

## College Procedure: 403.2 – Workplace Violence Prevention

Policy Reference: 403 – Workplace Safety  
Responsible Department: Human Resources  
Approval Authority: Cabinet  
Procedure Owner: Vice President, Human Resources and Institutional Effectiveness  
Effective Date: 10/19/2011

Version Number: 3  
Legal Counsel Reviewed (yes/no): No  
Scope: College-wide

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### Reason for Procedure

Kirkwood Community College believes that all employees, students and visitors to the College are entitled to learn and work in a safe environment, free of fear for their personal safety and well-being. Verbal harassment, threats of aggression or acts of physical violence will not be tolerated at Kirkwood.

### The Procedure

Employees, who have been the object of a threat or act of aggression, must immediately report the incident to their immediate supervisor, Public Safety or Human Resources. Any supervisor, who observes, overhears or receives a report must immediately report it to Public Safety or Human Resources.

Any harassment, threats or acts of violence will be taken seriously. Upon receiving such a report, an investigation will be undertaken. Reasonable steps will be taken to protect employees, students, visitors and personal property from harm. The Threat Assessment team conducts periodic threat assessment analysis reviews.

Any employee who is found to have harassed or threatened anyone in the workplace either in person or using phone, text, blogs, e-mail, fax machines, computers or other communication devices or software, will be subject to disciplinary action up to and including termination.

If necessary, local law enforcement officials will be contacted to assist in handling a threat or act of violence.

Retaliation against persons filing a complaint or retaliation for assisting in the investigation following the filing of a complaint is strictly prohibited.

## Revision Log

*Table 1 Revision Log*

Version Number	Date Approved	Approved by	Description of Change
1	10/19/2011	Jim Choate, Vice President, Finance	New procedure
2	05/17/2017	Mick Starceovich, President	New template
3	07/15/2019	Cabinet	Procedure template