

# Workplace Safety Policy

## I. Purpose

The purpose of this policy is to maintain a work/educational environment free from physical violence, intimidation, threats, and theft for faculty, staff and students.

## II. Scope

This includes, but is not limited to, intimidating, threatening or hostile behaviors, physical abuse, vandalism, arson, sabotage, use of weapons, carrying weapons of any kind onto school or institution property, or any other act, which is inappropriate to the workplace. In addition, jokes or offensive comments regarding violent events will not be tolerated and may result in disciplinary measures.

(Note: Fulltime Faculty and Staff please refer to TBR Policy 7:01:00:00 concerning Firearms and Other Weapons. Revised July 2023).

## III. Policy

### I. Commitment to a Safe and Healthy Workplace

A. DSCC has a strong commitment to its employees to provide a safe, healthy and secure work environment.

B. DSCC also expects its employees to maintain a high level of productivity and efficiency.

C. The use of violence or threats of violence in the workplace are inconsistent with these objectives. DSCC expects all employees to report to the work site and perform their duties in a safe and productive manner, without violence or threats of violence toward any other individual. Violence, threats, or intimidation toward any other individual will not be tolerated.

D. DSCC Policy 10.02.04.00, Firearms and Other Weapons, controls the possession and use of weapons on property owned or controlled by DSCC and its institutions. To the extent that this policy conflicts with the provisions of that policy, that policy controls.

### II. Applicability

A. The provisions of this policy apply to all DSCC employees and to all DSCC work sites owned or occupied by DSCC or its institutions.

B. This policy also applies to any employee conduct, on or off the work site, which poses a substantial threat to persons or property within the institutional community.

### III. Implementation

A. It is the responsibility of Human Resources to ensure that all employees are informed about this policy. This policy shall be posted on the DSCC and institution websites and a copy of the policy shall be made available to each new employee.

B. Employees who witness violence or threats of violence must immediately report such conduct to campus or local law enforcement, appropriate supervisor and/or the Human Resources Director.

C. Employees who are victims of violence or threats of violence in the workplace are encouraged to report such conduct to campus or local law enforcement, the appropriate supervisor and/or the Human Resources Director.

#### IV. Prohibited Activities

A. DSCC specifically prohibits the following:

1. Possessing, storing or using a weapon in violation of DSCC Policy 10.02.04.00.

2. Refusing to submit to an inspection for the presence of a prohibited weapon based on reasonable suspicion.

3. Refusing to allow inspection of personal storage areas based on a reasonable suspicion that a prohibited weapon or weapons will be found in such area.

4. Conviction under any criminal statute for the illegal use or possession of a weapon or for committing a violent act against the person or property of another.

5. Refusing to cooperate in an investigation about allegations or suspicion that violence or threats of violence have or is likely to occur, or an investigation about the possession of a prohibited weapon by the employee or a co-employee.

6. Engaging in violence or threats of violence.

7. Repeated verbal abuse in the workplace, including derogatory remarks, insults, and epithets.

8. Verbal, nonverbal, or physical conduct of a threatening, intimidating or humiliating nature in the workplace.

B. An employee who engages in any of these prohibited activities will be subject to discipline, up to and including termination of employment.

#### V. Permissible Activities

A. The following activities do not violate this policy:

1. Disciplinary procedures conducted in accordance with institutional or DSCC policies and guidelines;

2. Routine coaching and counseling, including feedback about and correction of work performance;
3. Reasonable work assignments, including shift, post, and overtime assignments;
4. Individual differences in styles or personal expression that are otherwise legally permissible.
5. Passionate, loud expression with no intent to harm others and that are otherwise legally permissible;
6. Differences of opinion on work-related concerns; or
7. The non-abusive exercise of managerial prerogative.

#### VI. Reporting

A. An employee who witnesses an incident of violence, threats of violence or suspicious behavior, must immediately report such conduct to campus or local law enforcement, as applicable, appropriate supervisor, and/or the Human Resources Director

B. Any employee who is granted a court order requiring any other individual to stay away from the employee's place of work must furnish a copy of the order to the Human Resources Department and campus security or law enforcement as soon as practicable.

C. A supervisor who witnesses an incident of violence, threats of violence or suspicious behavior, must immediately report such conduct to campus or local law enforcement, as applicable, and/or the Human Resources Office.

#### VII. Right to Search for Weapons

A. Any DSCC institution has the right to search for illegally possessed weapons in any area on the institution's premises, including, but not limited to, lockers, furniture, containers, drawers, equipment or other facilities, lunch boxes, briefcases, personal bags, personal toolboxes or tool kits, parking lots, DSCC vehicles and other vehicles parked on the institution's premises. Such searches may only be conducted by law enforcement officers and, when feasible, in consultation with the Office of General Counsel.

#### VIII. Prohibition on Retaliation

A. Employees who report incidents of threats, violence, intimidating conduct, or illegal possession of weapons; bring a complaint, or assist in the investigation of a complaint, will not be adversely affected in terms and conditions of employment, discriminated against or discharged because of their actions in this regard.

## **IV. Compliance**

Enforcement of this policy shall be handled by those designated by the Police Chief and the Director of Physical Plant including security personnel.

## V. Definitions

- Violence or threats means acts of violence or threats of aggression including gestures or, oral or written expression that:
  - create fear of bodily harm;
  - cause or can cause death or bodily injury;
  - threaten the safety of a co-worker, student or member of the public;
  - or, damage property.
    - Acts of violence and threats of violence include, but are not limited to: verbal (such as threats, harassment, abuse or intimidation), nonverbal (such as gestures and intimidation), written communication (such as notes, e-mail), physical (such as hitting, pushing, shoving, kicking, touching and assault), and other (such as arson, sabotage, vandalism and stalking).
- On the Work Site/In the Workplace means all real property owned or occupied by DSCC, DSCC vehicles and personal vehicles when in use performing state business.  
5.01.00.01 Prevention of Workplace Violence: 5.01.00.01
- Reasonable Suspicion means the degree of knowledge sufficient to cause an ordinarily prudent and cautious person to believe that the circumstances being presented are more likely to be true than not. Reasonable suspicion must be based on an articulable, specific and objective basis and may include direct observation; or information received from a source believed to be reliable.
- Employee means, for purposes of this guideline only, persons receiving a payroll check from TBR or one of its institutions.

## VI. Revision History

Policy written 03/19/2012 by Director Physical Plant.

Revision written Approved by HEOA committee 04/11/11.

Policy approved by Administrative Council on 8/31/2017

Policy revision reviewed and approved by Admin Council on 04/27/2023.

Policy transitioned to Human Resources and revised April 1, 2026. Revision reviewed and approved by Administrative Council on 4/30/2026.