



Minot State University

Policy Manual

Workplace Violence

1. Minot State University is committed to a safe and secure environment for its students, employees and visitors. Violent acts or threats of violence, towards person or property, including but not limited to, intimidation, harassment or dangerous gestures, whether verbal or physical (electronic or otherwise) will not be tolerated. All reports will be taken seriously and dealt with appropriately.
2. Employees are to report to their immediate supervisor if faculty, staff, students, or visitors are exhibiting behavior that could be interpreted as threatening or could potentially lead to violence. If there is an immediate threat of violence, call campus security at 701-500-2423 or call 9-1-1.
3. All supervisors are to take such threats seriously so that all community members may feel secure in the workplace. No one should minimize the danger that can occur by not addressing the many warning signs. MSU will act on all reports and will intervene before a situation escalates. Management shall support the appropriate actions taken by supervisors to deal with any threat. Under no conditions does management condone inaction to threats to employees.
4. Employees, who with good intention make a complaint or provide information, will be protected from retaliation in any form. In addition, reports are handled with a respect for confidentiality. Retaliation can result in disciplinary action, expulsion or termination.
5. When a conflict has been identified, supervisors are to attempt to defuse the situation. However, if the customer or co-worker persists in their threats, they will be reported to the police. If the person should reappear after such action, the supervisor and/or the police shall be contacted again. All actions shall be documented by the person taking the action.

Direct inquiries to: HR Director / EEO/AA / Deputy Title IX Coordinator, Administration 2nd FL,
701-858-4610, hr@minotstateu.edu

Updated August 10, 2017