Policy Title: Work Place Violence

Policy & Procedure Statement:
Violent behavior in the Idaho College of Osteopathic Medicine workplace is prohibited and will not be tolerated. It is a violation of this policy to engage in workplace violence as defined herein or to brandish or possess a weapon as prohibited by ICOM’s policy against Weapons on Campus.

Definition of Workplace Violence

Workplace violence includes, but is not limited to, intimidation, threats, aggressive or threatening behavior, physical attack or property damage, and other such acts occurring in or arising out of the workplace or while conducting ICOM business.

- Intimidation: Includes but is not limited to stalking or engaging in actions intended to frighten, coerce, or induce involuntary acquiescence by the person being intimidated.
- Threat: The verbal or non-verbal expression of intent to cause harm. An expression constitutes a threat without regard to whether the party communicating the threat has the present ability to carry it out and without regard to whether the expression is contingent, conditional or proposed to occur in the future.
- Physical Attack: Unwanted or hostile physical contact such as hitting, fighting, pushing, shoving or throwing objects.
- Property Damage: Intentional damage to property, which includes property owned by ICOM, or its employees, students, visitors or vendors.

Procedures
A ICOM employee or student who experiences or has observed an act believed to constitute workplace violence is to report such immediately to the Director of Human Resources (the “Coordinator” of this policy) and, if necessary, to Campus Safety.

- The violence should be reported regardless of the relationship between the actor and the reporter; the act need not be reported to the reporter’s supervisor or to the person believed to be engaging in the violent behavior. The Coordinator, or their designee, and Campus Safety if necessary will investigate all reports of such acts.
- Employees or students found to have engaged in workplace violence are subject to disciplinary action up to and including dismissal and expulsion, and may be reported to law enforcement authorities. Non-employees found to have engaged in such acts on ICOM property are subject to immediate removal from the property, and may be reported to law enforcement authorities.
- Victims of workplace violence may be referred to ICOM counseling center or be encouraged to become part of a mediation program.
- An employee or student who has obtained a judicial protective or restraining order shall immediately advise the office of Campus Safety of such fact.
- Inquiries from the media about any incident of workplace violence should be directed to the Office of the Dean.

Retaliation Prohibited

Retaliation against persons who in good faith report or participate in the investigation of perceived acts of workplace violence or violations of this policy is prohibited.

Approved by:

[Signature]

CAO/Dean

Date