

BINGHAMTON
UNIVERSITY
STATE UNIVERSITY OF NEW YORK

CAMPUS AND WORKPLACE VIOLENCE POLICY

POLICY STATEMENT

The State University of New York at Binghamton is committed to creating and maintaining a working and learning environment where violence or threats directed toward any member of or visitors to the University community are not tolerated. The University is supportive of a proactive stance regarding the elimination of workplace violence.

The University prohibits violent acts and threats of violence. Students, employees and visitors to the campus who commit or threaten to commit acts of violence are subject to disciplinary action and/or civil or criminal prosecution as appropriate. For purposes of this policy, violence and threats of violence include, but are not limited to: any physical assault, any physical or verbal threat, or behavior or action which is interpreted by a reasonable person to carry the potential:

- × To harm or endanger the safety of others
- × To result in an act of aggression
- × To willfully destroy or damage property

APPLICATION OF POLICY

This policy is applicable to University employees, students, vendors and their employees, campus visitors, volunteers and University-affiliated individuals.

PREVENTION / CONTROL / RESPONSIBILITIES

The University will distribute this document to the campus community through appropriate channels.

- It is the responsibility of employees to become familiar with and adhere to the policy.
- Supervisors are required to ask employees to read this policy, which is available on the human resources website <http://http://humanresources.binghamton.edu//>
- Supervisors are required to ask employees to familiarize themselves with this policy and are expected to model and establish boundaries for acceptable behavior. They should consult with Human Resources (x72187), the University Ombudsman (x72388), EAP (x76655) or other appropriate departments for guidance regarding any problematic employee behavior. In an emergency, contact University Police.
- In general, discussions with staff and subsequent guidance are a preferred method of underscoring expectations regarding behavior and performance. With the exception of an immediate need for emergency assistance in perceived dangerous or threatening situations, when University Police should be contacted, supervisors should contact Human Resources for further help and advice.
- Students are responsible for acting in accordance with the Rules of Student Conduct.
- Vendors are required to communicate the policy to their employees and establish/enforce acceptable behavior.
- Every member of the University community is urged to report any dangerous situation or behavior immediately to the University Police. Further, the University strongly encourages anyone who has information regarding an incident involving violence to report it immediately to University Police.

For purposes of this policy, acts of harassment are generally covered by other University policies as well as the New York Penal Law (policy on harassment can be viewed at <http://humanresources.binghamton.edu/>). Individuals who feel they have been harassed are advised to seek guidance and information from one of the offices listed in procedures section of this policy before taking direct action on their own. Doing so does not oblige anyone to file a formal complaint.

TRAINING/AWARENESS

The University will implement and administer training programs regarding workplace violence awareness and prevention.

ENFORCEMENT

Violators of this policy are subject to the full range of penalties available, including criminal prosecution and separation from the University.

Employees: Human Resources actions in conjunction with the supervisor may include an EAP recommendation, counseling, or disciplinary action as per the language of appropriate bargaining agreements; as well as notification, where appropriate, of the divisional Vice President. Non-represented employees (Research Foundation and others) would be included in this category of people.

Students: Actions may include counseling, referral to judicial affairs as per the Rules of Student Conduct, or referral to the Office of Student Affairs for possible removal or restriction of access to residential living on campus.

Vendors and their employees: After discussions with the vendors, unresolved issues will be referred to the appropriate University representatives.

Campus Visitors, Volunteers, and University-Affiliated Individuals: Appropriate offices may be consulted, such as the appropriate Dean's office in the case of academic volunteers, to help deal with individual behavior. As is always the case, Human Resources and University Police will become involved if needed.

PROCEDURES

Procedures to be followed are divided into the following sub-categories:

1. **Threat Management** – Immediate or Perceived Threat

- a. If workplace violence is occurring or there is a perceived threat of violence, individuals are urged to contact University Police immediately.
- b. In cases where an immediate threat is not perceived, individuals are urged to contact their immediate supervisor for assistance. If the immediate supervisor is not available or is unresponsive to the problem, Human Resources should be notified of the problem. Assessment of the threat risk will need to include things such as a review of previous incidents of workplace violence, security issues, potential for violence and ongoing workplace security issues.

2. **Aftermath** - Violence Follow-Up

- a. A team of coordinators will be assigned to coordinate and direct activities in the aftermath of a workplace violence incident.

3. **Campus Contacts**

- a. University Police ————— (607) 777-2222
can be used from an off-campus location or a cell phone or 911 from any campus landline phone. 911 calls made from a cell phone will not reach University Police even if you are on campus. If you call 911 from a cell phone on campus you will connect to the Broome County Sheriff's office.
- b. Employee Assistance
Program ————— (607) 777-6655
- c. Human Resources ————— (607) 777- 2187
- d. University Ombudsman ——— (607) 777-2388