
Workplace Violence

PURPOSE: To provide a safe workplace through enforcement of a zero-tolerance policy with regard to acts of intimidation, threats of violence, and acts of violence in the workplace.

See Procedures section below. In all situations, **if the violence appears to be imminent**, take the precautions necessary to assure your own safety and the safety of others, and then call 911.

I. POLICY STATEMENT

Boise State University is committed to providing a safe work environment free from violence or threats of violence. The university will not tolerate any form of violence in the workplace including verbal or physical threats, or violence through intimidation that includes possession of weapons in the workplace.

If evidence exists to support the allegations of violence or threats of violence, and the offender is an employee, disciplinary action may occur, up to and including dismissal. If the offender is not an employee, other appropriate action will be taken.

II. SCOPE

All faculty, staff, students, vendors, contractors, consultants, and others who do business with the university, whether in a university facility or off-campus location where university business is conducted are covered by this policy. This policy also applies to other persons not affiliated with the University such as former employees, former students, and visitors.

When students, faculty or staff have complaints about students, they should contact the Student Conduct Program for evaluation of appropriate corrective action in accordance with the Student Code of Conduct.

III. DEFINITIONS

- A. **Workplace violence:** Workplace violence is any behavior that is violent, threatens violence, coerces, harasses or intimidates others, interferes with an individual's legal rights of movement or expression, or disrupts the workplace, the academic environment, or the University's ability to provide services to the public. Examples of workplace violence include, but are not limited to:
- disruptive behavior that disturbs or interferes with, or prevents normal work or academic activities (such as yelling, using profanity, verbally abusing others, or waving arms and fists).
 - intentional physical contact for the purpose of causing harm (such as slapping, holding/preventing movement/cornering, punching, striking, shoving, or other physical attack).
 - menacing, intimidating, or threatening behavior (such as throwing objects, pounding on a desk or door, slamming drawers, damaging property, stalking, or otherwise acting aggressively; or making oral or written statements specifically intended to frighten, coerce, or threaten) where a reasonable person would interpret such behavior as evidence of intent to cause harm to individuals or property or to deter personal movement or expression in an intimidating manner.
 - possessing firearms, imitation firearms, knives or other dangerous weapons. No one within the University community shall have in their possession a firearm or other dangerous weapon,

instrument, or material that can be used to inflict bodily harm on an individual or damage to University property without specific written authorization from the Director of University Security, regardless of whether the individual possesses a valid permit to carry a firearm or weapons (BSU Policy 5017-A).

- B. **Weapons:** The definition of weapons is: any type of firearm, fireworks, explosives, knives or similar objects with a blade in excess of four (4) inches, and replicas and facsimiles of weapons.

IV. RESPONSIBILITY

A. Faculty and Staff and Student Employees:

1. Faculty and staff must report workplace violence, as defined above, to their supervisor.
2. Faculty and staff who are advised by anyone that workplace violence has occurred or may occur must report this to the Director of University Security immediately. Retribution and adverse treatment of employees who report concerns or incidents in good faith or who participate in an investigation are prohibited.
3. In the event the complaint is against a student employee, the office of the Student Conduct Program should be notified of the situation.
4. If evidence appears to support the allegations of violence or threats of violence, follow appropriate procedures outlined in Section V.
5. Recurring or persistent workplace violence that an employee reasonably believes is not being addressed satisfactorily, or violence that is, or has been engaged in by the employee's supervisor should be brought to the attention of Human Resource Services and the Director of University Security.
6. Employees who have obtained Orders of Protection are expected to notify their supervisors and the Director of University Security. Victims of domestic violence who believe the violence may extend into the workplace, or employees who believe that domestic or other personal matters may result in their being subject to violence extending into the workplace, are encouraged to notify their supervisor or University Security. Confidentiality will be maintained to the extent possible.

B. Supervisors:

1. Each dean, director, department chairperson, executive officer, administrator, or other person with supervisory responsibility (hereinafter "supervisor") is responsible within his/her area of jurisdiction for the implementation of this policy.
2. The supervisor will take appropriately safe measures to understand the circumstances of the situation.
3. Supervisors must follow reporting procedures outlined in Section V.
4. After having reported such complaint or incident to University Security, HRS, and immediate supervisor, the supervisor should keep confidential and not disclose it further, except as necessary during the investigation process and/or subsequent proceedings.

Supervisors should **dial 911 in the event of imminent or actual violence** involving weapons or potential physical injuries are required to contact University Security/Safety Office.

V. PROCEDURES

- A. **Non-emergency situations:** Contact University Security, your supervisor, and Human Resource Services (when an employee is alleged to be involved in workplace violence).
- B. **Emergency situations:**

1. In all situations, if the violence appears to be imminent, take the necessary safety precautions to assure your own safety and the safety of others, and then call 911.
2. Contact University Security at 426-1453.
3. Contact supervisor/department dean/director or designee.
4. Contact Human Resource Services (when an employee is alleged to be involved in workplace violence).

C. Threat Assessment Team:

1. University Security and Human Resource Services (when an employee is alleged to be involved in workplace violence) will coordinate appropriate response action to investigate the situation and determine if the situation can be dealt with at the department level or if the Threat Assessment Team needs to be convened to assess the situation and take appropriate action(s) as necessary.
2. A University Threat Assessment Team may be convened to investigate, assess and to address concerns or incidents of workplace violence when necessary.
3. Members of the Threat Assessment Team may include:
 - Department dean, director, or designee
 - Director of University Security
 - HRS Employee Relations Manager
 - Legal counsel
 - Situational advisors, such as a supervisor, Office of Student Conduct Program (involving student issues), local law enforcement, local security, etc. These are individuals involved in, or who have knowledge about a situation, and would serve the Team on an ad hoc basis.
4. If evidence exists to support the allegations of violence or threats of violence, this matter must be reported to the department director or appropriate dean and appropriate vice-president and/or president for further review and possible action(s). This will be coordinated by University Security and Human Resource Services (when an employee is alleged to be involved in workplace violence).

D. Emergency situations (EAP): The EAP is available to provide individual counseling to employees on a crisis response basis, mandatory referral basis, or on a longer-term basis as necessary. Contact Human Resource Services or visit their website for more information.