A. Definition

Workplace violence is any behavior that is violent, threatens violence, harasses, intimidates, or disrupts the workplace or the College’s ability to perform its mission where a reasonable person would interpret such behavior as constituting evidence of an intend to cause harm to individuals or property; damaging or threatening to damage property; and/or possession of weapons including firearms, imitation firearms, knives or other dangerous weapons and/or materials. Examples include, but are not limited to: disruptive behavior intended to disturb or disrupt normal work/educational activities (e.g., yelling, using profanity, verbal abuse); intentional physical contact for the purpose of causing or threatening harm; menacing or threatening behavior (including acting aggressively, and/or making oral or written statements intended to frighten, coerce or threaten).

As serious as workplace violence can be, of equal concern to the College is cyber-violence, i.e., the utilization of social media to stalk others, to harass others, or to threaten them in any way, whether or not such threats or harassment are carried out in the actual physical workplace site. Therefore, we take seriously on-line and social media-based harassment and threats as a form of workplace violence, which will not be tolerated.

Some forms of harassment will be treated as workplace violence under this policy, including stalking others or engaging in aggressive interpersonal activities towards others. Indeed, certain types of sexual harassment may fall within this policy, as well as the College’s policy governing sexual harassment.

B. Incident Reporting

1. All employees, students and other visitors to the College campus, its owned or leased facilities or its sponsored activities are responsible for reporting violations of this procedure.

2. Following any workplace violence incident directed against an employee, the employee will file an incident complaint with the security office. That report will fully describe the incident and the security office will assure that a copy of the report is forwarded to the Vice President(s) who is/are responsible for the individual(s) involved.

3. Any individual who feels threatened or is faced with the threat of harm, physical assault, or act of violence should call 911 immediately and report to the Security Office for assistance. Additional notifications shall be made in accordance with B.4 below.
4. As soon as it is safe to do so, the alleged victim should immediately notify the appropriate supervising authority (supervisor, dean, chair, manager, Associate Vice President, Vice President). In the event that the threat or offensive action is believed to be due to one’s immediate supervisor, the alleged victim is free to notify any other individual in their chain of command. All such notifications shall, to the greatest degree practical, remain confidential.

5. The supervising authority will immediately:
   a. Contact the AVP for Human Resources (The AVP for Human Resources is primarily responsible for all incidents that do not solely involve students. In incidents where only students are involved, the Vice President of Learning Support has the primary responsibility for investigating and taking action).
   b. Notify the Vice President for Learning Support if the incident involves a student.

6. The College will not hesitate to remove individuals from campus who are reasonably believed to be dangerous or to constitute threats to others.

C. Investigation and Action

1. All reports, written or verbal will be taken seriously and investigated by the College thoroughly.

2. The College’s investigation may be conducted by the AVP for Human Resources, Vice President for Learning Support (or his/her designee), Security, any combination of staff as appropriate, and/or designated third party such as local law enforcement.

3. The Office of Risk Management will contact the reporting employee regarding any necessary steps to be taken, assist in the development of a security plan where appropriate, make employee notifications and schedule security escorts when needed. Any security plan should include a duration even when that duration is listed as “indefinite”. A plan listed as “indefinite” should be reviewed annually and updates as necessary.

4. Prior to the final report being issued, the victim shall have an opportunity to review a draft of the report. The victim shall have 5 days to issue their own document with comments should they choose to do so. The victim document shall be included as an attachment to the final report. Should the victim still not agree with the findings of the report, they may appeal in writing to the College President. The President will meet with the employee and the AVP for HR or other official designated by the President to have handled the case. Once that meeting takes place the President shall make his/her decision. All decisions by the President shall be final.

5. The final report, written by the investigating authority, will include an analysis of the incident, any findings and determination, and a recommendation for the avoidance of future incidents, as appropriate. As stated in Item 4 above, a copy of the victim statement shall be attached if applicable. The final report will be forwarded to the President's Office.

6. Disciplinary Action
a. Employees determined to be in violation of this policy will be subject to disciplinary action up to and including termination.

b. In cases where the violator is an employee, prior to disciplinary action being determined, the AVP for HR or other representative designated by the President shall confer with the victim. The victim will have the opportunity to provide an “impact statement” that shall include the effects the incident has had on them. Appropriate disciplinary action will then be determined and taken. Should the victim still not agree with the recommendation for discipline, they may appeal in writing to the College President. The President will meet with the employee and the AVP for HR or other official designated by the President to have handled the case. Once that meeting takes place the President shall make his/her decision. All decisions by the President shall be final.

c. Violations by a student will be handled in accordance with the Student Code of Conduct (FCC Policy 5.11). Action under the Student Code of Conducts does not preclude the College from taking additional action against students who are also employees, under other policies and/or procedures.

d. In appropriate situations, law enforcement officials may be notified by the College.

e. If individuals believe that they are the victim of workplace threats, harassment, or violence, they are encouraged to report such threats to local law enforcement officials as well as the College. No reprisals will be taken against anyone who makes or files criminal charges against acts that are perceived to be threats of violence or violent actions.
A. Definition

Workplace violence is any behavior that is violent, threatens violence, harasses, intimidates, or disrupts the workplace or the College’s ability to perform its mission where a reasonable person would interpret such behavior as constituting evidence of an intend to cause harm to individuals or property; damaging or threatening to damage property; and/or possession of weapons including firearms, imitation firearms, knives or other dangerous weapons and/or materials. Examples include, but are not limited to: disruptive behavior intended to disturb or disrupt normal work/educational activities (e.g., yelling, using profanity, verbal abuse); intentional physical contact for the purpose of causing or threatening harm; menacing or threatening behavior (including acting aggressively, and/or making oral or written statements intended to frighten, coerce or threaten).

