



## **WORKPLACE SAFETY AND SECURITY POLICY**

California State University recognizes that workplace violence is a critical problem requiring strict attention and has therefore adopted a policy of no tolerance towards this problem and adopted the Work Place Safety and Security Plan, as the campus general plan to increase workplace safety and security.

Consistent with this policy, acts or threats of physical violence, including intimidation, harassment, and/or coercion, which involve or affect the university or which occur on property owned or operated by the Board of Trustees, will not be tolerated. Acts or threats of violence include conduct which is sufficiently severe, offensive, or intimidating to alter the employment conditions at the University or to create a hostile, abusive, or intimidating work environment for one or several employees. Examples of workplace violence include, but are not limited to the following:

1. All threats or acts of violence occurring on university premises, regardless of the relationship between the University and the parties involved in the incident.
2. All threats or acts of violence occurring on the University premises involving someone who is acting in the capacity of a representative of the University.
3. All threats or acts of violence occurring off the University premises committed by an employee of the University while performing the duties of their position or acting as an official representative of the University.
4. Any acts or threats resulting in the conviction of an employee or agent of the University, or of an individual performing services for the University on a contract or temporary basis, under any criminal code provision relating to violence or threats of violence which adversely affect the workplace safety and security of the University.

Specific examples of conduct that may be considered threats or acts of violence include, but are not limited to the following:

1. Hitting or shoving an individual.
2. Threatening an individual or his/her family, friends, associates, or property with harm.
3. The intentional destruction or threat of destruction of University property.

4. Harassing or threatening phone calls.
5. Harassing surveillance or stalking.
6. The suggestions or intimation that violence is appropriate.
7. Unauthorized possession or inappropriate use of firearms or weapons as defined in California Penal Code Sections 12020, 12200-12201, 12275-12277, 12401-12404..

The University's prohibition against threats and acts of violence applies to all persons involved in the University's operation, including but not limited to the California State University Hayward staff, faculty and students, contract and temporary workers, and anyone else on University property.

The University will not tolerate violations of this policy by any individual on University property, or by any individual performing the duties of their position or acting as a representative of the University while off University property.

Every employee and every person on University property is encouraged to report incidents of threats or acts of physical violence of which he/she is aware. Reports should be made to the University Police for personal safety issues, Human Resources for employee relation's issues and Student Judicial Affairs for student issues. Employees may also make reports through their immediate supervisor, or another supervisory employee, if the immediate supervisor is not available, who in turn should report incidents to the appropriate Department, as set forth above. Nothing in this policy alters any other reporting obligation established in the University's policies or in state, federal or other applicable law.

The overall implementation and coordination of this program is assigned to the CSU, Hayward Threat Assessment Team, which includes representatives from the Departments of Human Resources, Environmental Health & Safety, University Police, Counseling and Psychological Services, Student Judicial Affairs, and VP, Academic Affairs, Provost.

**Approval Signature:**

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President

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Date