

## ***CONDUCT AND DISCIPLINARY ACTION***

### **VIOLENCE IN THE WORKPLACE**

Southwestern recognizes the fact that violence in the workplace is a growing phenomenon in the American workplace. The National Institute for Occupational Safety and Health states homicide is the second leading cause of death on the job. Additionally, during the time period between July, 1992 and July 1993 two million workers were physically attacked. In response to this disturbing trend Southwestern has adopted a policy which establishes violence of any nature in the workplace will not be tolerated.

The University strictly forbids verbal or written threats, or any behavior that is likely to lead to violence. Any employee who feels they have been the victim of a violent act should notify their immediate supervisor and/or the Human Resources Director. In severe instance, where immediate response or assistance is required the employee should contact the Campus Police at extension 3785 or contact local law enforcement by dialing 911.

Employees who are the victim of a violent act should be prepared to report who the assailant was, names of witnesses, and information detailing the events that led up to the violent act.

Southwestern is strongly committed to providing a work environment that is free of violence. Towards this goal all employees are encouraged to report any act of violence which occurs to them in the workplace.