



WORKPLACE VIOLENCE PREVENTION POLICY

A. INTRODUCTION

Suffolk County Community College (“College”) is committed to the safety and security of its employees, and to maintaining a work environment which is free from threatening behavior and acts of violence. Accordingly, this policy, together with the College’s *Workplace Violence Prevention Program*, implements Section 27-b of the NYS Labor Law, which requires public employers to evaluate the risk of workplace assaults and homicides, and adopt workplace violence protection programs to prevent and minimize the hazards of workplace violence to public employees. The College’s *Workplace Violence Prevention Program* provides information to the College community about preventing and responding to incidents of workplace violence at the College’s campuses and facilities, and outlines procedures and protocols designed to prevent or reduce the likelihood of threats or acts of workplace violence.

B. PROHIBITED CONDUCT

1. Workplace violence is any violent act, including physical assaults, intimidating or threatening behavior, or verbal abuse, occurring where a College employee performs a work-related duty in the course of his or her employment, including, but not limited to:

- a. Any attempt or threat, whether verbal or physical, to inflict physical injury upon an employee;
- b. Any intentional display of force that would give an employee reason to fear or expect bodily harm;
- c. Intentional and wrongful physical contact with an employee without his or her consent that entails some injury;
- d. Stalking an employee in a manner that may cause the employee to fear for his/her physical safety and health.

2. Workplace violence directed towards College employees, including student-employees, is strictly prohibited.

C. REPORTING PROCEDURES

It is the responsibility of all employees to create and maintain a workplace free from threats and acts of violence, and to promptly report workplace violence, as follows:

1. An employee who is the victim of workplace violence, witnesses workplace violence, or believes an act of workplace violence might occur, should immediately contact his/her immediate supervisor and the Assistant Vice President of Human Resources. The Assistant Vice President of Human Resources shall thereafter contact the College Workplace Violence Coordinator (“College Coordinator”), who shall perform such duties as described below at paragraph 3.

2. If an employee believes himself/herself, or any other employee, to be in imminent danger of harm, he/she must call 911 for emergency police and medical assistance and/or the Office of Public Safety (Ext. 311). As soon as practicable thereafter, such employee must contact his/her immediate supervisor and the Assistant Vice President of Human Resources. The Assistant Vice President of Human Resources shall thereafter contact the College Coordinator, who shall perform such duties as described below at paragraph 3.

3. The College Coordinator shall be responsible for investigating all complaints of workplace violence in a timely and thorough fashion, and facilitating the filing of a Workplace Violence Report with the Office of Human Resources, which will assess the case file submitted by the College Coordinator and adjudicate on the final disposition of a workplace violence complaint, including referral to College disciplinary bodies and/or external law enforcement authorities. The final determination of workplace violence cases shall be communicated to the Campus Executive Deans, the College Coordinator and any other appropriate entities.

D. RETALIATION PROHIBITED

Retaliation against anyone who, acting in good faith, has made a complaint of workplace violence, reported witnessing workplace violence, or been involved in reporting, investigating or responding to workplace violence, constitutes a violation of this policy.

E. DISCIPLINARY ACTION

Violations of this policy shall be considered misconduct, and violators will be subject to disciplinary action in accordance with College policy, the applicable collective bargaining agreements, and/or the Student Code of Conduct and Student Conduct Process.

F. EDUCATION/PREVENTION

1. This policy will be disseminated through inclusion in the Faculty Handbook and in other employee materials, and on the College’s website.

2. The Office of Human Resources will facilitate workplace violence training for all College employees upon hire, and annually, thereafter.

G. OTHER REMEDIES

Nothing contained herein shall preclude or limit any right, remedy or cause of action provided under any other College policy, or any local, state or federal ordinance, law or regulation, including, but not limited to, Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1964 or the Americans With Disabilities Act of 1990.

Board of Trustees
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