

ADMINISTRATIVE PROCEDURE 3.805

References Board of Trustees Policy: EP 1

Subject: *Workplace Violence Prevention*

Adopted: November 16, 2009

Amended: December 5, 2012

Review: This procedure will be reviewed by the Chief Human Resources Officer and the Elgin Community College Chief of Police by June 30 of every even-numbered year.

Elgin Community College is committed to preventing workplace violence and maintaining a safe environment. Intimidation, harassment, violent acts, or threats of violence will not be tolerated in the workplace.

Employees are expected to treat their co-workers, including supervisors, with courtesy and respect at all times. They should not fight, play tricks on each other, or behave in any way that might be dangerous to other people. The College does not allow firearms, weapons, and other dangerous or hazardous devices and substances on its premises without the proper authorization; nor does it permit its employees to behave in a way that threatens, intimidates, bullies, or coerces another employee, student, or a member of the public, even during breaks and meal periods. Further, ECC strictly prohibits all acts of harassment, including harassment that is based on an individual's sex, race, age, gender, sexual orientation, or any characteristic protected by federal, state, or local law.

Employees should immediately report a threat of violence or an act of violence by anyone to the ECC Police Department, the Human Resources Department, or any member of management. The report should be as specific and detailed as possible.

Employees should immediately report suspicious persons or activities to the ECC Police Department. When doing this, employees should be cautious and not place themselves in danger. Employees who witness a disturbance or dangerous situation should not try to stop it on their own.

ECC will promptly and completely investigate all reports of violent acts, threats of violence, and suspicious persons and activities. In doing so, the College will make all reasonable efforts to protect the identity of the person who made the complaint unless such disclosure is required for legal reasons. Employees who are suspected of violating this Administrative Procedure may be suspended with pay pending the outcome of an appropriate investigation, or when such a suspension is judged to be in the best interest of the College as determined solely by the President or a designate.

Employees who commit a violent act, threaten violence, or violate other aspects of this Administrative Procedure will be subject to disciplinary action, up to and including termination of employment. Depending on the nature of the violation, they also may be referred to the proper legal authority for prosecution.

Employees who are having interpersonal conflicts with other employees are encouraged to consult their supervisor or the Human Resources Department. Doing so tends to reduce the likelihood that relatively minor misunderstandings will escalate into something more serious with potential for violence. Employees who bring these types of problems to the College's attention and are actively engaged in trying to resolve them will not be disciplined.