

WORKPLACE AND CAMPUS COMMUNITY VIOLENCE PREVENTION PROGRAM

POLICY STATEMENT

Chapman University is committed to provide for the safety and welfare of all members of the campus community -- faculty, staff, administrators and students. Chapman prides itself on having a close-knit community of students, faculty and staff who support one another. However, no institution is immune from the effects of violence and, in our academic setting, this includes the potential for violence in classrooms, offices, residence halls and elsewhere on University grounds.

The Student Code of Conduct, Sections III and IV establishes standards and review procedures for physical and verbal abuse, threats, intimidation, harassment and conduct that threatens or endangers the health or safety of any person.

This policy on Violence in the Workplace, Classroom and Residence Halls is not intended to alarm people. The intent rather is to initiate proactive steps to help insure the safety and well-being of members of our campus community. Acts of violence frequently are neither random nor unpredictable. Therefore, a proactive program of awareness and planning will help insure that members of the Chapman community are protected from the effects of this serious national phenomenon.

REASON FOR THE POLICY

Workplace violence has become a national issue and has increased in frequency with a resulting cost in lives, psychological trauma and employer liability. The annual cost of workplace violence is estimated nationally at over 4.2 billion dollars. Workplace violence represents a challenge to employers and their supervisors who have a responsibility to respond to and manage these incidents proactively. Workplace violence has been addressed in California by the Cal OSHA Injury and Illness Prevention Programs (IIPP) and the California Workplace Violence Safety Act.

Violence may be perpetrated by a student, faculty or staff member at Chapman; by an acquaintance or relative; by a recipient of services offered by Chapman or by a person who randomly enters the campus.

POLICY

Zero Tolerance Policy

At Chapman University any threats or acts of workplace, classroom or residence halls violence will be taken seriously and dealt with quickly and directly. Threats or acts of violence include, but are not limited to:

- threats or statements about "getting even" with, or "harming" employees, supervisors or others (even if made in jest);

- threats or statements about committing violent acts (even if made in jest);
- possessing or having control of any firearm, deadly weapon or prohibited knife, as legally defined, including BB, pellet guns, paint guns, facsimile of a gun or any counterfeit item, switch blades, bows and arrows, explosive devices, martial arts weapons, fireworks, all other weapons listed in the California penal code section 12020, and/or other weapons considered dangerous is strictly prohibited while on the property of the University, except as required in the lawful course of business or duty as authorized by the Director of Campus Safety;
- intimidating another person at Chapman (defined as an intentional act that threatens bodily harm to another person or damage to the property of another);
- committing any act of violence (defined as an intentional act that causes bodily harm, however slight, to another person or damage to the property of another).
- any faculty member, staff member or student who engages in any of the above behavior or acts will be subject to immediate disciplinary action up to and including termination from employment or student expulsion. In addition, such persons are subject to immediate banishment from the campus. This includes the means whereby the University or individuals may obtain a temporary restraining order, as authorized by the Workplace Violence Safety Act of 1994.

Responsibilities

Each student, faculty member and staff member is responsible for helping to create an environment of mutual support and an environment where each person is afforded respect, dignity and freedom from threats, intimidation and personal safety.

Students, faculty members and staff members are responsible for reporting threats or acts of violence to their supervisors or to a member of the Violence Prevention Task Force as outlined in this policy.

Deans, directors, and supervisors are responsible for making efforts to create a workplace environment where each person

- is afforded respect, dignity and freedom from threats, intimidation and personal safety;
- clearly understands performance expectations and receives both positive and negative feedback when warranted;
- notifies their superiors or a member of the Violence Prevention Task Force about any violent comments or behaviors or that could potentially lead to violence.

The Human Resources Department, Office of the Provost and the Dean of Students are responsible for

- administering the Workplace And Classroom Violence Prevention Programs for staff, faculty and students respectively;
- providing awareness and procedural information and training;

- insuring that this information is imparted to all newly hired faculty and staff, and to all incoming students.

The Chapman University Workplace and Classroom Violence Task Force

plans and administers this program and functions as the crisis group that will react to reported instances of potential or actual workplace violence. This task force is appointed by the President of the University and is made up of students, faculty, staff and representatives from Chapman's Life Assistance Program (LAP). The names and telephone

numbers of members of this group will be distributed widely to all members of the campus community and posted in public places throughout campus.

Any faculty member, staff member or student who encounters or learns about what (s)he believes is a potential act of violence, immediately will report the incident to one of the following officials or offices (If the person encounters an actual act of violence in progress, he/she should contact the Public Safety Office and/or the local police (911), directly and immediately):

<u>Name</u>	<u>Telephone Number</u>
Public Safety Office	714-997-6763
Dean of Students	714-997-6721
Director of Student Psychological Counseling	714-997-6778
Equal Opportunity and Diversity Officer	714-997-6847
Office of Human Resources	714-997-6686
Office of the Provost	714-997-6826
Emergency	911

The Chapman official to whom the alleged incident is reported first will contact the Public Safety Office. The Public Safety Office will initiate any immediate action required to avert or deal with a crisis.

The Public Safety official to whom the alleged incident is reported then will convene the Chapman University Workplace and Classroom Violence Task Force immediately. The alleged perpetrator's academic dean or supervisor will be in attendance at the task force meeting.

If the alleged perpetrator is a Chapman faculty or staff member:

The Chapman University Workplace and Classroom Violence Task Force will direct an immediate investigation of the alleged incident, involving the academic dean or supervisor of the alleged perpetrator. A task force representative will communicate regularly with the person(s) who reported the alleged behavior as to the status of the investigation. The task force also will inform the President of the University and the appropriate vice president (or equivalent) of the allegation and status of the investigation.

Upon completion of the investigation of the alleged incident a task force representative will inform the appropriate vice president (or equivalent) of the results of the investigation with recommendations of action to be taken, if any. Remedial or corrective action, if indicated, will be in accordance with the Faculty Manual or the Staff and Administrative Handbook as appropriate.

If the alleged perpetrator is a Chapman student, the matter will be referred to the Dean of Students where the matter will be dealt with in accordance with the Student Conduct Code -- Article IV: Elements of the Conduct Policy. Any remedial or corrective action taken will be reported back to the Workplace and Classroom Violence Task Force.

The Chapman University LAP will provide counseling and related services should such services be indicated at the conclusion of the incident or investigation.

OFFICE RESPONSIBLE FOR POLICY

Human Resources

Contact information for questions about this policy:

Michael Nee, nee@chapman.edu, (714) 997-6924

WEBSITE ADDRESS FOR THIS POLICY

https://www.chapman.edu/faculty-staff/human-resources/_files/policies/workplace-and-community-violence-prevention-policy.pdf

APPROVAL AND PUBLICATION DATES

Effective: (Date of publication)

This policy was published in June 1998 as part of the Staff and Administrative Handbook, sections of which were amended in March 2017. In March 2021 the sections of the handbook were separated into policies, with no substantive change in content.

RELATED MATERIALS

N/A