



POLICY TITLE	Workplace Violence	Policy Number	154
Section	Governance, Organization, and General Information	Approval Date	March 7, 2001
Subsection	Individual Rights	Effective Date	March 7, 2001
Responsible Office	Office of the Vice President of Finance and Administration		

1.0 PURPOSE

2.0 REFERENCES

3.0 DEFINITIONS

4.0 POLICY

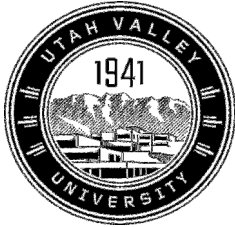
4.1 The University is committed to maintaining a safe work environment. Given the increasing level of violence in society, the University has adopted the following guidelines to deal with intimidation, harassment, or other threats of or acts of violence.

4.2 All employees, students, and campus community members, including supervisors and temporary employees, should be treated with courtesy and respect at all times. Campus community members are expected to refrain from fighting or other conduct that may be dangerous to others.

4.3 Conduct that threatens, intimidates, or coerces an employee, a customer, or a member of the public, or conduct that threatens or involves the destruction of property on the premises of the institution will not be tolerated. This prohibition includes all acts of harassment that are based on any characteristic protected under federal, state, or local law.

5.0 PROCEDURES

5.1 All threats of or acts of violence, both direct and indirect, should be reported as soon as possible to an immediate supervisor or campus security. This includes threats by employees, as



UTAH VALLEY UNIVERSITY

Policies and Procedures

well as threats by students, customers, vendors, solicitors, or other members of the public. When reporting a threat of, or act of violence, individuals should be as specific and detailed as possible.

5.2 All suspicious individuals or activities should also be reported as soon as possible to a supervisor or campus security. Do not place yourself in peril. If you see or hear a commotion or disturbance near your work station, do not try to intervene.

5.3 The University will promptly and thoroughly investigate all reports of potentially violent activity, as well as threats of, or acts of, violence. The identity of the individual making a report will be protected and revealed only as law requires. In order to maintain workplace safety and the integrity of its investigation, the institution may suspend employees, students, vendors, or others from the campus during such investigation. Such temporary suspension of employees may be either with or without pay, at the discretion of the President or his delegate, and subject to institutional policies regarding suspensions.

5.4 Anyone determined to be responsible for threats of, or acts of, violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment, permanent suspension from the University, and/or prosecution for criminal acts.

5.5 The University encourages employees to bring their disputes or differences with other campus community members to the attention of their supervisors or Human Resources before the situation escalates into violence. The University is eager to assist in the resolution of disputes, and will in no way discipline employees or others for raising such concerns.

POLICY HISTORY		
Date of Last Action	Action Taken	Authorizing Entity