TITLE: Workplace Violence Prevention Policy

POLICY NUMBER: 400-12

REFERENCE: WAC 296-800-14005

I. Purpose

Olympic College is committed to the safety and health of its employees. Workplace violence will not be tolerated.

II. Policy

Olympic College prohibits workplace violence against its employees. Acts of violence against any of our employees where any work-related duty is performed will be thoroughly investigated by Human Resources and appropriate action will be taken, including involving law enforcement authorities when warranted.

Any individual found to be in violation of this policy will be subject to disciplinary action up to and including dismissal from the college or from employment.

Retaliation against any individual for making a complaint or cooperating in an investigation will be deemed a violation of this policy. Employees are encouraged to bring concerns or complaints about workplace violence directly to Human Resources or the Director of Campus Security.

III. Definitions

Employees: Faculty, staff, regular student employees, volunteers, and contractors.

Workplace: Place where an employed person is working or on duty.
Workplace violence: “Any verbal assault, threatening behavior, or physical assault occurring in or arising from the worksite.” (Department of Labor and Industries, Workplace Violence: Awareness and Prevention for Employers and Employees, F417-140-000)

The definition of workplace violence incorporates the following:

- **Threatening behavior** – any display of force that the perpetrator knows or reasonably should have known would cause a reasonable person to fear or expect physical injury.
- **Verbal or written threat** – any expression not otherwise protected by law that expresses an intent to inflict physical injury or harm to another or the property of another.
- **Physical assault** – hitting, shoving, pushing, kicking, throwing objects or other unwanted physical contact that the perpetrator knows or reasonably should have known would intimidate or cause physical injury or harm to another.