

OWENS COMMUNITY COLLEGE INTERNAL OPERATING PROCEDURES

Zero tolerance/workplace violence

Board Policy No.: 3358:11-5-50

PROCEDURES AND GUIDELINES:

I. Prohibited Conduct and Behavior

The following is a non-exhaustive list of specific examples of physical and non-physical conduct and behavior (perceived or real) that may be considered workplace violence and hence are prohibited. This may include, but is not limited to:

- a. Intimidating, threatening or hostile statements, actions or gestures.
- b. Intimidation through direct, conditional, or veiled threats.
- c. Intimidation through unjust exercise of power or authority.
- d. Prolonged or frequent shouting which creates a reasonable fear of harm or injury.
- e. Harassing phone calls or electronic communications made inside or outside the workplace, or made to individuals outside (non-member) of the College.
- f. Slurs regarding another's ethnicity, national origin, gender, religion or religious affiliation, disability, sexual orientation, or profanity or obscene gestures that suggests reasonable belief of immediate or future harm, fighting words, etc.
- g. Threatening or intimidating conduct or harassment that disrupts the work or education environment or results in fear for personal safety.
- h. Threatening comments regarding, or references to, violent events and/or behaviors.
- i. Bomb threats.
- j. Physical abuse, assault or attack, or physically touching another in an intimidating and/or malicious manner. This may include, but not limited to, such acts as hitting, slapping, poking, kicking, pinching, grabbing, pushing, bullying, hazing, "getting in your face", and fist waving or shaking.
- k. Vandalism, arson or sabotage.
- l. Throwing objects, regardless of the size or type, or whether someone is the target of a thrown object.
- m. Intentional damage or destruction or sabotage of College property or equipment, or another's property or equipment, or any bona fide threat to destroy property or equipment.
- n. Any other act or behavior that is judged by a reasonable person offensive or inappropriate or violent in the workplace or on campus.
- o. Carrying weapons* of any kind other than by authorized law enforcement officers, OCC Department of Public Safety personnel or as otherwise provided by law, onto College property or onto property utilized for College programs or activities.

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INTERNAL OPERATING PROCEDURES**

II. RESPONSIBILITIES

Office of Human Resources

Upon receipt of the Department of Public Safety's Incident Report of workplace violence, it is the responsibility of the Office of Human Resources to investigate accordingly and facilitate appropriate responses to the incident(s).

Faculty, Staff and Students

- a. Be knowledgeable of this policy.
- b. Report violations of the policy to the Department of Public Safety at ext. 7411. The Department of Public Safety will provide Human Resources with a copy of the Incident Report within twenty-four hours.
- c. In an effort to promote a safe environment, faculty, staff, and students who are the victims of workplace or family or relationship violence, or who believe they may be targets of violence, or have obtained a protective order, must promptly notify the Department of Public Safety. Employees have an obligation to file a report with the College's Department of Public Safety, regardless of the relationship between the individual who initiated the threat, intimidating or violent behavior, and the person or persons who were the focus of the threat, intimidation or violence. All circumstances will be treated with the utmost dignity and respect. Confidentiality will be maintained by all parties involved to the extent allowed by law.

Responsibilities of Supervisors

- a. Supervisors are critical to the prevention of employee violence in the workplace. By recognizing early signs, supervisors can reduce the chances of eruptive, violent behavior. When left unchecked, inappropriate behavior can escalate.
- b. A supervisor, who observes such behaviors in the workplace, particularly when they represent behavioral change, should consult with their supervisor to determine further appropriate action.
- c. Any supervisor who becomes aware of, or believes they have witnessed an incident of potentially violent, intimidating, or threatening behavior, or who is the recipient of threatening, intimidating and/or violent behavior, must report such incidents immediately to the Department of Public Safety. The Department of Public Safety will notify Human Resources within twenty-four hours of the incident.
- d. After having reported such a complaint or incident to the Department of Public Safety, the supervisor(s) should keep pertinent information confidential and not disclose it, except as necessary during the investigation process and/or subsequent proceedings.

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Definitions

*Weapon: Any instrument, device or thing capable of inflicting death, and designed or specially adapted for use as a weapon, or possessed, carried or used as a weapon including, but not limited to, a firearm (including unloaded, inoperable or sawed off firearms, starter pistols, zip guns, etc.), knife, club, brass knuckles, martial arts weapon, or stun gun.

Dangerous weapon: An object or device that, because of the way it is used, is capable of causing serious bodily injury.

Deadly weapon: Any firearm or other device, instrument, material, or substance that, from the manner it is used or is intended to be used, is calculated or likely to produce death.

These procedures were developed and implemented by the Vice President of Human Resources.

Any changes to this procedure must be submitted to the Board Secretary for President's Cabinet review.

This procedure conforms to the policy as approved by the Board of Trustees on November 13, 2007; amended on November 10, 2009, and as filed with the State of Ohio Electronic Rule Filing with the policy effective date of November 22, 2009.

Pj 11-19-09