Policy Number: 462

Policy Title:  Workplace Violence and Response Policy

Policy Council Review Date(s):  1/15/14

PPPAB Approval Date:

**POLICY:**

It is Georgia Perimeter College’s policy that any acts or threats of violence by any employee or former employee against any other employee in or about GPC’s facilities or elsewhere at any time are expressly prohibited. GPC will not condone any acts or threats of violence against its employees, students, or visitors by any individual on GPC’s premises at any time or while they are engaged in business with or on behalf of GPC, whether on or off GPC’s premises.

**PROCEDURES:**

In order to provide a safe work environment, in accordance with GPC’s safety and health policies and applicable law, GPC is committed to the following procedures:

1. To take prompt disciplinary action, up to and including immediate termination, against any employee who engages in any threatening behavior or acts of violence or who uses any obscene, abusive, or threatening language or gestures.

2. To take prompt disciplinary action up to and including immediate termination against any employee who engages in any conduct which constitutes bullying or other form of harassment or intimidation of any person.

3. To take appropriate action against students, former employees, or visitors to GPC’s facilities who engage in such conduct. Such action may include notification of law enforcement personnel, prosecuting of violators to the full extent of the law, and appropriate civil remedies.

4. To prohibit employees, former employees, students, and visitors from bringing unauthorized firearms or other weapons onto GPC’s premises unless done so in accordance with Policy 458.

5. To establish facility security measures to ensure that GPC’s premises are safe and secure to the extent possible and to regulate access to GPC’s facilities by the public, off-duty employees, and former employees.

**DUTY TO WARN**
In order to effectuate this policy, each employee has a duty to warn his/her supervisor, public safety personnel, or human resources if he/she is aware of or believes that any workplace activity, situations, or incidents that involve other employees, former employees, students, or visitors are occurring which are within the scope of this policy. This duty extends, for example, to threats, acts of violence, aggressive behavior, or threatening or offensive acts or comments. All employee reports made pursuant to this policy will be held in confidence to the maximum extent possible.

The Company will not permit any form of retaliation against any employee for making a good faith report under this policy.

**SPECIFIC PROCEDURES**

**Crisis Management.** Crisis management is GPC’s response to serious actions or threats against individuals or GPC. In the event of such actions or threats, the crisis management team will be convened, composed of representatives previously designated from GPC’s public safety, legal, medical, personal counseling, and human resources departments.

**Hostile Acts.** Physical or verbal hostile acts that may be considered endangering or life-threatening by or against any employee or individual on GPC’s property, or while an employee is off-premises engaged in GPC business, should be reported to public safety by calling 678-891-3940. Upon such notification, the following procedure will be observed:

1. Public Safety will immediately notify the human resources department and, if appropriate, the local police or other law enforcement body. Public Safety will respond to the scene of the incident.

2. Human resources will immediately notify the other members of the crisis management team. Human resources, medical (other) will respond to the scene of the incident, if appropriate, to ensure that the police have been contacted, if needed, and to immediately convene or consult with the crisis-management team to decide the appropriate action to take.

3. Physical or verbal hostile actions or threats by an employee may result in immediate suspension or termination. In appropriate circumstances, arrest or physical detention by police authority may be required.

**DIRECT THREATS AGAINST INDIVIDUALS OR THE COMPANY**

Threats occurring at work will be dealt with in the following manner:

1. The supervisor and a member of human resources will immediately meet with the individual or individuals involved. Public Safety will be notified to be in the area.

2. Depending on the seriousness of the threats, action may include suspension (to allow time for further investigation), written warning, termination, and/or criminal prosecution.
3. When an employee is suspended or terminated, Public Safety must be notified, the employee’s identification card retrieved and cancelled (or suspended), and the individual escorted out of the building. The individual will be escorted in a fashion which attempts to minimize involvement of other employees or the public in the removal process.

4. Public Safety should be available and utilized at any time it is appropriate or necessary.

5. The crisis management team will meet, as necessary, to consider further investigation, and appropriate follow-up action to conclude its response.

OTHER THREATS

Threats against individuals or GPC, regardless of how communicated (written, verbal or electronically), should be immediately reported to human resources and to Public Safety. The following action should be taken, as appropriate to the situation:

1. Human resources will immediately notify the crisis management team of the individual making the threat, if known and employed by GPC.

2. The crisis management team will immediately confer or convene, as appropriate, to consider the threat, including the nature of the threat, the nature of ongoing communications with the individual, and the circumstances preceding the threat. It will also consider the need for immediate action, including denial of facility access, notification of law enforcement authorities, and possible legal action against the individual making the threat.

DOCUMENTATION

All material which relates to the incident must be gathered, preserved and maintained until human resources and legal counsel determine the proper disposition of such information. The information must be maintained in a confidential manner, with dissemination restricted to those individuals who have a responsibility to respond to the event. Legal counsel may be consulted as to the maintenance of documentation and the preparation of any reports. In all circumstances, human resources will maintain a complete and detailed log of events that it will review regularly and as needed.

OUTSIDE COMMUNICATIONS

All communications with third parties, including the news media, about a violent workplace incident will be handled by GPC’s public relations officer, in coordination with appropriate legal counsel and senior human resources executive.

REGULATORY DOCUMENTATION

If the incidents of violence results in an injury to an employee which is recordable for purposes of the Occupational Safety and Health Act (OSHA) Log, the crisis management team will take appropriate action to notify the keeper of the Log so that an appropriate entry can be made.