

WORKPLACE VIOLENCE

1. POLICY

Violent behavior in the Wake Forest University workplace is prohibited and will not be tolerated. It is a violation of this policy to engage in workplace violence as defined herein or to brandish or possess a weapon as prohibited by the University's policy against Weapons on Campus ([See HRPPM Section III -11, *Weapons on Campus*](#)).

2. DEFINITION OF WORKPLACE VIOLENCE

a. Workplace violence includes, but is not limited to, intimidation, threats, aggressive or threatening behavior, physical attack or property damage, and other such acts occurring in or arising out of the workplace or while conducting University business.

(1) Intimidation: Includes but is not limited to stalking or engaging in actions intended to frighten, coerce, or induce involuntary acquiescence by the person being intimidated.

(2) Threat: The verbal or non-verbal expression of an intent to cause harm. An expression constitutes a threat without regard to whether the party communicating the threat has the present ability to carry it out and without regard to whether the expression is contingent, conditional or proposed to occur in the future.

(3) Physical Attack: Unwanted or hostile physical contact such as hitting, fighting, pushing, shoving or throwing objects.

(4) Property Damage: Intentional damage to property, which includes property owned by the University, or its employees, students, visitors or vendors.

3. PROCEDURES

a. A University employee or student who experiences or has observed an act believed to constitute workplace violence is to report such immediately to the Director of Human Resources (the "Coordinator" of this policy) and, if necessary, to University Police. The violence should be reported regardless of the relationship between the actor and the reporter; the act need not be reported to the reporter's supervisor or to the person believed to be engaging in the violent behavior. All reports of such acts will be investigated by the Coordinator or his/her designee (including a supervisor or other University administrator).

b. Employees or students found to have engaged in workplace violence are subject to disciplinary action up to and including dismissal and expulsion, and may be reported to law enforcement authorities. Non-employees found to have engaged in such acts on University property are subject to immediate removal from the property, and may be reported to law enforcement authorities.

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- c. Persons involved in or witnessing workplace violence may be referred to the University Counseling Center (students) or to the Employee Assistance Program (faculty and staff).
- d. An employee or student who has obtained a judicial protective or restraining order shall immediately advise the Coordinator and University Police of such fact.
- e. Inquiries from the media about any incident of workplace violence should be directed to the Office of Assistant Vice President for Public Affairs (Media Relations).

4. RETALIATION PROHIBITED

Retaliation against persons who in good faith report or participate in the investigation of perceived acts of workplace violence or violations of this policy is prohibited.

Drafted by the Director of Human Resources, March 26, 2001

Approved by the President, March 28, 2001