

UNIVERSITY POLICY



Workplace Violence Policy

Responsible Office: Office of Human Resources
Effective Date: January 30, 2025

Policy Statement

Workplace violence or the threat of violence is prohibited. Workplace violence includes words, actions, behavior, or threats that intimidate, coerce, or cause fear of harm or injury to persons or damage University property. The purpose of this policy is to inform the University community that workplace violence, in all its forms, is prohibited, to establish procedures to report and mitigate instances of workplace violence, to hold those who engage in workplace violence accountable, and to support individuals affected by workplace violence.

University administrators, department heads, managers, supervisors, and employees are responsible for observing and promoting measures that promote and maintain a workplace free of violent behavior and acts. Students and visitors to the University are also responsible for observing University policies designed to do the same.

Scope

This policy applies to all employees, students, contractors, visitors, and third parties within the University's control. It also applies to an employee's conduct while functioning in the scope of employment on or off campus, potentially adversely impacting the University's business, operation, or reputation.

Policy

Prohibited Behaviors and Actions

Butler University prohibits the following:

- **Violent physical behaviors**, such as hitting, fighting, pushing, shoving, restraining, or throwing objects or intentionally damaging property owned by the University or University community members.
- **Violent, non-physical, aggressive conduct**, such as threats of injury or harm (verbal, written, or electronic) through words, gestures, or symbols.
- **Possession, use, or threatening to use a dangerous weapon; for** purposes of this policy, "dangerous weapons" means any item commonly used or primarily intended for use as a weapon. This includes, but is not limited to, a firearm, knife, club, or similar weapon or any object that has been modified to endanger or has been used to endanger or harm a person(s) or property. As used above, "firearm" means a device designed, made, or adapted to expel a projectile through a barrel using energy generated by an explosion or burning substance or any device readily convertible to that use.

A person who violates this policy is subject to discipline, including termination of employment (if an employee), expulsion from the University (if a student), removal and/or permanent bar from campus property, suspension, reassignment of duties, or other sanctions as deemed appropriate by the University. In addition, such a person may be arrested and prosecuted for a crime.

Exceptions

Some employees may be required to possess a weapon as a condition of their work assignment or are permitted to carry one as authorized by law.

An employee may possess a weapon if possession is:

1. Used by an employee who is a certified law enforcement officer
2. Required as a part of the employee's job duties with the University

The University recognizes that some individuals carry chemical devices (e.g. pepper spray or bear spray) for personal protection when walking on or off campus. This policy is not intended to prohibit carrying such items; however, the University expects that individuals will use good judgment in their use or display of such devices. Additionally, the University has the right to determine whether any such item is acceptable.

Procedures

Reporting Workplace Violence

In crisis situations, or if there is a concern about an immediate or imminent threat of violence or if a situation continues to escalate, employees should call 911 and contact the Butler University Police Department (BUPD) immediately.

Individuals must report all acts or potential incidents and threats of workplace violence to BUPD, their supervisor, and/or a Human Resources Operations and Compliance team member as soon as it is safe.

If an individual learns of or witnesses a threat or any act of workplace violence (or any other conduct violating this policy), it should be reported immediately to BUPD (ext. 9999).

In addition to BUPD, the University will involve the Human Resources Department and, if deemed appropriate, the Counseling Center. Workplace violence involving students will generally be handled through the Office of Student Affairs (see Code of Student Conduct).

Responsibilities

- Department heads, managers, supervisors, and Human Resources have primary responsibility for promoting a safe workplace, monitoring and resolving employee conflicts or disputes, and taking appropriate disciplinary action when violations of this Policy occur or appear imminent. They will ensure that BUPD is notified immediately.
- The Chief of Police (or designee) is responsible for coordinating the University's response to workplace-related threats and acts of violence. The Chief is responsible for notifying Human Resources and the other appropriate parties.

Preventative Measures

A copy of this policy is provided to all faculty and staff new hires during orientation. A copy of this policy is available online on the HR website www.butler.edu/hr. A summary of this policy shall be provided in university faculty and employee handbooks and may appear in other publications prepared by Human Resources. Please contact a human resources representative with any questions about this policy.

Policy Collaborators: BUPD

Contact Information: askhr@butler.edu

Appendices: None

History/Revisions: Original effective date: June 1, 2007