

PROCEDURE LIT.2.01.09 WORKPLACE VIOLENCE

SCOPE: Faculty and Staff

Lamar Institute of Technology (LIT) is committed to providing a safe environment for the well-being of all individuals. Employees have a right to work in a professional, business-like atmosphere, free from physical attack, threats, intimidation, menacing and harassing behaviors. It is LIT's goal to ensure that employee communications and behaviors reflect high ethical standards. Lamar Institute of Technology does not condone and expressly prohibits any acts of violence against any individual on LIT premises. Nothing in this policy shall be construed as a waiver of LIT's constitutional and legal immunities and defenses.

1. Responsibilities: It is the goal of Lamar Institute of Technology to maintain a safe environment free from violence on campus and at Institute sponsored events.
 - 1.1. Supervisors, Directors/Chairpersons, and Administrators: The first line of responsibility for ensuring a violence free campus rests with directors and supervisors.
 - 1.1.1. Directors/Chairpersons and supervisors are responsible for making their subordinates aware of these procedures and reporting mechanisms.
 - 1.1.2. Directors/Chairpersons and supervisors have the additional responsibility to implement, maintain, and monitor compliance with this policy and to take immediate and appropriate corrective action as necessary. If necessary, this action should be taken in consultation with the President and the Director of Safety.
 - 1.1.3. It is the responsibility of the Director of Safety and the President to ensure that an investigation and determination of facts is done in a way that is fair to all concerned.
 - 1.2. Employees: It is the responsibility of all employees to maintain a work environment free of threats or acts of violence. Each employee is expected to report threats or circumstances that have the potential for threatening workplace safety especially when:
 - 1.2.1. The act, behavior, or communication is abusive and could cause another person physical or psychological harm
 - 1.2.2. The act, behavior, or communication damages or has the potential to damage property.
 - 1.2.3. The act, behavior, or communication interferes with an employee's work performance.
 - 1.3. Disciplinary Actions:

- 1.3.1. No individual will be disciplined, penalized or otherwise prejudiced for making a complaint or participating in an investigation of the complaint.
- 1.3.2. Any individual who knowingly makes false accusations; fails to report violations of this policy; or otherwise fails to cooperate with or facilitate an investigation is subject to disciplinary action, up to and including termination.
- 1.3.3. Once a determination is made that violent behavior has occurred or would have occurred had the intervention not taken place, the individual(s) committing the violent behavior will be disciplined and/or criminal charges will be filed. Discipline will be determined by the supervisor and approved by Human Resources and if necessary by the Director of Safety. Discipline may include termination.

2. Definitions:

- 2.1. Violence: Violence includes, but is not limited to, intimidating, threatening or hostile behavior, physical or verbal abuse, harassment, stalking, vandalism, arson, sabotage, use of weapons, possession of weapons on Institute property, the threat of any of the above, or any other act inconsistent with this policy.
- 2.2. Harassment: Pervasive behaviors that interfere with job performance or cause unnecessary discomfort, humiliation, or harm to another person. This includes the following examples: threats, gestures, or actions that are offensive and are not welcomed.
- 2.3. Threats: Threats are typically a first sign of potential violence. A threat is a communicated intent to inflict physical or mental harm on a person and/or harm property. A threat is the expression of a present or future intent to cause physical or mental harm. An expression constitutes a threat without regard to whether the party communicating has the present ability to do harm and with regard to whether the expression is contingent, conditional, or future.

3. Workplace Violence Prevention Procedures:

3.1. How to Report an Incident:

- 3.1.1. Anyone can report an incident. All employees are responsible for reporting incidents of perceived violence or threats of violence.
- 3.1.2. Any employee who becomes aware of behavior or communication that may constitute a threat or act of violence, not deemed to be of an immediate nature, should contact the supervisor, chairperson/director, the appropriate Vice President, and the President who will contact the Director of Safety.
 - 3.1.2.1. This includes volatile situations occurring outside the workplace that have the potential for spilling over into the workplace (for example: domestic violence).

- 3.1.2.2. The supervisor, chairperson, or director must report the incident to his/her direct administrator and to Human Resources.
- 3.1.2.3. All reported incidents will be investigated by either the supervisor or Human Resources and the Director of Safety.
- 3.1.2.4. All reports will be handled with strict confidentiality whenever possible.
- 3.2. Bodily Harm/Imminent Danger: In the event of imminent bodily harm, individuals should seek protective cover and call 911 or extension 8311 (Lamar University Police Department's emergency number) as soon as possible.
- 3.3. Other Preventive Measures: Education on how to prevent and avoid violence will be provided to employees and students through written communication and training programs.
- 4. Presidential Authority: The President or his designee (first, the Vice President for Finance & Operations, second, the Vice President for Instruction; third, the Deans; fourth, the Chairs) has the right to remove a person from the campus when the health and safety of the community so requires.

Related Policies: LIT.2.01

Relevant Forms/Documents:

Relevant TSUS Policies/Forms/Documents:

Relevant Statutes:

Relevant SACSOC Standards:

Document History:

Adopted:

Reviewed:

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