

# COLLEGE/WORKPLACE ANTI-VIOLENCE POLICY

James Sprunt Community College (JSCC) expressly prohibits any acts or threats of violence by any JSCC employee/student or former employee and visitors in or about JSCC facilities or elsewhere at any time.

## Purpose

To provide a safe and healthful work/school environment in accordance with applicable North Carolina law. James Sprunt Community College will not condone any acts or threats of violence against its employees, students or visitors on JSCC premises at any time or while they are engaged in "business of the college" with or on behalf of JSCC, on or off premises.

James Sprunt Community College is committed to the following:

1. To provide a safe work/school environment.
2. To take prompt action up to and including immediate termination, against any employee who engages in any threatening behavior, acts of violence or unsolicited touching of another or who uses any obscene, abusive, or threatening language or gesture.
3. To take appropriate action when one engages in such behavior. Such action may include notifying the police or other law enforcement personnel and prosecuting violators of this policy to the maximum extent of the law.
4. To prohibit employees, former employees, students, and/or visitors from bringing unauthorized firearms or other weapons onto JSCC premises or premises occupied by JSCC.
5. To establish viable security measures so that JSCC facilities are safe and secure to the maximum extent possible and to properly handle access to facilities by the public and employees.

Threats, threatening conduct, or any other acts of aggression or violence in the workplace will not be tolerated. Any employee determined to have committed such acts will be subject to disciplinary action, up to and including termination. Non-employees engaged in violent acts on JSCC premises will be reported to the proper authorities and fully prosecuted.

Employees who are victims of workplace violence will be offered available security measures. Victims may want such things as an adjustment to work schedule, location, or leave of absence for a period of time to enhance their safety. These requests will be accommodated whenever possible and appropriate. JSCC's Human Resource

Department and SRO will work closely with the employee so that both the needs of the employee and the agency are addressed.

It is important for all employees to be alert to the possibility of violence by employees, former employees, students, and visitors. Safety should be the highest concern. All acts and threats of violence must be reported immediately to your supervisor, the Vice President of an employee's division, SRO and the Director of Human Resources and Campus Safety. The Director of Human Resources and Campus Safety will promptly and thoroughly investigate all reports of threats (or actual) violence and of suspicious individuals or activities for employees. The Vice President of Student Services and SRO will promptly and thoroughly investigate all reports of threats (or actual) violence and of suspicious individuals or activities for students. The identity of the employee/student making a report will be protected as much as is practical. In order to maintain workplace safety and the integrity of its investigation, employees will be placed on administrative leave during this process.

Safety and security of all students, faculty, staff, and visitors is a primary concern of James Sprunt Community College. Anyone committing acts or threats of violence will be subject to disciplinary action that may result in dismissal/suspension/termination from the college and/or having privileges suspended.

It is required of all students, staff, faculty, and visitors to be familiar with this policy and to report, in accordance with this policy, any behavior that compromises the college's ability to maintain a safe work/learning environment.

Students should report any violations and/or concerns to the Vice President of Student Services.

Employees and visitors should report any violations and/or concerns to the Director of Human Resources and Campus Safety.

A *Workplace Violence Incident Reporting Form* will be required to be completed by the reporting employee to ensure that the proper information is being investigated. This will also assist law enforcement, if needed.

All reports will be investigated and kept confidential except where there is a legitimate need to know. A Crisis Management team has been established to oversee policies regulating violence on campus. There will be mandatory annual training administered to students, staff, and faculty.