

HUMAN RESOURCES ADMINISTRATIVE MANUAL  
SAFETY & SECURITY: WORKPLACE VIOLENCE



UNIVERSITY SYSTEM  
OF GEORGIA

# Workplace Violence

## CITATION REFERENCE

<b>OFFICIAL TITLE</b>	POLICY ON WORKPLACE VIOLENCE
<b>VOLUME</b>	HUMAN RESOURCES
<b>RESPONSIBLE OFFICE</b>	USG HUMAN RESOURCES OFFICE
<b>ORIGINALLY ISSUED</b>	
<b>REVISED</b>	DECEMBER 2007

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## Policy Statement

The University System of Georgia is committed to the prevention of workplace violence and the maintenance of a respectful working environment. A safe and secure environment is a fundamental prerequisite for fulfilling the University mission of teaching, research, and public service. The University reaffirms the basic right of employees to a safe and humane working environment.

This policy reinforces the institution's commitment to provide a safe workplace for all employees and to reduce the potential for violence.

## Applicability

All units of the University System of Georgia are covered by this policy.

## Who Should Read This Policy

All employees within the University System of Georgia should be aware of this policy.

## Definitions

These definitions apply to these terms as they are used in this policy:

- **Board of Regents (BOR):** The governing body of the University System of Georgia.

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### Process and Procedures

The University System will not tolerate any type of workplace violence committed by or against employees. Workplace violence, for the purpose of this policy, is defined as any physical assault, threatening behavior or verbal abuse occurring in the work setting.

Threats, threatening conduct, or any other acts of aggression or violence in the workplace will not be tolerated. Violations of the workplace violence policy will be met with appropriate disciplinary action, up to and including dismissal.

To make deliberate false accusations of workplace violence violates this policy. In such instances, the complainant will be subject to disciplinary action. However, failure to prove a claim of workplace violence does not constitute proof of a false and/or malicious accusation.

Employees who, in good faith, report what they believe to be workplace violence or who cooperate in any investigation will not be subjected to retaliation.

### Responsible Parties and Contact Information

<b>Party</b>	<b>Responsibility</b>	<b>Phone/Email/URL</b>
<b>Vice Chancellor for Human Resources, USG</b>	Ensure compliance with policy.	404-962-3235 <a href="mailto:usg-hr@usg.edu">usg-hr@usg.edu</a>
<b>Institution Chief Human Resources Officers</b>	Ensure compliance with policy.	See University System <a href="#">HR Officer Listing</a>
<b>Institution Chief Legal Affairs Officer and USG Legal Affairs</b>	To respond to policy questions and to ensure compliance occurs.	USG: 404-962-3255 USG: <a href="mailto:usg-legal@usg.edu">usg-legal@usg.edu</a> Institutions should refer to their directory
<b>Institution Chief Public Safety</b>	To maintain a safe institutional environment.	Institutions should refer to their directory

### Website Address for This Policy

- None

### Appendices (Internal Documents, Forms and Web Links)

- None

### Related Documents and Resources (External)

- None

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