



OFFICE OF THE PRESIDENT
QUINEBAUG VALLEY COMMUNITY COLLEGE

STATE OF CONNECTICUT
VIOLENCE IN THE WORKPLACE PREVENTION POLICY

The State of Connecticut has adopted a statewide zero tolerance policy for workplace violence. Quinebaug Valley Community College fully supports this policy and recognizes the right of its employees to work in a safe and secure environment that is characterized by respect and professionalism.

Prohibited Conduct

Except as may be required as a condition of employment:

- No employee shall bring into any state worksite any weapon or dangerous instrument as defined herein.
- No employee shall use, attempt to use, or threaten to use any such weapon or dangerous instrument in a state worksite.
- No employee shall cause or threaten to cause death or physical injury to any individual in a state worksite.

In addition, Quinebaug Valley Community College prohibits all conduct, either verbal or physical, that is abusive, threatening, intimidating or demeaning.

Definitions

"Weapon" means any firearm, including a BB gun, whether loaded or unloaded, any knife (excluding a small pen, pocket, or kitchen knife), including a switchblade or other knife having an automatic spring release device, a stiletto, any police baton or nightstick or any martial arts weapon or electronic defense weapon.

"Dangerous instrument" means any instrument, article, or substance that, under the circumstances, is capable of causing death or serious physical injury. You may have pepper spray.

Confiscation of Weapons and Dangerous Instruments

Any weapon or dangerous instrument at the worksite will be confiscated and there is no reasonable expectation of privacy with respect to such items in the workplace.

Reporting Procedures

- **Emergency Situations:** Any employee who believes that there is a serious threat to his/her safety or the safety of others that requires immediate attention should contact **911**. When safe to do so, the employee should contact Campus Security (860-932-4915 or 860-416-0442) or Dean Paul Martland (860-932-4124) or Dean Alfred Williams (860-932-7172).

Please note that when 911 is dialed from a hard line, the local police authority will respond. When dialing from a cell phone, 911 will connect you directly to the nearest State Police Troop.

- **Non-Emergency Situations:** any employee who feels subjected to or witnesses violent, threatening, harassing, or intimidating behavior in the workplace should immediately report the incident or statement to his/her supervisor or manager, and the Human Resources Office.
- **Supervisors/Managers Responsibilities:** Any manager or supervisor who receives a report of violent, threatening, harassing, or intimidating behavior shall immediately contact the Human Resources Office so that office may evaluate, investigate, and take appropriate action.

Investigation and Corrective Action

- Quinebaug Valley Community College will promptly investigate all reports or alleged incidents of violent, threatening, harassing or intimidating behavior. All employees are expected to cooperate fully in all such investigations. Paul Martland, Dean of Administration, will either conduct investigations personally or arrange for investigations to be conducted by representatives of the CSCU HR office.
- Any employee suspected of violating this policy may be placed immediately on administrative leave pending the results of the investigation.
- If the claims of violent, threatening, harassing or intimidating conduct are substantiated, or if it is found that the employee has otherwise violated this policy, the employee will be dealt with through the appropriate disciplinary process, and may be subject to discipline up to and including dismissal from state service.
- Where the situation warrants, Quinebaug Valley Community College will request that the appropriate law enforcement agencies become involved in the investigation of the matter, and may seek prosecution of conduct that violates the law.

Establishment of the Threat Assessment Team

- Human Resources has established a Threat Assessment Team to handle workplace violence complaints.
- Team members will meet regularly and as needed, and may include agency decision-makers, non-agency consultants and ad-hoc members familiar with and responsive to workplace violence issues.
- Three major functions of the team include: identifying the potential for violence at Quinebaug Valley Community College, determining ways to prevent potentially violent incidents, and responding to individual acts of violence.

Enforcement of the Policy

This policy will be prominently posted for all agency employees.

Chelle Sumner

Agency Head

9.19.16

Date

Examples of workplace violence behaviors (excerpt from Violence in the Workplace Policy and Procedures Manual- Revised October 2011)

The Executive Order specifically identifies three types of workplace violence.

- Bringing any weapon or dangerous instrument into any state worksite
- Using, attempting to use, or threatening to use any weapon or dangerous instrument in a state worksite
- Causing or threatening to cause death or physical injury to any individual in a state worksite

The spectrum of impermissible behavior is, however, broader than these three examples. According to the National Institute for Occupational Safety and Health (NIOSH), “workplace violence” is defined as:

any physical assault, threatening behavior or verbal abuse occurring in the work setting. It includes but is not limited to beatings, stabbings, suicides, shootings, rapes, near suicides, psychological traumas such as threats, obscene phone calls, an intimidating presence, and harassment of any nature such as being followed, sworn at, or shouted at.

The term "violence" refers to a range of inappropriate behaviors that include but are not limited to the following:

- Intimidating or threatening behaviors
- physical or verbal abuse
- vandalism
- arson
- sabotage
- carrying or possessing weapons of any kind on property owned/leased or otherwise controlled or occupied by the state, unless properly authorized
- using such weapons
- any other act(s) which a reasonable person would consider as inappropriate and/or posing a danger or threat of danger/violence in the workplace
- such behavior includes, but is not limited to oral, written or e-mail statements, gestures, or expressions that communicate a direct or indirect threat of physical harm
- offensive comments regarding violent events and/or behaviors

Moreover, state statutes and regulations forbid offensive or abusive conduct toward the public, co-workers, or inmates, patients or clients of State institutions or facilities. Such conduct may be just cause for disciplinary action, up to and including termination. (See C.G.S. §5-240, Appendix I, and associated regulations).