## Policy 109: Workplace Violence Prevention

**Workplace Violence Prevention**

**Category:** Personnel, Safety

**Covered Individuals:** All CEI Employees, Students, and Visitors

**Approved:** 02/25/2025

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**109.1 Policy**

The College of Eastern Idaho (CEI) is dedicated to providing a safe and violence-free work environment for all employees, students, and members of the community. CEI strictly prohibits any form of violence on its campuses and properties and holds each community member responsible for contributing to a secure and respectful environment.

**109.2 Definitions**

* **Violence and Threats of Violence:** This includes, but is not limited to:
  + **Physically Aggressive Acts:** Hitting, shoving, or fighting.
  + **Threats to Safety:** Verbal or physical threats, whether communicated directly or implied, that indicate harm to individuals or property.
  + **Potentially Violent Actions:** Actions with a propensity for violence, such as throwing objects, waving fists, or destroying property.
  + **Harassment or Stalking:** Obsessive behavior, including persistent telephone harassment, stalking, or any form of intimidation.
  + **Inappropriate Use of Weapons:** Unauthorized possession, display, or use of firearms, weapons, or dangerous devices.
  + **Communication of Threats:** Use of email, social media, or other forms of communication to convey threats or intimidating messages, whether in person or remotely.

**109.3 Procedures**

**Responsibility and Compliance**

CEI is committed to restricting recognized hazards that contribute to violence and may result in serious harm to individuals. To maintain a safe workplace, all employees, students, and visitors must adhere to this policy, including the restriction on possessing firearms and other weapons on CEI property or in CEI vehicles, in line with CEI’s policy on Weapons on Campus (Policy 417). A requirement to adhere to the policy “any time and any place an employee or student is functioning in an official capacity for the college on or off campus.”

**109.4 Reporting and Enforcement**

All members of the CEI community are required to promptly report any acts or threats of violence to appropriate campus authorities to help maintain a safe environment.

In the event that a CEI employee receives notice of a threat of violence, the following steps must be taken to ensure the safety of the campus community:

1. **Immediate Notification:**
   * If the threat poses an immediate danger, the employee should call 911 and notify Campus Safety as soon as it is safe to do so.
   * If the threat is not immediate but still concerning, the employee should contact Campus Safety directly.
2. **Documentation of Threat:**
   * Record details of the threat, including the nature of the threat, any known parties involved, the time and date it was received, and how it was communicated (e.g., verbal, email, social media).
   * Forward any written or recorded evidence of the threat to Campus Safety, ensuring confidentiality when appropriate.
3. **Informing Supervisors:**
   * Notify the employee’s immediate supervisor about the threat to ensure management is aware and can coordinate any necessary response.
4. **Follow-Up with Campus Security:**
   * Cooperate with Campus Safety during any follow-up investigation by providing further information as needed.
   * Employees should also adhere to any additional instructions or safety protocols advised by Campus Safety or other authorities.
5. **Confidentiality and Discretion:**
   * Employees must maintain confidentiality regarding the threat, discussing it only with Campus Safety, supervisors, or law enforcement as required.
   * Discretion is crucial to avoid spreading fear or misinformation among the campus community.

Failure to report or appropriately respond to a threat of violence may result in disciplinary action.

**109.5 Sanctions for Violations**

Violations of this policy may result in:

1. **Students:** Exclusion or expulsion from CEI.
2. **Faculty and Staff:** Disciplinary actions, up to and including termination of employment.
3. **Members of the Public:** Exclusion from CEI property and campus.
4. **Legal Action:** Prosecution under applicable local, state, or federal laws.