

Workplace Expectations and Conduct: Workplace Violence Prevention & Policy Guidelines

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Subject: Governance and Organization, University Human Resources

Policy: Workplace Violence Prevention Policy and Guidelines

Effective Date: January 1, 2019

Revised:

Review Date: Three (3) years from the Effective Date above

Responsible Party: University Police/University Human Resources

Applicability: This policy applies to all employees

1. INTRODUCTION AND PURPOSE

Montana State University supports a learning environment and workplace, both on campus and any of its off-site locations, that is free of violence; acts of violence by or against any member of the MSU community are strictly prohibited.

The university is committed to working with its employees to maintain an environment free from violence, threats of violence, harassment, intimidation, and other disruptive behavior.

2. REPORTING VIOLENCE, THREATS, HARASSMENT, INTIMIDATION, AND OTHER DISRUPTIVE BEHAVIOR

All reports of violence, threats, harassment, intimidation, and other disruptive behavior against employees, including acts of stalking and relationship or domestic violence, will be taken seriously and will be dealt with appropriately. Individuals who commit such acts may be removed from the premises and may be subject to university disciplinary action, including dismissal or expulsion and/or criminal penalties.

Maintaining a workplace free of violence requires the cooperation of employees. Any employee who believes they are the subject of, or a witness to, a suspected violation of this policy is strongly encouraged to report the matter, without fear of retaliation, by:

- a. calling the University Police at 406-994-2121,
- b. speaking to a supervisor,
- c. contacting a union official,
- d. calling University Human Resources at 406-994-3651, or
- e. reporting using the [MSU Compliance Hotline](#).

Any emergency, perceived emergency, or suspected criminal conduct shall be immediately reported to the University Police Department.

Record keeping and documentation will be maintained by University Human Resources, and the University Police if appropriate, to protect the employee and the university. Every effort will be used to maintain the reporting employee's right to privacy.

The university will evaluate the situation and take appropriate action as necessary to address any threat of violence in the workplace. This action may involve consultation among the police, human resources, legal counsel, mental health providers, and others as necessary.

Follow-up actions will be crafted to respond to individual situations. The range of actions may include removal of potentially dangerous persons from the premises, discipline of employees or students, provision of added security measures, disciplinary referrals, and other actions that may be appropriate.

Resources:

[Guidelines and Information for Employees](#)