



**BOISE STATE UNIVERSITY**

University Policy 12040

## Workplace Violence

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### **Effective Date**

April 2005

### **Last Revision Date**

September 2014

### **Responsible Party**

Human Resources, (208) 426-1616  
Department of Public Safety, (208) 426-6911

### **Scope and Audience**

This policy applies to any person who is employed by Boise State University and any employee on or off duty at a Boise State University workplace.

### **Additional Authority**

- Idaho Code §18-3309
  - Idaho Code §18-7008
  - Idaho Code §§33-3715-33-3716
  - The Office of the Governor, Executive Order No. 2007-13 (Establishing a Domestic Violence Policy)
  - University Policy 2020 (Student Code of Conduct)
  - University Policy 1065 (Sexual Harassment/Domestic Violence, etc...)
  - University Policy 12020 (Exclusion from Campus)
  - University Policy 12050 (Behavioral Intervention and Threat Assessment)
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## 1. Policy Purpose

To provide a safe environment for all employees.

## 2. Policy Statement

Boise State University is committed to providing a safe work environment free from Workplace Violence. Boise State does not tolerate Workplace Violence. Violation of this policy by any employee may lead to disciplinary action up to and including dismissal. Additionally, violation of the policy by any person could result in legal action, as appropriate. Retaliation and adverse treatment against those who, in good faith, report concerns or incidents of Workplace Violence or who participate in an investigation are prohibited.

## 3. Definitions

### 3.1 Workplace

Any location operated by Boise State, or where Boise State employees are located for purposes of conducting their duties or university business.

### 3.2 Workplace Violence

Any behavior at work that is violent, threatens violence, coerces, harasses or intimidates others, interferes with an individual's legal rights of movement or expression, or disrupts the workplace, the academic environment, or the university's ability to provide services to the public. Examples of Workplace Violence include, but are not limited to:

- a. Disruptive behavior that disturbs or interferes with, or prevents normal work or academic activities (such as yelling, verbally abusing others, or waving arms and fists).
- b. Intentional physical contact for the purpose of causing harm or nuisance (such as slapping, holding/preventing movement/cornering, punching, striking, shoving, or other physical attack).
- c. Menacing, intimidating, or behavior intended to frighten, coerce, or threaten where a reasonable person would interpret such behavior as intent to cause harm to individuals or property or to deter personal movement or expression in an intimidating manner.
- d. Domestic Violence as defined in University Policy #1065 (sexual harassment, domestic violence, etc...)

- e. In some cases, a violation of University Policy #12080 (campus weapons).

## 4. Responsibilities and Procedures

### 4.1 Responsibility in Emergencies

In the event of imminent or actual violence, a person should:

- a. Take necessary precautions to ensure personal safety and the safety of others,
- b. Call 9-1-1, and/or
- c. Call the Department of Public Safety at (208) 426-6911.

### 4.2 Responsibility in Non-Emergencies

- a. An employee who is the subject of, or aware of, possible Workplace Violence must immediately report this knowledge to Human Resources and their supervisor (unless the Workplace Violence has been engaged in by the individual's supervisor). Human Resources must notify:
  - (i.) The Office of the Dean of Students when an allegation of Workplace Violence is made against a student, or
  - (ii.) The Executive Director of Institutional Compliance and Ethics when the allegation of Workplace Violence involves Domestic Violence.
- b. Reported allegations of Workplace Violence must be kept confidential, except as necessary during the investigation process and/or subsequent proceedings.

### 4.3 Follow-up and Counseling

- a. Recurring or persistent Workplace Violence that has previously been properly reported, and is reasonably perceived as not being satisfactorily addressed, must be reported to the Campus Assessment, Resource, and Education (C.A.R.E) Team, as per University Policy 12050 (Behavioral Intervention and Threat Assessment).
- b. If the reporting guidelines outlined above fail to mitigate or prevent Workplace Violence, contact Human Resources at (208) 426-1616.

- c. The Employee Assistance Program (EAP) is available to provide individual counseling to employees. For more information, contact Human Resources or visit the Human Resources website.
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## Revision History

August 2005; September 2014