

## Workplace Violence Prevention Policy

### Objective

KGI is committed to preventing workplace violence and maintaining a safe work environment for all faculty, staff, students, visitors, and all other members of the KGI community. To ensure a safe workplace and to reduce the risk of violence, all individuals should review and understand this workplace violence prevention policy.

In accordance with California [Labor Code \(LC\) section 6401.9](#), KGI has developed a Workplace Violence Prevention Plan. This plan outlines the measures we have implemented to identify, prevent, and respond to workplace violence incidents, ensuring the safety and well-being of all employees. For detailed information, please refer to KGI's [Workplace Violence Prevention Plan](#).

### Definitions

**Emergency** - Unanticipated circumstances that can be life-threatening or pose a risk of significant injuries to employees or other persons.

**Serious injury or illness** - Any injury or illness occurring in a place of employment or in connection with any employment that requires inpatient hospitalization for other than medical observation or diagnostic testing or in which an employee suffers an amputation, the loss of an eye, or any serious degree of permanent disfigurement, but does not include any injury or illness or death caused by an accident on a public street or highway, unless the accident occurred in a construction zone.

**Threat of violence** - Any verbal or written statement, including, but not limited to, texts, electronic messages, social media messages, or other online posts, or any behavioral or physical conduct, that conveys an intent or that is reasonably perceived to convey an intent, to cause physical harm or to place someone in fear of physical harm, and that serves no legitimate purpose.

**Workplace violence** - Any act of violence or threat of violence that occurs in a place of employment.

**Workplace violence** includes, but is not limited to, the following:

- The threat or use of physical force against an employee that results in, or has a high likelihood of resulting in, injury, psychological trauma, or stress, regardless of whether the employee sustains an injury.
- An incident involving a threat or use of a firearm or other dangerous weapon, including the use of common objects as weapons, regardless of whether the employee sustains an injury.
- The following four workplace violence types:

**Type 1 violence** - Workplace violence committed by a person who has no legitimate business at the worksite and includes violent acts by anyone who enters the workplace or approaches employees with the intent to commit a crime.

**Type 2 violence** - Workplace violence directed at employees by customers, clients, patients, students, or visitors.

**Type 3 violence** - Workplace violence against an employee by a present or former employee, supervisor, or manager.

**Type 4 violence** - Workplace violence committed in the workplace by a person who does not work there but has or is known to have had a personal relationship with an employee.

**Workplace violence** does not include lawful acts of self-defense or defense of others.

### **Prohibited Conduct**

All individuals present on the KGI campus (or representing KGI at off-campus events) are prohibited from making threats or engaging in violent activities. Prohibited behaviors include, but are not limited to:

- Causing physical injury to another person.
- Making threatening remarks.
- Behaviors or actions interpreted by a reasonable person as carrying the potential for violence and/or acts of aggression.
- Intentionally damaging KGI property or property of another employee.
- Possessing a weapon while on KGI property.
  - Penal Code 626.9(h) and Penal Code 626.10 prohibit bringing firearms, knives, or other dangerous weapons onto a public university/college campus.
- Committing acts motivated by, or related to, sexual harassment or domestic violence.

### **Risk Reduction Procedures**

#### ***Background Checks***

Human Resources employs a third-party company to conduct a thorough background investigation to evaluate candidates and mitigate the risk of hiring individuals with a history of violent behavior.

#### ***Safety Inspections***

KGI will regularly inspect the premises to evaluate and determine safety hazards and workplace violence vulnerabilities. Corrective actions will be taken to reduce risk.

## ***Employee Training***

To ensure all employees are prepared to recognize, respond to, and prevent workplace violence, the following training measures will be implemented:

- **Orientation Training:** All new employees will receive comprehensive training on the workplace violence prevention policy during their orientation. This will include information on recognizing warning signs of potential violence, understanding reporting procedures, and making new employees aware of the resources available for support and intervention.
- **Ongoing Education:** Regular training sessions will be provided to all employees to reinforce the principles of the workplace violence prevention policy. These sessions will cover topics such as conflict resolution, de-escalation techniques, and the importance of maintaining a safe work environment.
- **Emergency Response Drills:** Periodic drills will be conducted to ensure all employees are familiar with emergency response protocols in the event of a violent incident. These drills will include scenarios such as active shooter situations and evacuation procedures.
- **Resource Accessibility:** Training materials, including detailed guidelines and procedures, will be readily accessible to all employees.

## **Reporting**

All employees are expected to inform Campus Safety, Human Resources and/or the Workplace Violence Prevention Plan (WVPP) administrators, Cheryl Merritt, Assistant Vice President of Human Resources, and Trevor Garrett, Assistant Vice President of Financial Planning and Analysis, if they observe any behavior that could indicate a potentially dangerous situation, including but not limited to:

- Discussing or bringing weapons to the KGI campus (or representing KGI at off-campus events).
- Displaying overt signs of extreme stress, resentment, hostility, or anger.
- Making threatening remarks.

All reported incidents will be thoroughly investigated, and individuals may report incidents anonymously if they wish to do so. Reports or incidents warranting confidentiality will be handled appropriately, and information will be disclosed to others on a need-to-know basis. Employees can report policy violations and raise questions regarding their obligations under this policy without fear of retaliation.

## ***Reporting Procedures***

- **Immediate Danger:** If you feel you are in immediate danger, dial 9-911 (dial outside access number first if applicable).
  - Notify Campus Safety at 909-607-8736 and/or Human Resources [HR@kgi.edu](mailto:HR@kgi.edu) when it is safe to do so.

- **Non-Immediate Threats:** Report any incidents of workplace violence to KGI Campus Safety and/or Human Resources as soon as possible. Be sure to provide as much detail as possible, including the nature of the threat, the individuals involved, and any witnesses.
  - KGI Campus Safety Line: 909-607-8736
  - Human Resources' Reporting Hotline: 909-607-8736
  - Utilize the [KGI Incident Reporting Form](#)
  - E-mail [HR@kgi.edu](mailto:HR@kgi.edu)

In appropriate circumstances, KGI will inform the reporting individual of the investigation's results. Confidentiality of the reporting employee and the investigation will be maintained to the extent possible. However, there may be circumstances where KGI must disclose results to protect individual safety.

### **Dangerous/Emergency Situations**

In the event of encountering an armed or dangerous individual:

- Do not attempt to challenge or disarm the person.
- Remain calm, maintain eye contact, and notify Campus Safety or Human Resources if it can be done safely.

### **Enforcement**

Threats, threatening conduct, or any other acts of aggression or violence will not be tolerated. Any employee determined to have committed such acts will be subject to disciplinary action, up to and including termination. Nonemployees engaged in violent acts on the KGI's premises will be reported to the proper authorities and will be subject to prosecution as deemed appropriate.

Knowingly making a false allegation of discrimination, harassment or workplace violence is itself a violation of this policy and a basis for disciplinary action up to and including dismissal/expulsion from the Institute or termination of employment. Failure to prove a claim of discrimination, harassment, or workplace violence is not the equivalent of a knowingly false accusation.