## Policy 109: Workplace Violence

Category: Personnel

Covered Individuals: All CEI Employees

##### Approved: 3/28/2023

##### Formerly Approved: 12/11/2019

**109.1 Policy**

CEI is committed to providing a work environment free from violence for all employees. CEI will not tolerate any form of violence. All employees share the responsibility to make and keep the work place safe. This commitment includes restricting recognized hazards from the CEI community that contribute to violence and may result in serious harm. Accordingly, the possession of firearms/weapons on CEI properties or in CEI vehicles is subject to the guidelines set forth in the policy on Weapons on Campus.

Violence and threats of violence may include but are not limited to physically aggressive acts of hitting – shoving – fighting, verbal or physical threats (communicated or implied) to harm another, endanger safety or destroy property, actions that have a potential for violence including throwing objects, waving fists, and destroying property, obsessively directed behavior including telephone harassment and stalking, inappropriate use or display of firearms, weapons, or dangerous devices. This policy extends to any use of email, social media, or any other form of communication whether in person or not.

**109.2 Procedures**

In the event of imminent or actual violence, a person should take necessary precautions to ensure personal safety and the safety of others and Call 9-1-1 or Campus Security. An employee who is the subject of or aware of possible workplace violence, threats, or possession or use of any unauthorized weapon should immediately report his/her knowledge to an immediate supervisor, the Department of Human Resources. Human Resources must notify (i) the Office of the Vice President of Academic and Student Affairs when an allegation of violence is made against a student or (ii) CEI’s Title IX coordinator when the allegation of violence involves domestic violence or otherwise falls within the purview of Title IX. Campus security will work with Human Resources to investigate the report.

Reported allegations of violence will be kept confidential except to the extent disclosure is necessary during the investigation process and/or subsequent proceedings or required by law.

Retaliation is prohibited against any person who, in good faith, reports concerns or incidents of violence or who participates in an investigation of incidents or threats of violence.

Violations of this policy may result in the following sanctions: (i) exclusion or expulsion in the case of students; (ii) disciplinary action up to termination of employment in the case of faculty and staff; (iii) exclusion from campus in the case of members of the public; and (iv) prosecution under appropriate local, state or federal laws.