

# VIOLENCE IN THE WORKPLACE

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Dunwoody is committed to preventing workplace violence and to maintaining a safe work environment. Dunwoody has adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during business hours or on its premises.

All employees should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, "horseplay," or other conduct that may be dangerous to others. Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited from the premises of Dunwoody.

Conduct that threatens, intimidates, or coerces another employee, a customer, a student, or a member of the public at any time, including off-duty periods, will not be tolerated.

The possession or use of handguns or other weapons while on Dunwoody College premises is strictly prohibited. Weapons prohibited under this policy include all firearms, dangerous knives, explosives and other weapons. This prohibition applies to all employees, independent contractors, temporary employees, visitors and students, including those who have a valid permit to carry a concealed weapon. College employees, independent contractors and temporary employees also are prohibited from possessing or using handguns or other weapons while operating a college vehicle or while engaging in college business off-premises, except in the individual's own home. This weapons prohibition does not apply to authorized Public Safety or law enforcement personnel, or where prohibited by law.

If you are aware that a co-worker, visitor, student or other individual possesses a handgun or other weapon while on college premises or while engaged in college business off premises, you should immediately report the conduct at issue to the Public Safety Team.

Violence or threats of violence are strictly prohibited on college premises and in any college-related off-premises event. If you become aware of a threat of violence or other harm to college-related persons or property, you should take the following action, even if you think the threat may be only a joke:

1. Obtain emergency assistance in any situation that you feel is an emergency;
2. Take immediate action to protect yourself and others from harm where you can do so safely; and
3. Advise the Public Safety Team of the situation.

The College will investigate complaints under this policy, as appropriate. Any person found to have engaged in violence or threats of violence in violation of this policy will be subject to appropriate College discipline and legal action under the policies contained in this Employee Handbook. The College wants to resolve any problems, but it can do so only if aware of them.