

# **SUNY Cobleskill**

## **Workplace Violence Prevention Policy Statement**

*(Updated April 2012)*

**SUNY Cobleskill is committed to providing a safe work environment for all employees. The College will respond promptly to threats, acts of violence, and acts of aggression by employees or against employees by coworkers, students, members of the public or others.**

### **Prohibited Conduct**

- The College will not tolerate any act or threat of violence made in the workplace, on College property, or while in work status.
- No person may engage in violent conduct or make threats of violence, implied or direct, on College property or in connection with College business. This includes but is not limited to:
  - The use of force with intent to cause harm, e.g. physical attacks, any unwanted contact such as hitting, fighting, pushing, or throwing objects;
  - Behavior that diminishes the dignity of others through sexual, racial, religious or ethnic harassment;
  - Acts or threats which are intended to intimidate, harass, threaten, bully, coerce, or cause fear of harm whether directly or indirectly;
  - Acts or threats made directly or indirectly by oral or written words, gestures or symbols that communicate a direct or indirect threat of physical or mental harm.
- No person, without legal authority, may carry, possess or use any dangerous weapon on College property or in College buildings or facilities.

### **Workplace Violence Advisory Team**

The President has established a Workplace Violence Advisory Team which includes representatives from University Police, Human Resources, Environmental Health and Safety, and Authorized Employee Representatives from each of the bargaining units on campus.

This Team, working with the Campus Personal Safety Committee, assists the President to:

- perform a risk evaluation of the workplace to determine the presence of factors or situations that might place employees at risk of workplace violence;
- assess the campus' readiness for dealing with workplace violence;
- facilitate appropriate responses to reported incidents of workplace violence;
- assess the potential problem of workplace violence & evaluate incidents to prevent future occurrences;
- use prevention, intervention, & interviewing techniques to respond to workplace violence;
- develop workplace violence prevention tools (such as pamphlets, guidelines and handbooks) to assist in recognizing and preventing workplace violence on campus; and
- arrange regularly scheduled workplace violence prevention training sessions for all employees.

### **Reporting Workplace Violence**

Lynn Berger, Director of Employee Relations and Affirmative Action, Knapp Hall, Room 123 at (518) 255-5465 is the designated contact person. All SUNY Cobleskill employees are responsible to report any violent incidents, threatening behavior, including threats they have witnessed, received, or have been told that another person has witnessed or received. For more information or to download a reporting form, you may also go to: [www.cobleskill.edu/hr/](http://www.cobleskill.edu/hr/) and click on "Violence and Harassment Prevention".

### **Retaliation**

Retaliatory action against anyone acting in good faith who has made a complaint of workplace violence, who has reported witnessing workplace violence, or who has been involved in reporting, investigating, or responding to workplace violence is a violation of this policy. Those found responsible for retaliatory action will be subject to discipline up to and including termination.