

BAY de NOC COMMUNITY COLLEGE BOARD OF TRUSTEES PERSONNEL POLICIES

800 PERSONAL CONDUCT

802 WORKPLACE VIOLENCE PREVENTION POLICY

It shall be the policy of the Bay de Noc Community College Board of Trustees to be committed to preventing workplace violence and to maintain a safe work environment.

The safety and security of Bay de Noc Community College employees and customers are very important. Threats, threatening behavior, acts of violence, or any related conduct which disrupts another's work performance or the organization's ability to execute its mission will not be tolerated.

PROCEDURE:

- 802.1 All employees, including supervisory and temporary employees, should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, "horseplay", or other conduct that may be dangerous to others. Firearms, weapons and other dangerous or hazardous devices or substances are prohibited from the premises of Bay de Noc Community College without proper authorization.
- 802.2 Conduct that threatens, intimidates, or coerces another employee, a student or a member of the public at any time, including off-duty periods, will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual's sex, race, age, or any characteristic protected by federal, state, or local law.
- 802.3 All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to your immediate supervisor or any other member of management. This includes threats by employees, as well as threats by students, customers, vendors, solicitors, or other members of the public. The following steps should be followed when reporting a threat or incidence of violence:
 - a) Describe the nature of the incident
 - b) Provide the location of the incident
 - c) Describe the property involved
 - d) Do not place yourself in danger
 - e) Assist authorities when they arrive by supplying them with additional information and ask others to do the same.

- f) Follow the instructions of authorities
 - g) Notify Human Resources
- 802.4 All suspicious individuals or activities should also be reported as soon as possible to a supervisor. Do not place yourself in peril. If you see or hear a commotion or disturbance near your workstation, do not try to intercede or see what is happening.
- 802.5 Bay de Noc Community College will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical. In order to maintain workplace safety and the integrity of its investigation, Bay de Noc Community College may suspend employees, either with or without pay, pending investigation.
- 802.6 Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these procedures will be subject to prompt disciplinary action up to and including termination of employment.
- 802.7 Bay de Noc Community College encourages employees to bring their disputes or differences with other employees to the attention of their supervisor or the Director of Human Resources before the situation escalates into potential violence. Bay de Noc Community College is eager to assist in the resolution of employee disputes, and will not discipline employees for raising such concerns.
- 802.8 Use the following preventive measures to minimize the risk of violence in the workplace:
- a) Careful and thoughtful management of people is the best tool to avoid incidents of workplace violence. Handle problems with and between employees quickly, fairly, and consistently.
 - b) Maintain open lines of communication with employees. Keep all employees informed of pertinent workplace issues. Conduct open meetings with staff when practical.
 - c) Lock doors that lead to non-public areas. Only lock doors from the outside, so that emergency exits are not obstructed.
 - d) Coordinate all phases of the termination process through Human Resources.
 - e) Take all threats of violence seriously. Watch for and document the "warning signs": unusual/suspicious behavior.