and maintaining a workplace free from violence. Such training will discuss the following topics:

* The college’s policy prohibiting workplace violence, and college procedures for addressing such situations;
* An assessment the department’s vulnerability for workplace violence (threat assessment);
* The mechanism for employees to report threats that protects the safety and anonymity of anyone who comes forward with concerns about a threat or act of violence;
* Protecting victims of workplace violence;
* Recognizing conditions that might contribute to workplace violence, and to properly address and respond to these situations;
* Recognizing and responding to potentially violent or violent situations in the workplace;
* Establishing relationships with appropriate supportive services that may need to be contacted in response to workplace violence; and
* Resources and services available to employees in response to workplace violence, and the potential for domestic violence to enter the workplace.

**Related Policies:**

HRD 4035: Progressive Discipline

HRD 4130: Protection from discrimination, harassment, and retaliation

PP 6080: Weapons

GA 3050: Usage of Technology Resources

For further information contact: Executive Director, Public Safety and Emergency Preparedness, 301-934-4753 or Associate Vice President of Human Resources, 301-934-7724.

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