

UNIVERSITY OF WISCONSIN-STEVENS POINT

WORKPLACE VIOLENCE

REPORTING GUIDELINES

Acts of violence are prohibited by law. The University of Wisconsin – Stevens Point is committed to providing faculty, staff and students with an environment that is safe, secure and free from violence, and other forms of aggressive behavior; one which is based upon civility, respect and the free expression of ideas.

To promote an atmosphere that encourages learning and productive employment, quick responsive action will be taken if violence or the threat of violence arises. This includes any direct, conditional or implied threat, intentional act, or other conduct that reasonably arouses fear, hostility, intimidation or the apprehension of harm.

Violence and threats of violence are always prohibited on campus, especially whenever:

- the act, behavior or communication is abusive and could cause another person physical, emotional or psychological harm; and/or
- the act, behavior or communication damages or threatens to damage property of the university or of an individual.

All members of the university community should report any act of violence, potential violence, threatening, aggressive or disruptive behavior to a supervisor, department chair, Student Rights and Responsibilities Office (if students are involved), the Personnel Office or Protective Services. These resource people can help ensure that your concerns are properly reported and investigated. The employee who receives such a report is obligated to channel the complaint through the appropriate university procedures.

Examples of campus violence include, but are not limited to:

- threats of harm to a person or their property
- intentional damage to university or private property
- brandishing a weapon or an object that appears to be a weapon
- threatening or directing abusive language toward another person
- stalking as defined by Wisconsin statute
- physical attacks on another person such as slapping, punching, pushing or intimidating gestures
- domestic conflicts that extend into the workplace

Any person who exhibits violent, aggressive or threatening behavior will be held accountable for their actions under university policy and rules, as well as local, state and federal laws. Violators are subject to disciplinary action, including suspension or dismissal, and may be subject to criminal prosecution.

This policy does not replace any current disciplinary or formal grievance process established in agreements with collective bargaining units and governance groups; nor does the use of this process cause an employee to forfeit the right to file a grievance. If an employee is represented by a bargaining unit, he/she may request the assistance of a union representative at any step in this process.

October 27, 2000

REPORTING PROCEDURES

Employee Responsibilities:

- Remove yourself from the threat as soon as possible.
- Contact Protective Services at ext. 3456 if there is a threat of danger or physical violence.
- Call 911 if there is a medical emergency.
- Immediately notify your supervisor, department chair, dean, or residence hall director if you are a victim of, or a witness to, an act of violence or other violation(s) of this policy.
- Document the incident as soon as possible.

Department Responsibilities:

- Contact Protective Services at ext. 3456 if there is a threat of danger or physical violence.
- Call 911 if there is a medical emergency.
- Obtain written statements from witnesses.
- Investigate or arrange to investigate the complaint.
- Interview witnesses, gather facts, and assess the situation.
- Determine if the complaint can be resolved within the unit without disciplinary action or if other action should be taken.
- If resolved within the unit, take whatever action is deemed appropriate.
- If disciplinary or other action is considered, confer with the Personnel Office, the appropriate division head, or the Student Rights and Responsibilities Office (if students are involved) to determine the appropriate course of action.

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