

## WORKPLACE VIOLENCE PREVENTION POLICY

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**Category:** Administration

**Date Established:**

**Responsible Office:** Human Resources and Organizational Development

**Date Last Revised:** -

**Responsible Executive:** Assistant to the President, Human Resources and Organizational Development

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### Summary

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Monroe Community College is committed to the safety and security of our employees. Workplace violence presents a serious occupational safety hazard to our organization, faculty, staff, and students.

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### Policy

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### POLICY STATEMENT

Workplace Violence is defined as any physical assault or act of aggressive behavior occurring where a public employee performs any work-related duty in the course of his or her employment including, but not limited to: an attempt or threat, whether verbal or physical, to inflict physical injury upon an employee; any intentional display of force which would give an employee reason to fear or expect bodily harm; intentional and wrongful physical contact with a person without his or her consent that entails some injury; or stalking an employee with the intent of causing fear of material harm to the physical safety and health of such employee when such stalking has arisen through the course of employment.

Acts of violence against any of our employees where any work related duty is performed will be thoroughly investigated and appropriate action will be taken, including involving law enforcement authorities when warranted. All employees are responsible for helping to create an environment of mutual respect for each other as well as members of the College community and visitors, following all policies, procedures, and practices, and for assisting in maintaining a safe and secure work environment.

### BACKGROUND

This policy is designed to meet the requirements of New York State Labor Law Article 2, Section 27-b and highlights some of the elements that are found in our Workplace Violence Prevention Program. The process involved in complying with this law includes a workplace evaluation that is designed to identify the risks of workplace violence to which our employees could be exposed. Authorized Employee Representative(s) will, at a minimum, be involved in:

- Evaluating the physical environment;
- Developing the Workplace Violence Prevention Program; and
- Reviewing workplace violence incident reports at least annually to identify trends in the types of incidents reported, if any, and reviewing the effectiveness of the mitigating actions taken.

## APPLICABILITY

All employees will participate in the annual Workplace Violence Prevention Training Program. The goal of this policy is to promote the safety and well-being of all people in our workplace. All incidences of violence or threatening behavior will be responded to immediately upon notification. All personnel are responsible for notifying the contact person designated below of any violent incidents, threatening behavior, including threats they have witnessed, received or have been told that another person has witnessed or received.

Any individuals who feel threatened in the workplace and have a fear of imminent harm should dial 911 or contact a public safety officer, as appropriate.

Any and all incidents of workplace violence, including threats of bodily harm, stalking, intentional or threatened physical or bodily harm, etc., whether witnessed, received, or known to an individual must be reported to the Assistant to the President, Human Resources and Organizational Development, who will immediately investigate and take appropriate corrective action.

The Assistant to the President, Human Resources and Organizational Development, will work in conjunction with the Department of Public Safety to ensure that all workplace violence incidents are properly reported, investigated, and addressed. The Department of Public Safety will also work with the Workplace Violence Committee to evaluate the work environment and to minimize any safety risks or threats to the College community.

## DEFINITIONS

**Authorized Employee Representative:** An employee authorized by the employees or the designated representative of an employee organization recognized or certified to represent employees pursuant to Article 14 of the Civil Service Law.

**Commissioner:** The Commissioner of Labor of the State of New York or his or her duly authorized representative for the purposes of implementing these rules and regulations.

**Imminent Danger:** Any conditions or practices in any place of employment which are such that a danger exists which could reasonably be expected to cause death or serious physical harm immediately or before the imminence of such danger can be eliminated through the enforcement procedures otherwise provided for in this policy and its related procedures.

**Retaliatory Action:** The discharge, suspension, demotion, penalization, or discrimination against any employee, or other adverse employment action taken against an employee in the terms and conditions of employment.

**Serious Physical Harm:** Physical injury which creates a substantial risk of death, or which causes death or serious protracted disfigurement, protracted impairment of health, or protracted loss or impairment of the function of any bodily organ or a sexual offense as defined in Article 130 of the Penal Law.

**Serious Violation:** A serious violation of the public employer workplace violence prevention program is the failure to: (a) develop and implement a program and (b) address situations which could result in serious physical harm.

**Supervisor:** Any person within the employer's organization who has the authority to direct and control the work performance of an employee, or who has the authority to take corrective action regarding the violation of a law, rule, or regulation to which an employee submits written notice.

**Workplace:** Any location away from an employee's domicile, permanent or temporary, where an employee performs any work-related duty in the course of his or her employment by the College.

**Workplace Violence:** Any physical assault or acts of aggressive behavior occurring where a public employee performs any work-related duty in the course of his or her employment including but not limited to: (a) an attempt or threat, whether verbal or physical, to inflict physical injury upon an employee; (b) any intentional display of force which would give an employee reason to fear or expect bodily harm; (c) intentional and wrongful physical contact with a person without his or her consent that results in some injury; or (d) stalking an employee with the intent of causing fear of material harm to the physical safety and health of such employee when such stalking has arisen through and in the course of employment.

**Workplace Violence Prevention Program:** An employer program designed to prevent, minimize and respond to any workplace violence pursuant to the requirements of Article 2, Section 27-b of the New York State Labor Law.

## **RESPONSIBILITY**

Assistant to the President, Human Resources and Organizational Development  
Department of Public Safety

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### **Contact Information**

Office of Human Resources and Organizational Development

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### **Related Information**

#### **University Documents:**

Workplace Violence Prevention Program

#### **Other Documents:**

New York State Labor Law, Article 2, Section 27-b

#### **Related Links:**

Department of Labor, Safety and Health, Workplace Violence Prevention Information, <http://www.labor.ny.gov/workerprotection/safetyhealth/workplaceviolence.shtm>