



BUSINESS POLICY AND PROCEDURE MANUAL	Date Issued: 9/08	Revision Date:	Page: 1 of 1
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	Section: PERSONNEL		
Subject: WORKPLACE VIOLENCE			

GENERAL STATEMENT OF POLICY

Southeast Missouri State University believes in providing a safe and productive work environment for faculty and staff. Therefore, this University has a zero tolerance policy for any and all types of violence and weapons or the planning of violent acts at the workplace. Faculty, staff, students, or other individuals found in violation of this policy will be disciplined and/or prosecuted accordingly.

The Vice President of Finance and Administration shall be responsible for issuing and maintaining operating procedures to implement this policy.

Note: A civilian concealed weapons permit is not a valid exception to this policy.



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OPERATING PROCEDURES

This policy is designed to protect the faculty, staff, students, and visitors at Southeast Missouri State University from all sources of violence and harassment from strangers, vendors, co-workers and other University faculty, staff, students, personal acquaintances, domestic relationships and relatives, and all visitors and guests to the campus.

The policy applies to all locations at which the University is represented or business is conducted. This includes all buildings, facilities, parking lots, and grounds, either permanent or temporary, which are fully or partially owned or leased by Southeast Missouri State University; also includes off-campus work stations, meeting places, events, and transportation vehicles.

Please note, a civilian concealed weapons permit is not a valid exception to this policy.

Prohibited Conduct - Violence of any type is strictly prohibited at the workplace. This policy recognizes violence as any act that results in or creates reasonable fear of physical, mental, or emotional injury to people or property. Types of violence include but are not limited to:

1. **Physical Violence** -

- A. Touching, stroking, or pinching in an intimidating, malicious, sexual, or unwanted manner
- B. Physical fighting, including kicking, punching, slapping, pushing, shoving, or spitting
- C. Damage of property by defacement or destruction
- D. Throwing objects in an intimidating or malicious manner, regardless if a person is targeted or damage occurs
- E. Gestures such as fist-shaking, derogatory or malicious hand signals, or “getting in your face”



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2. Verbal and Written Violence -

- A. Threats – communicated intent to inflict any type of harm to any person or property
- B. Intimidation through -
 - i. Obscene language, including profanity, expletives, and other
 - ii. Inappropriate words that may be hostile or vulgar
 - iv. Yelling, screaming, or hollering
 - v. Name-calling that is unwanted, malicious, or insulting
 - vi. Jokes that are derogatory, humiliating, or otherwise hurtful
 - vii. Violence via electronics – any form of violence communicated in a written or verbal way using computers, media, the internet, or any other electronic devices

3. Harassment and other types of violence -

- A. Intimidation through unjust exercise of power or authority
- B. Stalking – repeatedly contacting, following, or watching another person when such actions are unwanted and create a substantial impairment in a person’s ability to perform the daily activities of work and life without reasonable apprehension
- C. Discrimination – maltreatment of persons for reasons such as race, ethnicity, nationality, gender, age, religion, or disability
- D. Visualized violence – may include pictures, videos, or other images that symbolically or expressly indicate violence of some type
- E. Sexual harassment – Southeast Missouri State University is committed to zero tolerance for sexual harassment, as covered under our policy on Sexual Harassment located in the Business Policy and



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Procedure Manual (Section 3) and applies to all students and employees, including faculty, staff, graduate assistants, and administrators. In brief, sexual harassment is described as unwelcome sexual advances, requests for sexual favors, and other verbal, non-verbal, or physical conduct of a sexual nature

- F. Retaliation 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.

Weapons - To ensure the safety of all persons at Southeast Missouri State University, it is prohibited to possess, wear, transport, or store any weapon or materials to make a weapon at all locations mentioned in the second paragraph of the Operating Procedures above (under 'Purpose'). Such weapons include but are not limited to firearms, explosives, fireworks, rockets and other projectiles, swords and knives with blades longer than four inches, bows, crossbows and arrows, sling shots, combat weaponry, and any other object that is used with intent to harm.

Exceptions to this policy are automatically granted to certified law enforcement officers and for purposes of official military activities and police training. Exceptions or special permissions such as classes, academic activities, and other events, must be submitted to the dean of the college and submitted for approval to the Vice President for Finance and Administration. Please note, a civilian concealed weapons permit is not a valid exception to this policy.

Responses to Acts of Violence -

1. **Emergency Response to Violence and Weapons** - Should an emergency occur involving an imminent threat of harm, whether you are victim or witness, please call the Department of Public Safety if on campus (extension x2215 or phone 573-651-2215) or call the local police (dial 911). Additionally, any knowledge of a violation to the prohibited weapons provision of this policy should be referred immediately to one of these authorities.



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2. **Non-Emergency Response to Violence** - Faculty and staff who are victim or witness to a suspected violation of this policy involving violence should report their concerns to their supervisor or to Human Resources

Disciplinary Sanctions - Human Resources, the Office of Judicial Affairs, and/or the Department of Public Safety will investigate all alleged violations of this policy. Faculty and staff found in violation of these procedures will be subject to discipline up to and including termination under the terms of the Faculty and Staff Handbooks. Students who violate this policy will be subject to discipline under the Student Code of Conduct. Faculty, staff, or students who hold more than one University status (for example Staff and Adjunct Faculty, or Staff and Student) may be subject to discipline under all applicable policies, including the Faculty and Staff Handbooks and the Student Code of Conduct. Faculty, staff, students, and University visitors who violate this policy may also be subject to prosecution under all applicable civil and criminal statutes and regulations.