

WINTHROP UNIVERSITY

WORKPLACE VIOLENCE POLICY

THIS DOCUMENT IS NOT A CONTRACT BETWEEN EMPLOYEES AND WINTHROP UNIVERSITY, EITHER EXPRESSED OR IMPLIED. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. WINTHROP UNIVERSITY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

A. Applicability

The provisions set forth below apply to all persons employed by Winthrop University; and with regard to workplace domestic violence, this policy applies to all persons employed by Winthrop and to visitors to the university.

B. Intent of Policy

Pursuant to Title 1, Chapter 1, Article 21, Section 1-1-1410 of the SC Code of Laws as amended in 2003, Winthrop University has developed a Workplace Violence Policy as a commitment to providing employees and students with a workplace free from violence of any kind, including workplace domestic violence. This zero tolerance policy prohibits the commission of any violent act or the threat of committing any violent act on Winthrop property by an employee, student or visitor. This zero tolerance policy also prohibits any form of workplace domestic violence in the workplace, including, but not limited to, physically, sexually and/or psychologically abusive behavior perpetrated upon one household member by another.

Winthrop University also prohibits employees, students and visitors from possessing any firearm or any components which can readily be assembled into a firearm unless otherwise authorized by law. (State law prohibits carrying or displaying firearms or carrying concealed weapons in public buildings and adjacent areas.) Any such weapon or firearm will be confiscated and violators will be subject to the appropriate legal and/or disciplinary action.

No one will be subjected to, and the university prohibits, any form of discipline or retaliation for reporting, pursuing or cooperating in the investigation of incidents of workplace violence or workplace domestic violence that occur on Winthrop property or premises.

C. Policy

Winthrop University does not tolerate violence of any kind in the workplace. "Workplace" includes, but is not limited to, offices, facilities, work sites, vehicles or other university property. Employees who engage in any kind of violence in the workplace or who use university facilities, property or resources to engage in

violence are subject to disciplinary action up to and including termination. Appropriate disciplinary action, consistent with zero tolerance, may be taken against employees who are charged with a violent act or threat in the workplace. Criminal prosecution may result if federal, state or local laws are violated.

Likewise, Winthrop University does not tolerate workplace domestic violence of any kind. "Workplace" includes, but is not limited to, offices, facilities, work sites, vehicles or other university property. Employees or visitors to the university who engage in any kind of workplace domestic violence, who use university facilities, property or resources to engage in domestic violence, or who in violation of any protective order commit any such act on Winthrop property, are subject to prosecution to the fullest extent of the law.

Winthrop employees who engage in workplace domestic violence on university property will be subject to disciplinary action up to and including termination in addition to prosecution if federal, state or local laws are violated.

Any person, including non-university employees, who makes threats, exhibits intimidating or threatening behavior or engages in destructive violent acts against employees, students, visitors or against university buildings, equipment or property while on Winthrop University property shall be subject to removal from the premises and will be subject to arrest and/or criminal prosecution. For the purpose of this policy, violence and threats of violence include, but are not limited to:

1. Any act that is physically abusive.
2. Any physical or verbal threat, behavior or action which could be interpreted to carry the potential to:
 - harm or endanger the safety of others
 - result in an act of aggression
 - destroy or damage property
3. Any physical or verbal threat, behavior or action which may place a person's workplace productivity at risk.

Violent acts committed by students toward faculty or staff are covered under the Student Code of Conduct.

D. Complaint Procedures

1. Any employee who has witnessed violent behavior or threats of violent behavior is responsible for reporting it to Campus Police or the Office of Human Resources immediately.

2. A Workplace Incident Report (Appendix A) may be obtained from Campus Police or the Office of Human Resources and should be completed immediately after an incident occurs. The Workplace Incident Report should be forwarded to Campus Police where an investigation may ensue. In the event that violence is imminent or an employee's safety is in question, Campus Police should be contacted immediately.
3. Employees should feel free to report any behavior regarded as threatening or violent, even without an actual threat, to Campus Police or the Office of Human Resources immediately.
4. All university supervisors or officials are responsible for contacting Campus Police with any report that was made to them of a potential threat, actual threat or actual act of violence.

The university intends to respond promptly and firmly to threats or acts of workplace violence or workplace domestic violence. All reports of workplace violence or workplace domestic violence will be treated confidentially to the maximum extent possible.

Employees who violate this policy will be handled in accordance with Winthrop University policies and procedures, in addition to federal, state and local laws. Non-employees who exhibit behavior described in this policy will be subject to prosecution under federal, state and local laws.

The Office of Human Resources has information regarding resources in the community that accommodate and assist victims of domestic violence. Employees may take advantage of these resources if they so choose.

Appendix A

Winthrop University
Workplace Incident Report

Date of Incident: _____ Time of Incident: _____ am/pm

Location of Incident: _____

TYPE OF INCIDENT (check all that apply)

- Physical Assault
- Verbal Threat
- Property Damage
- Telephonic threat (i.e., e-mail, telephone)
- Intimidation
- Severe Behavioral Change
- Other _____

Describe what happened (be specific; attach additional sheets if necessary):

OVER
▶

Please provide the following information about the alleged assailant if known:

Name: _____ Race: _____
Height: _____ Hair: _____
Weight: _____ Clothes: _____
Other: _____

Was this a Student, Employee, Visitor, or Other

Witness List: _____

Was Campus Police called? YES NO

If yes, what was the name of the reporting officer? _____

Do you know if the alleged assailant has had any reported or non-reported questionable behavior in the past?

Your Name: _____

Telephone #: _____

Name of Victim: _____

Department: _____

Employee Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____

RETURN FORM TO CAMPUS POLICE