

Workplace Violence	Procedure Number	490.5
	Effective Date	2-1-19

1.0 PURPOSE

1 To ensure a safe environment for UA-Pulaski Technical College employees, students and visitors.

2.0 REVISION HISTORY

2 Adopted on:
 3 Revised on:
 4 Supersedes: ARHR 2.44.1 Workplace Violence, 2.44.2 Workplace Violence Weapon Free Workplace

3.0 PERSONS AFFECTED

UA-PTC employees

4.1 PROCEDURE

5 UA-Pulaski Technical College strives to provide a safe workplace for all employees, students and visitors. To
 6 ensure a safe workplace and to reduce the risk of violence, all employees are required to review and
 7 understand all provisions of this workplace violence rule. UA-PTC prohibits the possession of perilous
 8 weapons on College property without meeting the requirements of current state and federal enhanced carry
 9 requirements. Any employee in violation of this rule will be subject to prompt disciplinary action, up to and
 10 including termination. All UA-PTC employees are subject to this provision, including contract and temporary
 11 employees, visitors and customers on College property.

12 "College property" is defined as all UA-PTC-owned or leased buildings and surrounding areas such as
 13 sidewalks, walkways, driveways and parking lots under the College's ownership or control. This rule applies to
 14 all College-owned or leased vehicles and all vehicles that come onto College property.

15 "Dangerous weapons" include, but are not limited to, firearms, explosives, knives and other weapons that
 16 might be considered dangerous or that could cause harm. Employees are responsible for making sure that
 17 any item possessed by the employee is not prohibited by this rule.

18 UA-PTC reserves the right at any time and at its discretion to search all College-owned or leased vehicles and
 19 all vehicles, packages, containers, briefcases, purses, lockers, desks, enclosures and persons entering its
 20 property, for the purpose of determining whether any weapon has been brought onto its property or
 21 premises in violation of this rule. Employees who fail or refuse to promptly permit a search under this rule will
 22 be subject to discipline up to and including a termination.

23 This rule is administered and enforced by the Campus Public Safety Department in conjunction with the Office
 24 of Human Resources. Anyone with questions or concerns specific to this rule should contact the Public Safety
 25 Department.

26 **A. Prohibited Conduct**

27 The College does not tolerate any type of workplace violence committed by or against employees, students or
 28 guests. Employees are prohibited from making threats or engaging in violent activities. This list of behaviors,

29 while not inclusive, provides examples of conduct that is prohibited.

- 30 • Causing physical injury to another person;
- 31 • Making threatening remarks;
- 32 • Aggressive or hostile behavior that creates a reasonable fear of injury to another person or subjects
- 33 another individual to emotional distress;
- 34 • Intentionally damaging employer property or property of another employee, student or guest;
- 35 • Possession of a weapon while on college property or while on college business;
- 36 • Committing acts motivated by, or related to, sexual harassment or domestic violence.

37 **B. Reporting Procedures**

38 Any potentially dangerous situations must be reported immediately to a supervisor, Public Safety or the
39 Office of Human Resources. Reports can be made anonymously and all reported incidents will be
40 investigated. Reports or incidents warranting confidentiality will be handled appropriately and information
41 will be disclosed to others only on a need-to-know basis. All parties involved in a situation will be counseled
42 and the results of investigations will be discussed with them. The College will actively intervene at any
43 indication of a possibly hostile or violent situation.

44 **C. Risk Reduction Measures**

- 45 1. **Hiring:** The Office of Human Resource takes reasonable measures to conduct background
46 investigations to review candidate's backgrounds and reduce the risk of hiring individuals with a
47 history of violent behavior.
- 48 2. **Safety:** The College conducts regular inspections of the premises to evaluate and determine any
49 vulnerability to workplace violence or hazards. Any necessary corrective action will be taken to
50 reduce all risks. The Campus Police will provide best practices safety training to employees and
51 students, conduct regular patrols to ensure safety on the campus and monitor security systems
52 including panic buttons, emergency phones, and surveillance cameras.

53 UA-PTC will utilize the RAVE emergency system, texts and email to notify students and employees in the
54 event of an emergency situation on the campus. In addition, Building Coordinators will be notified of events
55 and any actions necessary to shelter in place or evacuate when possible.

- 56 3. **Individual Situations:** While we do not expect employees to be skilled at identifying potentially
57 dangerous persons, employees are expected to exercise good judgment and to inform Public Safety
58 or the Office of Human Resources if any employee exhibits behavior which could be a sign of
59 potentially dangerous situations. Managers and/or employees may face disciplinary action for failure
60 to report incidents of workplace violence. Such behavior includes:

- 61 • Discussing weapons or bringing them to the workplace;
- 62 • Displaying overt signs of extreme stress, resentment, hostility, or anger;
- 63 • Making threatening remarks;
- 64 • Sudden or significant deterioration of performance;
- 65 • Displaying irrational or inappropriate behavior.

66 **D. Dangerous/Emergency Situations**

67 Employees who confront or encounter an armed or dangerous person should not attempt to challenge or
68 disarm the individual. Employees should remain calm, make constant eye contact and talk to the individual. If
69 a supervisor can be safely notified of the need for assistance without endangering the safety of the employee
70 or others, such notice should be given. Otherwise, cooperate and follow the instructions given.

71 **E. Enforcement**

72 Threats, threatening conduct, or any other acts of aggression or violence in the workplace will not be
73 tolerated. Any employee determined to have committed such acts will be subject to disciplinary action, up to
74 and including termination. Non-employees engaged in violent acts on the college's premises will be reported
75 to the proper authorities and fully prosecuted.

REQUIRED APPROVALS	NAME/SIGNATURE	DATE
Originator(s) Name(s)	UA-PTC Policy Review	Oct, 2018
Ratified by	Office of Public Safety	Feb 1, 2019
Recommended by Chancellor (Signature)	Margaret Ellibee	Feb 1, 2019