


# PROCEDURE MANUAL

 <p>LOUISIANA <b>DELTA</b> COMMUNITY COLLEGE</p>		Procedure HR_104	
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		Last Revision Date: 11/24/2014	
		Effective Date:	
Section		Subject	Title Violence Free Workplace

## Purpose

The Governor of the State of Louisiana has issued Executive Order MJF 97-15 effective March 5, 1997, committing the Governor and the State of Louisiana to work toward a violence-free workplace for state employees.

### 1. Procedures for reporting

At Delta Community College employees are required to report all threats or incidents of violent behavior, which they observe or are informed about, to their unit head. The following are examples of behavior considered inappropriate which shall be reported to an employees supervisor or manager and/or the Office of Human Resources:

- Unwelcome name-calling, obscene language and other abusive behavior;
- Intimidation through direct or veiled verbal threats;
- Throwing objects in the workplace regardless of the size or type of object being thrown or whether a person is the target of a thrown object;
- Physically touching another employee in an intimidating, malicious or sexually harassing manner, including such acts as hitting, slapping, poking, kicking, pinching, grabbing and pushing;
- Physically intimidating others including such acts as obscene gestures, “getting in your face,” and fist-shaking; and
- Any verbal, physical or psychological threat or assault on an individual that has the intention or results in physical and/or psychological damage.

An employee has an absolute right to perform his/her assigned duties in an atmosphere completely free of threats or assaults. All reports will be investigated by the unit head and a member of the Office of Human Resources. Violations by employees may result in discipline or termination of employment. See Delta’s *Safety Manual* for more details.