As serious as workplace violence can be, of equal concern to the College is cyber-violence, i.e., the utilization of social media to stalk others, to harass others, or to threaten them in any way, whether or not such threats or harassment are carried out in the actual physical workplace site. Therefore, we take seriously on-line and social media-based harassment and threats as a form of workplace violence, which will not be tolerated.

Some forms of harassment will be treated as workplace violence under this policy, including stalking others or engaging in aggressive interpersonal activities towards others. Indeed, certain types of sexual harassment may fall within this policy, as well as the College’s policy governing sexual harassment.

B. Incident Reporting

1. All employees, students and other visitors to the College campus, its owned or leased facilities or its sponsored activities are responsible for reporting violations of this procedure.

2. Following any workplace violence incident directed against an employee, the employee will file an incident complaint with the security office. That report will fully describe the incident and the security office will assure that a copy of the report is forwarded to the Vice President(s) who is/are responsible for the individual(s) involved.

3. Any individual who feels threatened or is faced with the threat of harm, physical assault, or act of violence should call 911 immediately and report to the Security Office for assistance. Additional notifications shall be made in accordance with B.4 below.
4. As soon as it is safe to do so, the alleged victim should immediately notify the appropriate supervising authority (supervisor, dean, chair, manager, Associate Vice President, Vice President). In the event that the threat or offensive action is believed to be due to one’s immediate supervisor, the alleged victim is free to notify any other individual in their chain of command. All such notifications shall, to the greatest degree practical, remain confidential.

5. The supervising authority will immediately:
   a. Contact the AVP for Human Resources (The AVP for Human Resources is primarily responsible for all incidents that do not solely involve students. In incidents where only students are involved, the Vice President of Learning Support has the primary responsibility for investigating and taking action).
   b. Notify the Vice President for Learning Support if the incident involves a student.

6. The College will not hesitate to remove individuals from campus who are reasonably believed to be dangerous or to constitute threats to others.

C. Investigation and Action
   1. All reports, written or verbal will be taken seriously and investigated by the College thoroughly.
   2. The College’s investigation may be conducted by the AVP for Human Resources, Vice President for Learning Support (or his/her designee), Security, any combination of staff as appropriate, and/or designated third party such as local law enforcement.
   3. The Office of Risk Management will contact the reporting employee regarding any necessary steps to be taken, assist in the development of a security plan where appropriate, make employee notifications and schedule security escorts when needed. Any security plan should include a duration even when that duration is listed as “indefinite”. A plan listed as “indefinite” should be reviewed annually and updates as necessary.
   4. Prior to the final report being issued, the victim shall have an opportunity to review a draft of the report. The victim shall have 5 days to issue their own document with comments should they choose to do so. The victim document shall be included as an attachment to the final report. Should the victim still not agree with the findings of the report, they may appeal in writing to the College President. The President will meet with the employee and the AVP for HR or other official designated by the President to have handled the case. Once that meeting takes place the President shall make his/her decision. All decisions by the President shall be final.
   5. The final report, written by the investigating authority, will include an analysis of the incident, any findings and determination, and a recommendation for the avoidance of future incidents, as appropriate. As stated in Item 4 above, a copy of the victim statement shall be attached if applicable. The final report will be forwarded to the President’s Office.
   6. Disciplinary Action
a. Employees determined to be in violation of this policy will be subject to disciplinary action up to and including termination.

b. In cases where the violator is an employee, prior to disciplinary action being determined, the AVP for HR or other representative designated by the President shall confer with the victim. The victim will have the opportunity to provide an “impact statement” that shall include the effects the incident has had on them. Appropriate disciplinary action will then be determined and taken. Should the victim still not agree with the recommendation for discipline, they may appeal in writing to the College President. The President will meet with the employee and the AVP for HR or other official designated by the President to have handled the case. Once that meeting takes place the President shall make his/her decision. All decisions by the President shall be final.

c. Violations by a student will be handled in accordance with the Student Code of Conduct (FCC Policy 5.11). Action under the Student Code of Conducts does not preclude the College from taking additional action against students who are also employees, under other policies and/or procedures.

d. In appropriate situations, law enforcement officials may be notified by the College.

e. If individuals believe that they are the victim of workplace threats, harassment, or violence, they are encouraged to report such threats to local law enforcement officials as well as the College. No reprisals will be taken against anyone who makes or files criminal charges against acts that are perceived to be threats of violence or violent actions.