I. POLICY

Adams State College is committed to maintaining an environment of respect that is free from violence or threats of violence. ASC will not tolerate violence or threats of violence in the campus community and workplace. It is the policy of ASC not only to prohibit such behavior, but also to take seriously all reports of incidents, addressing each as appropriate. Further, all weapons identified and defined in Colorado Revised Statutes § 18-12-101 are banned from ASC premises, except as otherwise provided by law.

II. PURPOSE

The purpose of this policy is to state ASC’s reporting procedures to ensure a safe and secure workplace for its students, employees, contract workers, volunteers, visitors, and others. ASC makes a reasonable effort to provide a safe workplace and learning environment on its campus. However, it cannot guarantee the protection and safety of everyone under every circumstance.

III. DEFINITIONS

A. Contract Worker: Any person employed under contractual arrangement to provide services to ASC; any person employed by private or public sector agencies who is serving under ASC special assignment to provide services or support to ASC programs. The employee/employer relationship lies with the contractor.

B. ASC Employee: Someone who occupies a classified, full or part-time position in the State Personnel System, full or part-time faculty, and full or part-time exempt at will administrative personnel.

C. ASC Volunteer: A person approved by the president/designee to provide services without compensation from the ASC.

D. Violent Behavior: Any course of conduct, act, or threat of physical, verbal, or psychological aggression or the destruction or abuse of property by any individual. Threats (including those made in person, by mail, over the telephone, by fax, by e-mail or by other means) may include veiled, conditional, or direct threats in verbal, written, or gestural form, resulting in intimidation, harassment, harm, or endangerment to the safety of another person or property and which would cause a reasonable person to fear physical harm to their person and/or property.

E. Workplace or Premises: Includes all ASC property, facilities, and off campus locations where faculty, staff, or students are engaged in ASC business, educational programs, or activities.
IV. PROCEDURES

A. Reporting: Faculty and staff involvement is essential to preventing violence or threats of violence. All members of the ASC community have a responsibility to report threatening or violent behavior. Each faculty and staff member must immediately report to his or her supervisor or department head, to the ASC Police Department (911), or to Human Resources any acts or behaviors covered under this policy. If the employee’s supervisor is the perpetrator, the employee must report the behavior to the next level manager.

B. Reporting Imminent Acts or Threats: In the case of an actual or imminent act or threat of violent behavior, call 911. The 911 dispatcher will coordinate with ASC police. When in doubt about the urgency of the threat of violence, ASC police should be contacted.

C. Criminal Acts: Any employee who believes a crime has been committed has the right and responsibility to report that to the proper law enforcement agency.

D. Supervisors: Any supervisor who becomes aware of violent or threatening behavior must report the incident to his or her manager and to Human Resources. If the supervisor believes that someone may be in imminent danger, or if the incident in question resulted in anyone being physically harmed, the supervisor must first immediately contact the ASC Police Department by calling 911. The 911 dispatcher will coordinate with ASC police. The supervisor must then also report the incident to his or her manager and Human Resources.

E. Immediate Action: Nothing in this policy and procedures relieves a supervisor or manager from taking immediate action when the safety or security of employees or students is threatened and time is crucial. ASC will support efforts made by supervisors, managers, and campus specialists in dealing with immediate violent behavior or immediate threats of immediate violent behavior.

F. Confidentiality: ASC will ensure that all reports of workplace violence are treated confidentially to the extent possible. Reports of threatening or violent behavior will be disclosed as necessary in order to: (a) conduct an investigation, (b) to protect the reporting individual(s) from possible retaliation, (c) to complete disciplinary action, and (d) to protect the alleged offender.

G. Investigation: Upon a report of workplace violence, ASC will conduct an investigation as promptly as feasible. Depending on the level of the incident, the investigation may be led by ASC Police Department, Human Resources, the department head in the affected department, or other ASC entity as appropriate. In most cases, an investigation will be a joint effort undertaken with the advice and counsel of ASC’s Attorney General.

H. Discipline and Sanctions: Depending upon the outcome of the investigation, violation of this policy may result in employment-related discipline up to and including termination of employment. If the incident was of a nature where it was reported to a law enforcement agency, the criminal justice system may also impose penalties. Non-employee violations of this policy will be handled in accordance with applicable laws. Further, ASC will support criminal prosecution against any person who commits a crime in violation of this policy.

I. Retaliation: Reasonable action will be taken to ensure that persons involved in an investigation, or in providing information during an investigation, do not suffer any form of retaliation because of their good faith participation. Retaliation against anyone for good faith reporting of a violation of this policy or for cooperating in an investigation under this policy is prohibited and creates a separate, serious offense.

J. False Charges: If, upon investigation, it is determined that a report was intentionally falsified or made maliciously, the employee providing the false information will be subject to disciplinary action up to and including termination and, depending on the facts, may be subject to criminal prosecution.
<table>
<thead>
<tr>
<th>CHAPTER:</th>
<th>SUBJECT</th>
<th>POLICY #</th>
<th>Page 3 of 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration/Institution</td>
<td>Violence in the Workplace</td>
<td>EFFECTIVE 2/2012</td>
<td></td>
</tr>
</tbody>
</table>

K. **Restraining/Protective Orders:** Any employee who is a protected party in a restraining/protective order or other judicial order is encouraged to immediately provide a copy of the order to the ASC Campus Police. Other parties may also be informed when deemed necessary by ASC Campus Police for the safety of the ASC community.

L. **Employee Assistance Program:** Confidential counseling and assistance for employees and supervisors is available through the Colorado State Employee Assistance Program (C-SEAP) at no charge. C-SEAP program, services, and contact information may be found on the ASC Human Resources web site or at C-SEAP’s web page: [http://www.colorado.gov/dpa/dhr/eap/index.htm](http://www.colorado.gov/dpa/dhr/eap/index.htm).

M. **Freedom of Expression:** ASC recognizes the necessity of protecting individual rights and encouraging free speech, but also recognizes that certain conduct can threaten the mutual respect that is the foundation of scholarly communities. Nothing in this policy and these procedures is intended to curtail an individual’s right to express himself/herself as long as that expression does not constitute “Violent Behavior” as defined in these procedures.

V. **RESPONSIBILITY**

A. All supervisors within the College are responsible for ensuring a safe workplace and are responsible for ensuring compliance with this policy.

B. All ASC employees, contract workers, and volunteers are responsible for reporting any acts of violent behavior or any perceived threats of violent behavior.

VI. **AUTHORITY** ASC Trustee Policy manual section 3.5 – Presidential Authority over Certain Personnel Matters.