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)

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.