

# ALAMO COLLEGES POLICY HIGHLIGHTS

## HIGHLIGHT #1

### [POLICY D.4.6](#) / [PROCEDURE D.4.6.1](#): **WORKPLACE VIOLENCE**

This new policy and procedure are part of the Alamo Colleges commitment to provide a safe work and academic environment for all of us.

**Q.** Who does this policy apply to?

**A.** *All Alamo Colleges employees (for students, see the Student Code of Conduct policy and procedure, [F.4.2](#) and [F.4.2.1](#)).*

**Q.** What kinds of actions are prohibited?

**A.** *Violence and threats of violence (physical injury, etc. – for other examples click on the D.4.6 link above).*

**Q.** What should I do if I'm a witness to workplace violence?

**A.** *Report incidents of workplace violence to the Alamo Colleges Police Department. But use good judgment in deciding when to call them. For example, you would not call them because a person raises his/her voice unless the person has also made physical threats or you believe the situation will result in violence. On the other hand, if a person (except for law enforcement officers) brings a firearm to the workplace, you should call the Alamo Colleges Police Department whether or not the person is engaged in or has threatened violence.*

**Q.** What should I do if I'm not sure?

**A.** *Talk to your supervisor.*

Please take a minute to click on the policy and procedure above and read them (they're only one page each) – if you have other questions contact Eddie Cruz at 485-0057 or Carol Riley at 485-0063.