



KENTUCKY STATE UNIVERSITY POLICIES AND PROCEDURES

POLICY TITLE:

Workplace Violence Policy

VOLUME, SECTION & NUMBER:**ENTITIES AFFECTED:**

**Faculty
Staff**

ADMINISTRATIVE AUTHORITY:

Office of Human Resources

APPROVED BY:

Office of the President

EFFECTIVE DATE:

July 8, 2024

REVISED FROM:

2013 Human Resources Policy Manual

POLICY STATEMENT:

Kentucky State University (KSU) strives to provide a safe and secure environment for all employees, students, and visitors. KSU prohibits any form of violence by or against any employee, student, vendor, or visitor. Employees who violate this policy will be subject to disciplinary action, up to and including termination of employment. Moreover, violation of this policy may result in criminal prosecution.

PROHIBITED CONDUCT:

Prohibited conduct includes, but is not limited to, the following:

- Causing physical injury to another person;
- Making threatening remarks;
- Displaying aggressive or hostile behavior that creates a reasonable fear of injury to another person or

subjects another individual to emotional distress;

- Intentionally damaging KSU property or the property of another individual;
- Possessing a weapon while on KSU property or while conducting KSU business; and
- Committing acts motivated by, or related to, sexual harassment or domestic violence.

REPORTING PROCEDURES:

Employees should report potentially dangerous situations to a supervisor or the Office of Human Resources (HR). If there is an immediate threat to physical safety, employees should contact KSU Police at (502) 597-6878 or dial 911.

ENFORCEMENT:

Any employee who is determined to have committed such acts will be subject to disciplinary action, up to and including termination of employment.

INFORMING HR:

Although KSU does not expect employees to be skilled at identifying potentially dangerous persons, employees are expected to exercise good judgment and to inform HR if any employee exhibits behavior that could portend a potentially dangerous situation. Such behavior includes:

- Discussing weapons or bringing them to the workplace;
- Displaying overt signs of extreme stress, resentment, hostility, or anger;
- Making threatening remarks;
- Showing sudden or significant deterioration of performance; and
- Displaying irrational or inappropriate behavior.

RELATED POLICIES:

Corrective Action Policy

Discrimination and Harassment Policy

Drug-Free Workplace Policy

Established Work Rules Policy
