# Violence in the Workplace
# BU-PP 835

**Policy:**
Baylor University prohibits any threats or acts of violence.

**Topics:**
General procedures
Weapons
Definitions
Prevention
Supervisor's responsibility
DPS responsibility
Sanctions

**Related policies:**
BU-PP 002 — General Employment
BU-PP 705 — Faculty Dismissal Policy
BU-PP 807 — Staff Discipline

**Additional information:**
None

**Contact:**
Department of Public Safety (x2222)
External Emergency Services – 911
Human Resource Services Office (x2219)
Risk Management (x8990)

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**General procedures—**

- Any person experiencing or observing acts or threats of violence should call the University Department of Public Safety (DPS) Office (x2222) or other emergency services at 911.
- Any employee who believes a crime has been committed against him/her should notify his/her immediate supervisor and contact DPS for assistance or to report the incident.

**Weapons—**
Weapons are prohibited on University premises.

**Definitions—**
**Acts of violence** include any physical action, whether intentional or reckless, that harms or threatens the safety of another individual.
**Threats of violence** include any behavior that by its very nature could be interpreted by a reasonable person as an intent to cause physical harm to another individual.

**Prevention—**
Employees should notify their supervisors of any restraining orders that include the workplace. Supervisors will notify the DPS and any other appropriate personnel/departments of the restraining order.

**Supervisor's responsibility—**
When informed of any acts of violence or threats of violence, the immediate supervisor will:

- contact the DPS Office for assistance;

- respond to issues related to workplace safety, as appropriate;
- promptly inform his/her supervisor, Human Resource Services, and any other appropriate personnel regarding any acts or threats of violence even if the situation has been addressed.

**DPS responsibility—**
In instances of workplace violence the University DPS will take appropriate law-enforcement actions.

**Sanctions—**
- Employees who violate this policy will be subject to disciplinary action up to and including termination.
- Employees who intentionally bring false charges will also be subject to disciplinary action up to and including termination.
- Non-employee violations of this policy will be handled in accordance with applicable laws.