

A COMMUNITY UNITED AGAINST VIOLENCE

INTRODUCTION

The University of Scranton is known for its nurturing and supportive community. As partners in an educational mission inspired by the vision of Saint Ignatius Loyola, the trustees, administrators, faculty, staff and students of the University resolve to maintain a campus community that is free from violence in all of its forms. The mission of education that takes place in the offices and classrooms of the campus is only possible in an environment of mutual respect and concern. The University family, therefore, recognizes that violent behavior – from the seemingly insignificant to the significant – is inherently destructive to the fabric of our community and will not be tolerated.

I. POLICY ON VIOLENCE IN THE WORKPLACE

The University of Scranton proactively seeks to create a safe and secure workplace by preventing and eliminating work-related violence in the following ways:

- by training the members of the University community to identify potential warning signs in behavior;
- by establishing clear procedures for members of the University community to follow in reporting threats or acts of violence;
- by encouraging employees to report incidents without fear of reprisal or retribution; and
- by responding promptly, positively and assertively to reports or incidents.

The University response to employees who engage in work-related threats or acts of violence can range from counseling through an Employee Assistance Program to corrective action to dismissal within the parameters of collective bargaining agreements. Students engaging in such behavior will be subject to the policies and procedures outlined in the *Student Handbook*.

II. PURPOSE

To provide guidelines for identifying and reporting threats, acts or potential acts of workplace violence.

III. DEFINITIONS

Prohibited Behaviors

The University of Scranton prohibits threatening or violent behaviors, directed at an individual, group of individuals, class of individuals or relatives of those

individuals. This policy applies to any threats or acts of violence related to the University of Scranton workplace. Prohibited behaviors include, but are not limited to:

- A. Threats or acts of violence made directly or indirectly by words, gestures or symbols;
- B. Threats or acts of violence that are targeted at any specific class of individuals;
- C. Intimidating threats or acts in any manner or form that coerce or cause fear of harm;
- D. Other crimes that intimidate, interrupt departmental productivity or cause fear of harm;
- E. The use of physical force with the intent to commit harm.

University Premises

For the purposes of this policy, the workplace and university premises are defined as places (excluding personal residences) to which an employee is assigned for the performance of his or her duties.

IV. PROHIBITION AGAINST WEAPONS

Possession of firearms, explosive devices, martial arts weapons, knives, or any weapon of any kind is forbidden anywhere on campus.

V. Reporting Procedures

General Reporting Guidelines: The University's efforts to promote a safe and secure workplace depend upon the cooperation and support of all employees. As an employee, you have a responsibility to report promptly to your immediate supervisor all threats or incidents of workplace violence, whether they are directed at you or at another member of the University community. If the incident to be reported concerns your immediate supervisor then you should direct your concern to the person to whom your supervisor reports.

In most cases, supervisors will handle reports according to established policies, procedures, and training. In some cases, Human Resources, the Employee Assistance Program or Public Safety may become involved.

The University expects that employees will act without fear of reprisal by co-workers or superiors. In addition, the University will respond to all complaints in a sensitive and confidential manner to protect the rights and safety of all employees involved.

Incidents Related to Employment: University employees who experience threatening or violent behaviors outside of the workplace that are related to their University employment can receive support from Public Safety in reporting to local authorities. In such cases, employees should also notify their immediate supervisors.

Crisis Situations: Employees should contact the Office of Public Safety in any case where there is a concern about an immediate threat of violence or if a situation continues to escalate.

Office of Public Safety
General Number: 941-7888
Emergency Number: 941-7777