



## Policy Directory

Responsible Division: Finance and Administrative Services  
Responsible Office: Human Resources  
Issue/Revision Date: 12/01/2017

## **Violence-Free Workplace**

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Policy:

### **Prohibited Conduct**

Alcorn State University prohibits violence, threats of violence, and any other behavior that risks or harms the safety of any university campus, facility, activity, or event, or that raises a reasonable concern for the safety of students, employees, or visitors at a University campus or related facility, or during University-sponsored activities or events.

“Violence” is defined as any intentional or reckless act that physically harms people or property. “Threat of violence” refers to any verbal or physical conduct that conveys the intent to cause physical harm or to place someone in fear of physical harm.

Prohibited conduct includes, but is not limited to:

1. Any ongoing or regularly reoccurring aggressive behavior that would make it difficult for a reasonable person in that workplace environment to perform his/her duties.
2. Engaging in any act of violence toward a person or property.
3. Making a direct, indirect, or conditional threat of harm.
4. Engaging in any conduct, including aggression, intimidation, harassment, belligerence, and disruptive or erratic behavior, that has the purpose or effect of generating a reasonable concern for physical safety. Such conduct may consist of: physical acts, oral or written statements, harassing electronic media (i.e. emails text, Facebook, twitter, snapchat, etc.), telephone calls, gestures, or behaviors.
5. Damaging or destroying university property or equipment, or threatening such harm.
6. Engaging in stalking or aggressive pursuit.
7. Participating in, or encouraging, a fight.

8. Using any instrument to injure, threaten, or intimidate.
9. Brandishing or using a firearm, explosive, or weapon of any kind, or possessing a firearm in violation of University policy or state law.
10. Using University resources to engage in threats or violence towards anyone.

In the interest of protecting safety, Alcorn State University reserves the right to address any behavior in addition to that described above if the conduct generates a reasonable concern for the safety or well-being of students, employees, or visitors at any University campus or related facility or during University-sponsored activities or events. Violation of this policy is considered to be serious misconduct and can lead to disciplinary and/or other appropriate responsive action, up to and including termination. In addition, where appropriate, the University may pursue civil and/or criminal prosecution.

### **When this Policy Applies**

This policy applies to employees, vendors, contractors, consultants, clients, and all persons, whether affiliated with Alcorn State University or not, who visit a campus or facility or conduct business with the University. This policy applies to behavior occurring at any university campus or facility. In addition, this policy can apply to conduct occurring off-campus and off-duty, if that conduct generates a reasonable concern for safety at a university campus or related facility or during university-sponsored activities or events, or for the safety of students, employees, or visitors.

“Workplace” is defined as the work setting in general, including any university education program or activity, which means all academic, research, educational, public service and outreach, extracurricular, athletic, and other programs.

### **Reporting Responsibilities**

All employees are encouraged to remain alert to and must immediately report any behaviors listed in the “Prohibited Conduct” section above to the persons listed in the “Where to Report” section below. No student or employee should assume that an official knows about a situation. In addition, all employees must report any conduct that indicates an employee might intentionally commit self-inflicted harm. Required reporting includes, but is not limited to, behavior described above that any employees experience, witness, or otherwise become aware of, regardless of: (a) whom that behavior affects, (b) the perpetrator’s relationship to the University or its students or employees, and (c) whether the behavior occurs on or off campus, if there is reason to believe that the behavior could affect the safety of students, employees, or affiliates. Employees are encouraged to report any behaviors of concern, whether or not strictly covered by this policy, so that the University may evaluate the need to address conduct potentially affecting the well-being of students, employees, or visitors. Nothing in this policy is intended to require that any employee breach legally protected privilege or confidences, unless otherwise permitted by law.

Alcorn State University reserves the right to investigate and resolve a complaint or report of workplace violence regardless of whether the complainant ultimately desires officials to pursue the complaint.

**Where to Report**

When appropriate, complaints under this policy may be reported to Campus Police, or to the Office of Human Resources. All reports or complaints under this policy will be investigated and include confidentiality, as appropriate. Once an investigation is complete, a recommendation on how to handle the complaint will be submitted to the appropriate area for disposition. The University may assist in pursuing civil penalties, criminal penalties, or other appropriate action against the offender.

Report concerns involving an employee (faculty or staff member) to:

Office of Human Resources at 601-877-6188 or

Campus Police at 601-877-3000.

Report concerns involving a contractor or visitor to:

Campus Police at 601-877-3000.

**Non-Retaliation Policy**

Alcorn State University adheres to a strict policy of non-retaliation and prohibits retaliation and threats or attempts to retaliate against anyone who makes a good-faith report under this policy or who participates in, cooperates with, or contributes to efforts to investigate and resolve such reports. Any employee who believes that he or she is being penalized as a consequence of making a report under this policy, or for participating in, cooperating with, or contributing to efforts to investigate or resolve a report, should immediately contact the Office of Human Resources at 601-877-6188.