

BUTLER UNIVERSITY POLICY & PROCEDURES

POLICY NAME: Workplace Violence	POLICY NUMBER:
SCOPE: Faculty & Staff	DEPARTMENT: Human Resources Management & Development
EFFECTIVE DATE: June 1, 2007 APPROVED BY: Dr. Bobby Fong, President	REV. DATE:

PURPOSE:

Butler University seeks to provide for the safety of faculty, staff, students, visitors, and property by eliminating or reducing threats of workplace violence. The University is committed to maintaining an environment free from violence or threats of violence.

DEFINITIONS:

Workplace – the Butler campus or the off-campus site of any Butler-sponsored activity. The Workplace includes all parking areas on University property and all vehicles parked on such property.

Violence – aggressive, hostile, or similar behavior which is intended to injure or otherwise harm an individual or property.

Threat – a declaration of an intention or desire to injure or otherwise harm an individual or property. A threat may be made by means of innuendo or suggestion as well as by express language or gesture.

Aggressive or hostile behavior or threat of same may include but is not limited to:

- statements, verbal, written or electronic, that threaten action
- statements, verbal, written or electronic, that imply negative consequences
- stalking or engaging in any pattern of harassment of another individual including, but not limited to, following or covertly or overtly monitoring another person physically or electronically
- physical aggression such as shoving or striking
- loud, offensive or harsh language
- defaming or derogatory terms used in describing an individual

Witness – one who has first-hand knowledge of an act, including a threat or act of violence.

Dangerous weapons – for purposes of this policy, "dangerous weapons" means any item commonly used as, or primarily intended for use as, a weapon. This includes, but is not limited to, a firearm, knife, club, or similar weapon; or any object that has been modified to endanger or has been used to endanger or harm a person(s) or property.

As used above, "firearm" means a device that is designed, made, or adapted to expel a projectile through a barrel by using the energy generated by an explosion or burning substance or any device readily convertible to that use.

BUPD - Butler University Police Department - a full-service police department staffed by officers licensed by the Indiana Commission on Law Enforcement Officer Standards and commissioned as police officers by the university. The department is located across from Ross Hall at 525 W. Hampton Drive. The phone number is 940-9396.

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POLICY STATEMENT:

The University will not tolerate workplace violence or the threat of violence. This includes, but is not limited to, threatening, destructive or violent actions directed by or toward students, faculty, staff, visitors, or University buildings, equipment, or property.

A person who engages in a threat or any act of violence will be subject to termination of employment (if a faculty or staff member), expulsion from the University (if a student), removal and/or permanent bar from campus property, suspension, reassignment of duties or other sanctions as deemed appropriate by the University. In addition, such person may be subject to arrest and prosecution for the commission of a crime.

Possession of firearms or other dangerous weapons in the Workplace (as defined above and which includes, but is not limited to, any vehicle parked on University property) or at any University event is prohibited. Any faculty, staff member or student in violation of the foregoing is subject to termination of employment (if a faculty or staff member) or expulsion (if a student). This policy does not apply to BUPD personnel engaged in official duties.

Notwithstanding the above, the University recognizes that some individuals carry pepper spray or similar devices for personal protection when walking on or off-campus. This policy is not intended to prohibit the carrying of such items; however, the University expects that individuals will use good judgment in their use or display of such devices. Additionally, the University has the right to determine whether any such item is acceptable.

University administrators, managers, supervisors, faculty and staff are responsible for observing and promoting measures to establish and maintain a non-violent workplace. Additional responsibility is vested in students and visitors to the University to observe University regulations designed to establish and maintain a non-violent workplace.

If an individual learns of or witnesses a threat or any act of workplace violence (or any other conduct in violation of this policy), it should be reported immediately to BUPD (ext. 9396). All reports will be properly and promptly investigated and appropriate action will be taken as deemed necessary by the University.

The University will respond promptly, positively, and firmly to deal with threats or acts of violence. In addition to the involvement of BUPD, the University may also involve the Human Resources Management & Development Department (HRM&D) and, if deemed appropriate, the Counseling Center. Workplace violence issues involving students will generally be handled through the Office of Student Affairs (see Code of Student Conduct).

RESPONSIBILITIES:

- As stated above, if an individual learns of or witnesses a threat or any act of workplace violence (or any other conduct in violation of this policy), it should be reported immediately to BUPD (ext. 9396).
- Department heads, managers, supervisors and the HRM&D have primary responsibility for ensuring a safe workplace, for monitoring and resolving employee conflicts or disputes, and for taking appropriate corrective action when potentially violent situations develop. They are empowered to take immediate action to resolve or stabilize violent situations in the workplace, and to protect individuals and property from harm. They will insure that BUPD is notified immediately.
- The Chief of Police is responsible for coordinating the University response to workplace-related threats and acts of violence. The Chief is responsible for notifying HRM&D and the appropriate vice president.

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EDUCATION AND DISTRIBUTION OF POLICY:

Department heads, managers and supervisors will be provided with training on how to deal with workplace-related threats and acts of violence. This training will focus on prevention, recognition and de-escalation of violence, include suggestions for appropriate responses to threats and acts of violence, and the identification of resources available for use once a potential problem has been identified, or an incident has occurred. BUPD and HRM&D will coordinate the training.

A copy of this policy is provided to all faculty and staff new hires during orientation. A copy of this policy is available in print in Human Resources and online at the HR website www.butler.edu/hr. A summary of this policy shall be provided in University faculty and staff handbooks and may appear in other publications prepared by Human Resources. If you have a question about this policy, please contact a representative of Human Resources.