



## **Campus and Workplace Violence Prevention**

### **Policy and Program**

#### **SECTION I - Policy**

THE UNIVERSITY AT ALBANY is committed to providing a safe learning and work environment for the University's community. The University will respond promptly to threats, acts of violence and acts of aggression by employees, students and/or members of the public against employees and members of the campus community. This document sets forth standards for all members of the campus community and guidelines for reasonable precautions. The accompanying procedures outline response to threats or violence, should they occur in the workplace.

#### **Prohibited Conduct**

- A. The University will not tolerate any act or threat of violence made on University property, or while in work status at a workplace.
- B. No person may engage in violent conduct or make threats of violence, implied or direct, on University property or in connection with the University business or workplace. This includes but is not limited to:
  1. The use of force with the intent to cause harm, e.g. physical attacks, any unwanted contact such as hitting, fighting, pushing, or throwing objects;
  2. Behavior that diminishes the dignity of others through sexual, racial, disability, religious or ethnic harassment;
  3. Acts or threats which are intended to intimidate, harass, threaten, bully, coerce, or cause fear of harm whether directly or indirectly; and/or
  4. Acts or threats made directly or indirectly by oral or written words, gestures or symbols that communicate a direct or indirect threat of physical or mental harm.
- C. No person, except Police Officers in the line of duty, may carry, possess, or use any dangerous weapon on University property, owned or leased, or University buildings or facilities.

#### **Section II: Workplace Violence Prevention Program**

Pursuant to the University's commitment to zero tolerance of workplace violence, the University adopts the following as its Workplace Violence Prevention Program:

#### **Advisory Committee**

- A. The University has already established the Advisory Committee on Campus Security. The Committee, as part of its charge, has performed a safety risk analysis of the Campus, it has

made recommendations for increased safety of the Campus, and many of the recommendations have been implemented. The Committee will continue to monitor campus safety, and make recommendations for improved safety, as appropriate, pursuant to the following guidelines:

1. Risk evaluation of the workplace to determine the presence of factors or situations that might place employees at risk of workplace violence;
2. Assess the campus' readiness for dealing with workplace violence;
3. Facilitate appropriate responses to reported incidents of workplace violence;
4. Assess the potential problem of workplace violence;
5. Evaluate incidents to prevent future occurrences;
6. Utilize prevention, intervention, and interviewing techniques in responding to workplace violence; and
7. Develop workplace violence prevention tools (such as pamphlets and guidelines) to assist in recognizing and preventing workplace violence on campus.

The Committee, may, in conjunction with the University Police Department and the Office of Human Resources Management, conduct workplace violence prevention training sessions for employees and students in addition to the annual notice and new employee training as set forth below.

- B. The Committee includes representatives from University Police, Office of Human Resources Management, Counseling Services, Environmental Health and Safety, union representatives, and others as deemed appropriate by the President to sit on the Committee.

### **High Risk Occupations on the Campus**

The University, through the Advisory Committee on Campus Safety, has identified the following occupations on the Campus as potentially high risk for workplace violence:

1. Offices which handle the exchange of money, including cash, checks and credit card receipts;
2. Offices which handle issues which are stressful to students, such as the Registrar, the Bursar, Office of Student Success and Office of Residential Life;
3. Offices which handle issues which are stressful to faculty and staff, such as the Office of Human Resources Management;
4. Working alone or in small groups; and
5. Working late at night or early in the morning.

### **Reporting Process**

Incidents of violence, threats of violence, or observations of violence in the University community are not to be ignored by any member of the University community. Workplace violence should promptly be reported to the appropriate the University official (see below). Additionally, all members of the University community are encouraged to report behavior they reasonably believe poses a potential for workplace violence in order to maintain a safe working and learning environment.

## Reporting Procedures

- A. Any person experiencing or witnessing imminent danger or personal injury or violence involving weapons or actual violence should call the University Police immediately:

Campus telephone: 911

Cell phone or off campus telephone: (518) 442-3130

Blue light telephones located on campus: Dialed automatically/pick up receiver

- B. Any person who experiences workplace violence involving violence without weapons or personal injury, or is a witness to such suspected violation, should report the incident to his or her supervisor, and to University Police.
- C. Employees should report any threat or act of violence that they have witnessed, received, or have been informed of, to University Police and his or her supervisor.
- D. Every threat should be reported to best maintain safety for the entire campus community.
- E. Any individual who makes a threat, exhibits threatening behavior or engages in violent acts on University property may be subject to removal from the premises as quickly as safety permits, pending the outcome of an investigation, and/or civil or criminal prosecution as appropriate.

