

## MINNESOTA STATE COMMUNITY AND TECHNICAL COLLEGE

### Policy Name: Workplace Violence

#### Policy

The College is committed to providing a safe working environment for its employees, students and visitors, free from the threats and acts of violence. In support of this commitment, the College shall implement the following policies to reduce the potential for threats and workplace violence, including banning any dangerous weapons from workplace sites:

- A. Creating a low-risk work environment: College administrators are expected to promote positive behavior and to lead by example by treating employees with the respect and dignity each person deserves. Emphasis will be placed on creating a workplace where established standards on conduct are clear, are communicated and are consistently enforced, and where discipline is used fairly and appropriately to deal with instances of unacceptable behavior.
- B. Training: All college administrators will be provided training in workplace-related threats and acts of violence. This training will focus on prevention and de-escalation of violence, will include suggestions for appropriate responses to threats and acts of violence, and will identify those resources which are available to use once a potential problem has been identified or an incident has occurred.
- C. Employee Counseling and Assistance: The administration will encourage use of the Employee Assistance Program (EAP). The EAP is primarily an assessment, short-term counseling and referral agency. While administrators, family members or union representatives may encourage employees to seek help from the EAP, the decision to use those services must be voluntary. Employees may choose to seek assistance from private health services to deal with pressures, stress, emotional problems or other personal issues which could, if ignored, lead to threats or acts of violence.
- D. Valuing and Respecting Diversity: The College values and respects individual differences among people. Harassment of any person in the workplace is strictly prohibited. Incidents of this nature, if not corrected, may result in workplace violence.
- E. A Safe Workplace: College and campus administrators have the primary responsibility for ensuring a safe work environment. They are empowered to take immediate action to resolve or stabilize violent situations in the workplace and to protect people from harm. Administrators will also ensure that appropriate disciplinary responses are made to internal workplace acts of violence or aggression.
- F. Dangerous Weapon Prohibition: The administration will work to eliminate dangerous weapons from the workplace. Effective immediately, the possession of any dangerous weapon, to include any firearm, in any college workplace by any person other than a law

enforcement officer is strictly prohibited. For the purposes of this plan and policy, the following items are considered to be “Dangerous Weapons”:

1. Any weapon which, according to law, is illegal to possess.
2. Any firearm, loaded or unloaded, assembled or disassembled, including pellet, BB and stun guns (electronic incapacitation devices).
3. Replicate firearms, as defined in Minnesota Statue 609.713.
4. Knives (and other similar instruments) with a blade length of more than three inches, other than those present in the workplace for the specific use of instruction or for food preparation and service.
5. Any “switchblade” knife.
6. Brass knuckles, metal knuckles and similar weapons.
7. Bows, crossbows and arrows.
8. Explosives and explosive devices, including ammunition, fireworks and incendiary devices.
9. Throwing stars, nunchucks, clubs, saps and any other item commonly used as or primarily intended for use as a weapon.
10. Any object that has been modified to serve as or has been employed as a dangerous weapon.

**Purpose**

To reduce the potential for violence and to work toward providing a safer environment.

**Responsibility**

President or Designee

Provide training for all administrators. Establish high expectation for behavior.

Administrators

Set example for non-violent, respectful behavior and ensure that all employees under their supervision are knowledgeable of this policy, that they have access to training, and that they take any necessary disciplinary steps to deal with violent actions or inappropriate behavior that causes any other individuals to feel threatened or unsafe. Monitor and resolve employee conflicts or disputes; take appropriate corrective action when potentially violent situations develop. Inform employees of this policy and plan how it will be enforced. Discuss policy and plan how it will be enforced. Discuss

policy with all new employees and give them a copy of this document. Provide information to employees about the Employee Assistance Program. Conduct investigations of work-related threats or acts of violence.

Faculty and Staff

Uphold and enforce policy in the classroom and/or other College settings.

Students and Visitors

Uphold policy and report any incidents in accordance with established process.

**Supporting References**

Listed below are college document(s) that support this policy:

1092-1-01 Prohibition of Concealed Weapons policy

**Compliance References**

Listed below are references to compliance requirements (e.g. MnSCU policy, federal regulations).

Minnesota Statutes 1.50 and 15.90, Sec. 23. Minnesota Statutes 2002, section 624.714

Steward: President

Approval Date: May 1, 2005

Implementation Date: May 1, 2005

Revised Policy Format Only: July 31, 2012