I. Policy

The university is committed to providing a workplace for its employees and students that is safe, secure and respectful -- an environment that is free from violence. Behaviors and actions which inappropriately represent violence are potentially damaging to university employees, students and property. Violent behavior is a violation of university policy and will not be tolerated in the university community. It will be addressed promptly by the university administration.

II. Definition of Workplace Violence

A. Workplace Violence includes, but is not limited to, intimidation, threats, physical attack, domestic violence or property damage and includes acts of violence, committed by State employees, clients, customers, relatives, acquaintances or strangers against State employees in the workplace. Such actions could be communicated by any means.

1. Intimidation: Includes but is not limited to stalking or engaging in actions intended to frighten, coerce, or induce duress.

2. Threat: The expression of an intent to cause physical or mental harm. An expression constitutes a threat without regard to whether the party communicating the threat has the present ability to carry it out and without regard to whether the expression is contingent, conditional or future.

3. Physical Attack: Unwanted or hostile physical contact such as hitting, fighting, pushing, shoving or throwing objects.

4. Property Damage: Intentional damage to property which includes property owned by the State, employees, students, visitors or vendors.

5. Domestic Violence: Abusive or violent behavior, including threats and intimidation, between people who have an ongoing or prior intimate
relationship. This could include people who are married, live together, date, have been married, lived together, or have dated.

B. It is a violation of this policy to engage in workplace violence as defined herein or use or possess an unauthorized weapon during a time covered by this policy. By law, weapons are prohibited on campus except for authorized law enforcement personnel and military personnel carrying out their official duties, and for ceremonial or educational uses specifically authorized by the chancellor, if in compliance with North Carolina law.

III. Responsibilities and Appointments

A. General

It is the responsibility of all employees and students in the university to conduct themselves in such a way as to contribute to an environment that is free of violence. All employees are encouraged to be alert to the possibility of violence on the part of employees, former employees, students and visitors. Employees shall place safety as their highest concern, and shall report all acts of violence and threats of violence. [Reporting procedures are covered in section IV.]

University administrators and supervisors have a special responsibility to create and maintain a violence-free environment. Should an administrator or supervisor have knowledge of conduct that creates violence or receives a complaint of violence under his or her administrative functions, immediate steps must be taken to address the matter appropriately. Taking positive steps to educate and sensitize employees and students with respect to this issue is also a responsibility of university administrators.

B. Responsible Institutional Officer

The Director of Human Resources will serve as coordinator and have overall responsibility for implementation of policies and procedures related to workplace violence. The maintenance of records and preparation of requested reports on workplace violence shall be the responsibility of the coordinator.

C. Workplace Violence Education and Awareness

The coordinator will have the responsibility for coordinating the design and presentation of training and education of supervisors regarding the signs of potential workplace violence. Advice and assistance will be solicited from other university resources on the contents of the training and education programs, to assess the effectiveness of the programs, and to determine revisions as necessary to this policy.

IV. Procedures
A. To address incidents of workplace violence in employee work areas and to insure speedy and effective resolution of these incidents, the university has established the following process:

1. The University Police Department should be contacted if someone is or may be in imminent danger or if the incident in question resulted in anyone being physically harmed. The police department may also be contacted by any university employee, student, or other individual at any time in the process.

2. When a university employee or student experiences or has knowledge of workplace violence that does not involve imminent danger, the first action is to inform immediately the appropriate supervisor or faculty member as may be appropriate. The supervisor or faculty member will investigate the situation, with caution and safety as first concerns, or seek assistance from the coordinator (for faculty and staff) or Office of the Dean of Students Office (for students) respectively. If a supervisor or faculty member is not present, or the reporter of the violence is not comfortable reporting the incident to a supervisor or faculty member, individuals should contact the Coordinator, or, in cases involving students, the Office of the Dean of Students Office.

3. The University Police, the Coordinator or Dean of Students shall notify the Workplace Violence Assessment Team as soon as practicable upon learning of critical incidents and/or life threatening situations.

4. If it is determined that persons involved in workplace violence need assistance beyond intervention at the scene, they may be referred to the University Counseling Center. Staff and faculty members may also be referred to the Human Resources Office which will manage referrals to outside health care providers.

B. The Assessment Team will contact the Marketing and Communications unit when the situation precipitates mass communications or media contact. Inquires from the media about any incident of workplace violence should be directed to the Market and Communications unit which will coordinate all responses to the media.

V. Workplace Violence Assessment Team

While the university acknowledges that there may be little if any warning of pending violence, there is a team of individuals assigned the task of assessing the threat of workplace violence when concerns are reported. The Workplace Violence Assessment Team consists of representatives from:

A. For Employees – Human Resources, University Police, General Counsel, the Student Counseling Center, the CARE office (Collaboration for Assault Response and Education), and an immediate supervisor.
B. For Students – Dean of Students, University Police, Student Counseling Center, the CARE office (Collaboration for Assault Response and Education), and General Counsel.

VI. Remedial Action

Remedial actions will depend on the severity and the nature of the incident. University authorities may direct a faculty member or a staff member who violates this policy to a management referral for fitness for duty, or may refer the matter for disciplinary action in accordance with University procedures applicable to the individual's status as student, or to the employee's category of employment. Disciplinary action may include discharge from employment or expulsion of a student.

VII. Retaliation Prohibited

This policy prohibits retaliation against employees and students who report violent behavior or threats of violence. Employees or students who act in good faith by reporting real or implied violent behavior or violations of this policy will not be intimidated, threatened, coerced, retaliated against or subjected to harassment by any other person within the university community.