## Employees

- A. All employees are responsible for helping to maintain a safe work and educational environment and are urged to take reasonable precautions to prevent violence and other unsafe conditions in the workplace and report indicators of increased risk of violent behavior including, but not limited to, the following examples:

1. ***Precautions:***

- a. In response to telephone inquiries, do not release information about coworkers' schedules, home telephone numbers, or other personal information.
- b. In the event of suspicious conduct, request the credentials of any stranger who enters your office to do repairs or other service work. If necessary, verify the work request with the building manager.
- c. Never leave money, credit card, travel documents or any thing else of value in an unlocked desk or cabinet.
- d. If something is stolen, report it immediately to University Police.

2. ***Indicators of violence or potential violence:***

- a. Direct or veiled threats of harm;
- b. Intimidating, belligerent, harassing, bullying, stalking or other inappropriate and aggressive behavior;

- c. Numerous conflicts with supervisors and other employees;
  - d. Bringing a weapon to the workplace, brandishing a weapon in the workplace, making inappropriate references to guns, or fascination with weapons;
  - e. Statements showing fascination with incidents of workplace violence, statements indicating approval of the use of violence to resolve a problem, or statements indicating identification with perpetrators of workplace homicides;
  - f. Statements indicating desperation (over family, financial, and other personal problems) to the point of contemplating suicide;
  - g. Drug/alcohol abuse; and
  - h. Extreme changes in behavior.
- B. Employees are expected to notify University Police whenever an order of protection is granted which mentions the University property, or involves a University employee, or a person working at or attending the University, and provide a copy of the order. Appropriate efforts will be made to protect the privacy and sensitivity of the information provided. Employees should also notify their supervisor.
- C. Victims of domestic violence who believe the violence may extend into the University community, students or employees who believe that domestic or other personal matters may result in their being subject to violence extending into the workplace, are encouraged to notify their supervisor, or the University Police. Confidentiality will be maintained to the extent possible.
- D. All employees should report any incidents of violence and/or inappropriate conduct or behavior to University Police and their supervisor immediately.
- E. Any employee or representative of employees who believes that a serious violation of a workplace violence protection program exists or that an imminent danger exists shall bring such matter to the attention of University Police and the Office of Human Resources Management in the form of a written notice. Following a written notice, the offices shall coordinate an investigation, and resolution. The offices have the discretion to refer the matter to the Advisory Campus Safety Committee for review and recommendation also.

## **Students**

- A. All students are responsible for helping to maintain a safe work and educational environment and are urged to take reasonable precautions to prevent violence and other unsafe conditions on campus.
- B. Students are expected to notify University Police whenever an order of protection is granted which mentions University property, or involves a University employee, or a person working at or attending the University, and provide a copy of the order. Appropriate efforts will be made to protect the privacy and sensitivity of the information provided. Students should also notify the Office of Student Success.

- C. Victims of domestic violence who believe the violence may extend into the University community, students or employees who believe that domestic or other personal matters may result in their being subject to violence extending into the campus community are encouraged to notify the University Police. Confidentiality will be maintained to the extent possible.
- D. All students should report any incidents of violence and/or inappropriate conduct or behavior to University Police.
- E. Any student who believes that a serious violation of this Policy and Program exists or that an imminent danger exists shall bring such matter to the attention of University Police, the Office of Human Resources Management, and the Office of Student Success in the form of a written notice. Following a written notice, the offices shall coordinate an investigation, and resolution. The offices have the discretion to refer the matter to the Advisory Campus Safety Committee for review and recommendation also.
- F. Students shall adhere to this Policy and Program, and the rules set forth in the Code of Conduct for Students.

