

# **Roger Williams University and Roger Williams School of Law**

## **WORKPLACE VIOLENCE POLICY**

1. **Purpose:** To ensure the University provides a safe environment that prohibits acts of violence, harassment, or intimidation in any form, including verbal, written, physical, or any conduct that may be construed as a racial, sexual, ethnic or religious slur.
2. **Scope:** All employees, contractors and subcontractors.
3. **Policy:** All acts of violence will be taken seriously and will be dealt with appropriately. It is the responsibility of all members of the RWU community to be responsive to conduct that is inappropriate and/or may cause concern about workplace violence. While the University does not expect its community members to be skilled at identifying potentially dangerous persons, all members of the RWU community are expected to exercise good judgment and to inform the Office of Public Safety or the Office of Human Resources if anyone exhibits behavior that is of concern.

### **By way of example, such behavior may include, but is not limited to:**

- Causing physical injury to another person or encouraging a third party to cause harm.
- Physical fighting with, or assault of, any individual, whether an employee, student, vendor or visitor of the University.
- Possession of a weapon while on University property or while on University business (weapons include, but are not limited to, guns, knives, ammunition and explosives).
- Making threatening remarks, even in a joking manner; circulating threatening literature or pictures; making threats of violence such as bomb threats; and similar behavior.
- Aggressive or hostile behavior that creates a reasonable fear of injury or harm to another individual.
- Intentional damaging University property or property of another employee or community member.
- Using or misusing University property, equipment, chemicals or other dangerous or potentially dangerous materials in order to cause or threaten harm.
- Displaying overt signs of resentment, hostility or anger to the extent that another individual reasonably is in fear of injury or harm.
- Displaying irrational behavior, or behavior inappropriate to a situation, to the extent that another individual reasonably is in fear of injury or harm.
- Throwing and/or slamming objects; kicking or hitting University or personal property; destroying or defacing University property, or of another individual's property.
- Yelling/screaming in such a manner that another individual reasonably is in fear of injury or harm.

**The above list is not intended to be a complete list of behaviors that may be deemed unacceptable.**

As appropriate, the Director of Public Safety shall inform relevant law enforcement agencies of any act of violence or threat of violence that constitutes a violation of state or federal laws.

All members of the University community are strongly urged to contact the Office of Public Safety (401-254-3333) if they believe that there is an immediate risk of danger. If there does not appear to be an immediate safety concern, employees should report concerns about other employees or third parties to the Office of Human Resources or the Office of Public Safety.

Concerns about students should be directed to Office of Student Life. Such reports should be made as soon as possible and before taking any action.

All reports will be promptly investigated in order to review and evaluate the relevant facts and circumstances. During this review process, it may be determined by Human Resources, in consultation with the Department of Public Safety, that an interim suspension of the alleged employee or offender is necessary in the interest of safety/security.

No individual will be subject to retaliation, intimidation or discipline as a result of reporting an alleged threat made in good faith. If the investigation confirms that a threat of a violent act or violence has occurred, the University will take immediate corrective action with regard to the offending employee or offender.

4. **Anonymous Complaints:** The University takes seriously all complaints regarding threatening, potentially violent or violent behavior. Anonymous complaints will be investigated to the extent possible, given the information provided. The University encourages individuals to come forward so that adequate information may be obtained for an appropriate investigation.

While confidentiality cannot be guaranteed, the University will work to preserve confidentiality to the extent possible and will not tolerate retaliation or reprisals against individuals who, in good faith, make reports or complaints, or who cooperate in the investigation of such complaints.

5. **Corrective Action:** Any employee determined by the University to have violated this policy will be subject to corrective action, up to and including immediate termination.

Non-employees engaged in acts that violate this policy will be reported to the proper authorities and may be subject to prosecution.