

**GUAM COMMUNITY COLLEGE
Board of Trustees**

VIOLENCE PREVENTION IN THE WORKPLACE

WHEREAS, Guam Community College is committed to providing a safe environment for students and employees; and GCC can best perform its missions of teaching, training and public service when faculty, students, staff, and visitors share a climate that supports a safe learning environment. GCC is committed to creating and maintaining an environment that is free from disruptive, threatening and violent behavior; and

WHEREAS, violence or the threat of violence is such a destructive and disruptive force whether in the school or workplace; and GCC will not ignore, condone or tolerate disruptive, threatening or violent behavior by any member of the GCC community or by visitors. Faculty, staff or students engaged in such behavior will be subject to appropriate disciplinary action (i.e. suspension, put on leave), up to and including dismissal, under the appropriate policy or contract; and

WHEREAS, this resolution describes GCC policy for preventing and responding to disruptive, threatening or violent behavior involving any member of the GCC community (faculty, staff, students or general community members), as well as guidance for protecting the GCC community from and responding to, such conduct when directed toward them by unaffiliated visitors; and

WHEREAS, the Guam Community College Board of Trustees is responsible for developing a college policy addressing disruptive, threatening or violent behavior; and

WHEREAS, the following definitions apply to the implementation of such a policy:

Disruptive Behavior disturbs, interferes with, or prevents normal work functions or activities. Disruptive behavior includes yelling, using profanity, waving arms or fists, or verbally abusing others; making inappropriate demands for time and attention; making unreasonable demands for action (demanding an immediate appointment or a response to a complaint on the spot); or refusing a reasonable request for identification.

Threatening Behavior includes physical actions short of actual contact and/or injury (i.e. moving closer aggressively), general oral, written or electronic threats to people or property ("you better watch your back" or "I'll get you") as well as implicit threats ("you'll be sorry" or "this isn't over").

Violent Behavior includes any physical assault, with or without weapons; behavior that a reasonable person would interpret as being violent (i.e. throwing things, pounding on a desk or door, or destroying property); and specific threats to inflict physical harm (i.e. a threat to shoot a named victim).

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Primary Response Team refers to the appropriate personnel required to react to an immediate emergency situation such members and action is dictated by the scope and nature of the emergency situation.

Secondary Response Team combines the team which responds on the institutional level to the emergency situation information supplied by the Primary Response Team. This group will be consulted to identify immediate institutional response, short term and long term mitigation of the emergency, and a Post-Incident evaluation used for future planning membership in this team will be dictated by the scope and nature of the situation.

WHEREAS, an individual may be excluded from GCC premises for disruptive, threatening or violent behavior. Additionally, members of the GCC community and individuals not directly connected with the college (i.e. a spouse or former spouse) may also be excluded pursuant to a court ordered restraining order. (Other applicable law or penal code-“notice of withdrawal of consent.”); and

WHEREAS, all college personnel and students are committed to upholding and implementing the college’s policy relating to disruptive, threatening or violent behavior, including reporting such behavior through normal lines of administrative responsibility, or to a Workplace Violence Response Team Member; and

WHEREAS, GCC maintains procedures to guide workplace violence response teams to assist department chairpersons, managers, supervisors and other members of the GCC community; and

WHEREAS, dependent upon the nature of the situation, the following procedures will be utilized:

Emergencies-

For immediate assistance in an emergency (assault, direct threat of violence, suicide attempt, or incident involving hostage, weapon, or drugs), or any crime in progress, phone or contact Student Support Services, Environmental Health & Safety, and/or 911.

Non-Emergencies-

Requesting Assistance from the Workplace Violence Response Team Contact:

1. For situations involving staff or faculty employees:
 - a. Human Resources Office in the Administration Building
 - b. Student Support Services
 - c. Environmental Health & Safety

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2. For situations involving students:
 - a. Student Support Services
 - b. Assessment & Counseling Department
 - c. Environmental Health & Safety

NOW, THEREFORE, BE IT RESOLVED, Guam Community College has chosen to implement this institutional policy and its associated procedures for preventing and responding to disruptive, threatening or violent behavior involving any member of the GCC community (faculty, staff, students or general community members), as well as guidance for protecting the GCC community from and responding to, such conduct when directed toward them by unaffiliated visitors.

Reviewed, no changes: (Date)

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Resolution 29-2008

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