### **Supervisors**

- A. Each dean, director, department chairperson, executive officer, administrator, or other person with supervisory responsibility (hereinafter “supervisor”) is responsible within his/her area of jurisdiction for the implementation of this policy.
- B. Supervisors are required to contact the University Police immediately in the event of imminent or actual violence involving weapons or potential physical injuries.
- C. Supervisors must report to the University Police any complaint of workplace violence made to him/her and any other incidents of workplace violence of which he/she becomes aware or reasonably believes to exist. Supervisors are expected to inform their immediate supervisor promptly about any complaints, acts, or threats of violence even if the situation has been addressed and resolved. After having reported such complaint or incident to the University Police and immediate supervisor, the supervisor should keep it confidential and disclose it only as necessary during the investigation process and/or subsequent proceedings.
- D. Every supervisor is obligated to report any knowledge of such conduct to the Office of Human Resources immediately. Failure of a supervisor to investigate and initiate appropriate action may result in administrative action up to and including discipline.

### **University Police**

- A. University Police is responsible for:
  1. responding to;
  2. intervening; and
  3. documenting all incidents of violence in the workplace.
- B. University Police will immediately log all incidents of workplace violence and will notify the respective supervisor of an incident with his/her employee, or notify the appropriate University official of an incident with a student.

- C. University Police will maintain an internal tracking system of all threats and incidents of violence. Annual reports will be submitted to the President detailing the number and description of workplace violence incidents, the disposition of the incidents, and recommend policy, training issues, or security procedures that were or should be implemented to maintain a safe working and learning environment.
- D. When informed, University Police will maintain a record of any Orders of Protection and will provide escort service to members of the University community within its geographical confines, when sufficient personnel are available. Such services are to be extended at the discretion of the Chief of Police or designee. Only the President, or designee, in his/her absence, can authorize escort service outside of the geographical confines of the University.

### **Office of Human Resources**

- A. The Office of Human Resources Management (HR) is responsible for:
  1. assisting the Chief of Police and supervisors in responding to workplace violence;
  2. facilitating appropriate responses to reported incidents of workplace violence;
  3. notifying the University Police of workplace violence incidents reported to HR; and
  4. consulting with, as necessary, counseling services to secure professional intervention.
- B. The Office of Human Resources Management is responsible for providing new employees or employees transferred to the University with a copy of the Workplace Violence Policy and Program and ensuring that employees receive appropriate training pursuant to NYS Labor Law §27b.
- C. The Office of Human Resources Management will also be responsible for annually disseminating this policy to all employees, as well as posting the policy throughout the campus and on the University's website, as appropriate.

### **Information and Training for Employees**

- A. THE UNIVERSITY shall make this Workplace Violence Prevention Policy and Program available, upon request, to its employees and their designated representatives.
- B. At the time of employees' initial assignment and annually thereafter, the University shall provide its employees with the following information and training on the risks of violence in their workplace(s):
  1. Be informed of the requirements of NYS Labor Law § 27-b;
  2. The risk factors in their workplace(s);
  3. The location and availability of the written workplace violence prevention program; and
  4. Training sessions that outline:
    - a. the measures employees can take to protect themselves from such risks, including specific procedures the University has implemented to protect employees and
    - b. details of the written workplace violence prevention program developed by the University.

**Record Keeping and Reporting to the NYS Labor Department**

All record keeping and reporting shall be made in compliance with the then applicable law and regulation (currently New York State Labor Law Sections 27-a and 27-b and 12 NYCRR Part 801) and SUNY policy.

**Retaliation**

Retaliatory action against anyone acting in good faith who has made a complaint of workplace violence, who has reported witnessing workplace violence, or who has been involved in reporting, investigating, or responding to workplace violence is a violation of this policy. Those found responsible for retaliatory action will be subject to discipline up to and including termination.

**Counseling Assistance**

If an employee has been the victim of workplace violence, or an employee has witnessed workplace violence, he or she may seek counseling from the University's Employee Assistance Program by contacting the EAP Office at (518) 442-5483 or emailing [eapforu@albany.edu](mailto:eapforu@albany.edu). Consultations with, and assessments and referrals by, the EAP coordinator are in confidence.

Employees may seek additional assistance from the New York State Employee Assistance Program at (518) 486-9769 or the Albany Crisis Unit at (518) 447-9650.

Students may seek assistance from the University Counseling Center (518) 442-5800 and/or the Middle Earth Hotline (518) 442-5777.

*Amended August 2008*