

LOUISIANA STATE UNIVERSITY AGRICULTURAL CENTER

Effective Date: November 1, 1998

AG CENTER PS-15
Version 0

VIOLENCE-FREE WORKPLACE

Purpose

The purpose of this policy is to reaffirm the LSU Agricultural Center's policy to have all employees work in a violence-free workplace and to implement the provisions of Executive Order No. MJF 97-15. Employees are the Ag Center's most valuable resource and their safety and security are essential to carrying out their responsibilities. The Ag Center does not tolerate violence, threatening behavior or harassment in the workplace. This policy statement reaffirms that position and further establishes specific objectives in achieving the goal of a violence free workplace, as well as operating procedures for this policy. The Ag Center is committed to a violence-free workplace.

General Policy

The LSU Agricultural Center will take positive action to ensure that the following will be implemented at all levels of administration.

1. A peaceful and secure work environment that facilitates productivity and job performance.
2. The commitment of management and employees in working to achieve the goal of a violent-free workplace.
3. The occurrence of violence, aggressive acts, verbal or non-verbal threatening behavior and harassment in the workplace has not and will not be tolerated.

4. Analysis of the workplace from the perspective of preventing the occurrence and minimizing the effects of any violent, threatening or harassing situation.
5. Prohibition of and measures to eliminate acts or threats of violence, by employees at all work sites and wherever LSU Agricultural Center business is being conducted.
6. Minimization of the chance of exposure of employees to violent, threatening or harassing situations by implementing practical security measures, procedures and practices.
7. Establishment and implementation of a written plan dealing with violence in the workplace.
8. Education of management and employees to increase their awareness about security, health and safety concerns and training in how to properly respond in the event that a violent, threatening or harassing situation occurs.

Operating Procedures

The Ag Center will provide training for all personnel on the agency plan, procedures, warning signs of potential for violent behavior, and precautions which may enhance the personal safety of employees at work. Initial training will be conducted no later than December 31, 1998. Training for new employees will be conducted through the

administrative and unit orientation processes.

The following specific procedures are hereby adopted.

1. An employee is required to immediately report to his/her unit head all threats or incidents of violent behavior in the workplace which they observe or of which they are informed or which are directed at them. The unit head shall in turn report immediately report serious threats or incidents to the Human Resource Management (HRM) Office. In the absence of the unit head, the employee shall immediately report the threat or incident directly to the acting unit head, other official designated by the unit head, the HRM Office. Examples of inappropriate behavior include:
 - a. unwelcome name-calling, obscene language, and other abusive behavior;
 - b. intimidation through direct or veiled verbal threats;
 - c. physically touching another employee in an intimidating, malicious, or sexually harassing manner (see also AG CENTER PS-19), including such acts as hitting, slapping, poking, kicking, pinching, grabbing, and pushing, and;
 - d. physically intimidating others including such acts as obscene gestures, "getting in your face," fist-shaking and throwing any object.
2. When one employee makes a credible threat to do harm to a second employee, the unit head shall notify the second employee.

3. All employees shall cooperate with law enforcement agencies and Ag Center management in addressing situations involving violence, aggressive acts, threatening behavior and harassment in the workplace.
4. A uniform violence reporting and record-keeping system with regular review of submitted reports shall be established by the HRM and Safety Offices.
5. Workplace violence incidents, complaints, and concerns shall be treated seriously and shall be kept confidential, including all reports and identification of parties, except to those who have a legitimate need to know and to the extent required by law. Employees involved as witnesses, complainants or otherwise involved in an incident, complaint or concern, also shall be bound to keep the matter confidential.
6. Assistance for victimized employees and employees who may be affected by witnessing a workplace violence incident will be provided in accordance with applicable regulations.
7. Regular evaluation of safety and security measures affecting the violence program shall be conducted at least annually by HRM and Safety Offices.

All personnel in the Ag Center are responsible for helping to create and maintain a violence-free workplace, seeing that this policy is successfully implemented and giving it full support through active cooperation and personal example. Persons who fail to adhere to the violence-free workplace policy are subject to administrative disciplinary actions.

The LSU Agricultural Center will periodically analyze its violence-free workplace policy/program to ensure compliance.