



POLICY AGAINST WORKPLACE VIOLENCE

1. Statement of Policy

Acts or threats of physical violence, including intimidation, harassment, and/or coercion, that involve or affect Skidmore College, or that occur on Skidmore College property, or in the conduct of Skidmore College business off Skidmore College property, will not be tolerated. This prohibition against threats and acts of violence applies to all persons involved in Skidmore College operations, including, but not limited to, Skidmore College personnel, contract workers, temporary Employees, and anyone else on Skidmore College property or conducting Skidmore College business off Skidmore College property. Violations of this policy, by any individual, may lead to disciplinary and/or legal action as appropriate.

This policy is intended to provide a safe workplace; it is not intended to create any obligations beyond those required by existing law.

2. Definitions

Workplace violence is any intentional conduct that is sufficiently severe, offensive, or intimidating to cause an individual to reasonably fear for his or her personal safety or the safety of his or her family, friends, and/or property such that employment conditions are altered or a hostile, abusive, or intimidating work environment is created for one or more Skidmore College Employees.

Workplace violence may involve any threats or acts of violence occurring on Skidmore College premises, regardless of the relationship between Skidmore College and the parties involved in the incident. It also includes threats or acts of violence

3. Process

If you believe you are a victim or witness to any of the above, please report this incident to your Supervisor or Director immediately, or if your Supervisor or Director is unavailable or you do not feel comfortable reporting the incident to your Supervisor or Director, to Human Resources. If there are witnesses to the incident, please let your Supervisor, Director or Human Resources know. In conjunction with Human Resources, your Director or their designee (as appropriate) in turn will:

- Determine if any party involved should be removed from campus immediately to protect the safety of employees, students, and/or third parties;

- Conduct a prompt and thorough investigation of the incident;

- Work together to determine the appropriate remedial action, up to and including termination of employment, removal from campus, and/or legal action.

Human Resources may request additional assistance from the Campus Safety Director as needed. The intent of this policy and process is to resolve the issue at the Departmental level as much as possible.

The College prohibits retaliation of any kind against any person who makes a complaint of workplace violence under this policy or participates in an investigation of workplace violence. Retaliation includes conduct that might dissuade a reasonable person from making or supporting a complaint of workplace violence. If you believe you have been subject to retaliation, please report it immediately to your Supervisor, Director, or Human Resources. Employees found to have engaged in retaliation will be subject to discipline, up to and including termination.

