

#### **D.4.6.1 (Procedure) Workplace Violence**

Responsible Department: Human Resources

Based on Board Policy: [D.4.6](#) - Workplace Violence

Approved: 4-28-09

Last Amended: 2-5-15

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The College District is committed to promoting a safe and secure academic and work environment that promotes the achievement of its mission. All College District employees are expected to maintain a working and learning environment free from violence and threats of violence, harassment, retaliation, intimidation or coercion.

#### **General Reporting Responsibilities**

Incidents and threats of workplace violence are not to be ignored by any College District employee. Workplace violence and threats of violence must promptly be reported to the College District Police Department. Additionally, employees are required to report behavior that they reasonably believe poses a potential for workplace violence. Incidents of sexual harassment, sexual assault, exploitation or sexual misconduct should be reported to the Title IX Coordinator (see [H.1.2](#), Civil Rights Discrimination, Harassment, Retaliation). Sexual Assault may also be reported to ACPD even if it has been reported to the Title IX Coordinator. Reports of incidents involving workplace violence by a student may be also addressed through the Student Code of Conduct.

#### **Commission of a Crime**

All individuals who believe they have been the victim of a crime have the right, and are encouraged, to report the incident to the College District Police Department and their supervisor.

#### **False Reports**

College District employees who knowingly make false and malicious complaints of workplace violence will be subject to disciplinary action and/or referral to civil authorities as appropriate.

#### **Education**

The Human Resources and Organizational Development Department is responsible for the dissemination and enforcement of this procedure in coordination with ACPD (Alamo Colleges Police Department), Office of Legal Services, Title IX Coordinator, Risk Management, and other stakeholders, as well as for providing opportunities for training in the prevention, awareness of, and response to workplace violence.

#### **Confidentiality**

The College District shall maintain the confidentiality of investigations of workplace violence to the extent possible. The College District will act on the basis of anonymous complaints where it has a reasonable basis to believe that there has been a violation of this procedure, and that the safety and wellbeing of College District employees and/or students would be served by such action.

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#### **Retaliation**

Retaliation against anyone for acting in good faith in making a complaint of workplace violence or a threat of workplace violence is a violation of this procedure and any other policy or procedure prohibiting retaliation. Those found responsible for retaliatory action will be subject to discipline up to and including termination of employment (see [D.3.2](#), [D.3.2.1](#) and [D.3.2.2](#)) if the violator is an employee or disciplinary action or sanctions under the Student Code of Conduct if the violator is a student.