

**Violence in the Workplace  
BU-PP 835**

**Policy:**

Baylor University prohibits any threats or acts of violence.

**Topics:**

General procedures

Weapons

Definitions

Prevention

Supervisor's responsibility

DPS responsibility

Sanctions

**Related policies:**

BU-PP 002 — General Employment

BU-PP 705 — Faculty Dismissal Policy

BU-PP 807 — Staff Discipline

**Additional information:**

None

**Contact:**

Department of Public Safety (x2222)

External Emergency Services – 911

Human Resource Services Office (x2219)

Risk Management (x8990)

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**General procedures—**

- Any person experiencing or observing acts or threats of violence should call the University Department of Public Safety (DPS) Office (x2222) or other emergency services at 911.
- Any employee who believes a crime has been committed against him/her should notify his/her immediate supervisor and contact DPS for assistance or to report the incident.

**Weapons—**

Weapons are prohibited on University premises.

**Definitions—**

**Acts of violence** include any physical action, whether intentional or reckless, that harms or threatens the safety of another individual.

**Threats of violence** include any behavior that by its very nature could be interpreted by a reasonable person as an intent to cause physical harm to another individual.

**Prevention—**

Employees should notify their supervisors of any restraining orders that include the workplace. Supervisors will notify the DPS and any other appropriate personnel/departments of the restraining order.

**Supervisor's responsibility—**

When informed of any acts of violence or threats of violence, the immediate supervisor will:

- contact the DPS Office for assistance;

- respond to issues related to workplace safety, as appropriate;
- promptly inform his/her supervisor, Human Resource Services, and any other appropriate personnel regarding any acts or threats of violence even if the situation has been addressed.

**DPS responsibility—**

In instances of workplace violence the University DPS will take appropriate law-enforcement actions.

**Sanctions—**

- Employees who violate this policy will be subject to disciplinary action up to and including termination.
- Employees who intentionally bring false charges will also be subject to disciplinary action up to and including termination.
- Non-employee violations of this policy will be handled in accordance with applicable laws.