

Workplace Violence

Standards of Conduct – General Expectations

CWU Policy 701-01

Effective: September 5, 2007

Policy Review Date: YEAR

Policy Executive: Senior Vice President – Finance and Administration

Responsible Office/Unit: Human Resources

Policy Statement:

Applicability:

Content:

Policy

Appendix A – Workplace Violence Procedure

(1) Purpose

- A. Central Washington University is committed to maintaining a work environment that is as free as possible from acts or threats of violence or intimidation. The safety and security of Central Washington University students, faculty, staff and visitors are of vital importance.

(2) Policy

- A. Violent or threatening behavior directed at students, faculty, staff, visitors, oneself, or property will not be tolerated by Central Washington University. This applies to any acts of violence or threats made on CWU property, at CWU events, or under other circumstances that may negatively affect CWU's ability to conduct business. Included in this prohibition are such acts or threats of violence whether made directly or indirectly, by words, gestures, or symbols that infringe on the university's right or obligation to provide a safe workplace for its employees, students and visitors.

(3) Prohibited Behaviors

- A. Central Washington University defines violence as follows and prohibits:
 - 1. The use of physical force with the intent to commit harm;
 - 2. Acts or threats in any manner or form, which are intended to intimidate, coerce, or cause fear of harm;

3. Acts or threats of violence made directly or indirectly by words, gestures or symbols;
 4. Property crimes that would reasonably be anticipated to have the effect of intimidating or causing fear of harm.
- (4) Employees and visitors may not possess, carry, or store firearms, edged weapons, martial arts weapons, or blunt force weapons on university property, to include privately owned vehicles parked on university property. These items are also prohibited at university events and functions that take place off campus. Students may possess weapons only as provided in CWU policies, which can be found in the Residence Hall Contract and Student Handbook. This restriction shall not apply to university-issued weapons carried by police officers in the performance of their duties and any other exceptions as authorized by Washington Administrative Code 106-124-700. It shall not apply to tools that are used by employees in the performance of work duties, or otherwise, legal items such as a small penknife or pocketknife carried or possessed without the intent of injuring, threatening or intimidating others.

History:

*PAC: 03/06/02; Responsibility: BFA; Authority: Cabinet/UPAC; Reviewed/Endorsed by: Cabinet/UPAC;
Review/Effective Date: PAC 09/05/2007; Approved by: James L. Gaudino, President
Reformatted and Assigned new Policy Number - Previous Policy CWUP 2-30-280, June 2025
Attached Procedure CWUR 3-40-190 as Appendix A, June 2025*

Appendix A - Workplace Violence Procedure

(1) Applies to:

- A. All university staff. To the extent that this procedure addresses terms not covered under collective bargaining agreements for represented employees, the terms of this procedure shall prevail.

(2) Preventive measures

- A. Training – Training on how to respond and prevent workplace violence is offered as part of leadership skills/supervisor training. University police and parking services will provide department training upon request.
- B. Incident and pre-incident procedures – Any member of the university community observing behavior that is in violation of the workplace violence policy, or that could reasonably be interpreted as a precursor to an act of violence or intimidation, shall make an immediate report to university police and parking services. In cases of imminent danger, the university police and parking services will intervene. When time and circumstances permit, the supervisor of the employee-victim and/or employee-perpetrator, the AVP finance and business auxiliaries; and, as applicable, the chief human resource officer, the dean of student success, or appropriate dean, will make a threat assessment and report to the appropriate vice president or provost.
- C. Supervisor responsibility – Supervisors are critical to the prevention of employee violence in the workplace. By recognizing early signs and intervening prudently and appropriately, supervisors can reduce the chances of eruptive violent behavior. When left unchecked, inappropriate behaviors can escalate to higher levels. Behavioral warning signs which, in some combination, may indicate a potential for violence, could include but are not limited to:
 - 1. paranoia (e.g. "others are out to get me or my job")
 - 2. frequent angry outbursts, difficulty controlling temper
 - 3. recent isolation of self from co-workers
 - 4. rash or impulsive behavior without apparent forethought
 - 5. failure to accept criticism, blaming others when things go wrong
 - 6. drug/alcohol use or abuse
 - 7. obsession about possessing or collecting weapons
 - 8. co-workers have concerns about, or fear, this person
 - 9. bragging about past acts of violence
 - 10. threats (e.g. "one of these days, they are going to be sorry")
- D. A supervisor, who observes such behaviors in an employee, particularly when they represent behavioral change, should consult with his or her supervisor to determine whether or not other university resources are required. The human resources department should be notified and the

employee assistance program contacted for assistance. The student health and counseling center and the department of police and parking services can help with this determination.

- E. If a supervisor believes that someone may be in imminent danger, or if the incident in question resulted in anyone being physically harmed, the supervisor should dial 911. The department of police and parking services will advise the supervisor as to a course of action and will also contact, as applicable, the appropriate administrator.
- F. Under certain circumstances, a supervisor may have to act prior to contacting other university resources. Where appropriate, supervisors should rely on information received in training and related programs. As soon as possible, the supervisor should follow the reporting procedure outlined above.

(3) Action in response to a violent, abusive or threatening behavior

- A. During or immediately after any incident, dial 911. The department of police and parking services will establish order and control the area.
- B. A post-incident emergency management team shall insure that proper attention is given to medical, law enforcement, counseling, employment and public relations issues. If a student is involved, the post-incident team shall include the dean of student success. If a faculty member is involved, the post-incident team shall include the appropriate dean and the provost.

(4) University premises

- A. For the purpose of this policy, the workplace and university premises are defined as:
 - 1. The physical premises of Central Washington University in Ellensburg, WA, as well as any other premises owned and/or controlled by Central Washington University, including the centers;
 - 2. Such other properties that may be rented or leased by Central Washington University;
 - 3. Motor vehicles that are owned or leased by Central Washington University;
 - 4. Locations to which an employee is assigned in the performance of his or her duties, e.g., an event at another institution;
 - 5. Location in which a student is present at a university-sponsored event or activity, e.g., a study-abroad program or athletic venue at another institution;
 - 6. Extensions of the physical workplace in the case of incidents that begin on campus and proceed off-premises, e.g., stalking, harassment.

(5) Sanctions

- A. Violation of this policy by any employee may result in disciplinary action up to and including termination of employment and/or criminal prosecution. Violations by students will result in university judicial action and/or criminal prosecution. Violations by groups or individuals who are neither employees nor students will result in restriction from university property and/or criminal prosecution.