

PROCEDURE on Violence in the Workplace

Number 2.24.1.1

Please review the Classroom Emergency Guide and follow appropriate procedures. Report actual behaviors or threats that were made. Give the facts - when and where it happened, who witnessed it, and what was said. You can call Security 309-341-5304 for additional guidance.

Types of Workplace Violence:

Physical - Hitting, Shoving, Pushing, Kicking, Sexual Assaults, Stalking, Throwing Things

Verbal - Threats, Harassment, Abuse, Intimidation.

One or more of these warning signs may be displayed before a person becomes violent but does not necessarily indicate that an individual will become violent. A display of these signs should trigger concern as they are usually exhibited by people experiencing problems:

- * Irrational beliefs and ideas,
- * Name-calling, using obscene language, or abusive behavior,
- * Verbal, nonverbal or written threats or intimidation,
- * Fascination with weaponry and/or acts of violence,
- * Expressions of a plan to hurt him/herself or others,
- * Blames others for his or her problems,
- * Unreciprocated romantic obsession,
- * Taking up much of supervisor's time with behavior or performance problems,
- * Drastic change in belief systems,
- * Displays of unwarranted anger,
- * New or increased sources of stress at home or work,
- * Inability to take criticism,
- * Feelings of being victimized,
- * Intoxication from alcohol or other substances,
- * Expressions of hopelessness or heightened anxiety,
- * Productivity and/or attendance problems,
- * Violence towards inanimate objects,
- * Steals or sabotages projects or equipment,
- * Lack of concern for the safety of others,
- * Doesn't cooperate well with others,
- * Discusses weapons or brings them to work,
- * Frequently appears depressed,

NOTE: Verbal forms of violence may signal more serious violence to come.

SOME WARNING SIGNS OF POTENTIALLY VIOLENT INDIVIDUALS include: direct threats such as "I'll get even with you"; veiled threats such as, "This place would shut down for days if the mainframe crashed and the backup were damaged"; and conditional threats such as, "If I'm fired, there'll be hell to pay." Threats of this nature should be reported immediately.

NOTE: Employees who engage in violent behavior are subject to disciplinary action up to and including termination of employment.