

**POLICIES AND PROCEDURES
OUACHITA TECHNICAL COLLEGE**

SUBJECT AREA: Personnel Policies and Procedures

POLICY/PROCEDURE: Workplace Violence

DATE: July 25, 2000

NUMBER: 2.39

REVISION(S):

Purpose

It is the policy of OTC to prohibit any form of workplace violence. In doing so, the college is complying with and supporting the Federal Occupational Safety and Health Act of 1970 and the Campus Security Act that requires employers provide their employees with a safe and healthy work environment. This same rationale is applicable to the student body.

Workplace violence includes, but is not limited to, intimidation, threats, physical attack or property damage (see Definitions below) or the use or possession of an unauthorized weapon. The Board assumes an affirmative posture in preventing and eliminating workplace violence in any and all forms. Above all else, workplace violence **shall not be tolerated**.

Procedure

Incidents of workplace violence should be reported immediately to a college official. Any report of workplace violence is to be handled in a confidential manner, with information released only on a need-to-know basis. Employees who act in good faith by reporting real or implied violent behavior or violations of this policy will not be retaliated against or subjected to harassment.

It is intended that all useful tools such as mediation, and use of the disciplinary and dismissal policy to correct behavior be employed to secure the workplace from violence and reasonably protect employees and students from its effects.

This and related policies will be reviewed annually by the Futures Council.

Definitions

Threat is the expression of **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.

Physical Attack is unwanted or hostile physical contact such as hitting, fighting, pushing, shoving or throwing objects.

Property Damage is intentional damage to property that includes property owned by the College.

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

AUTHENTICATION (Signature):		COPP
_____	7/25/00	
President	(Date)	2.39