



**Policy Number 3.3.6**

**Chapter: Administration**

**Title: Workplace Violence and Bullying**

**Division/Department: Administration/ Human Resources**

**Policy Administrator: Director of Human Resources**

**Adoption Date: September 8, 1998**

**Revision Dates: April, 2014; June 26, 2024**

**1. PURPOSE**

The Auraria Board is committed to providing an environment for all members of the AHEC community that is conducive to working at AHEC. The purpose of this policy is to define and prohibit certain conduct that disrupts the work environment for AHEC employees. AHEC will respond promptly to any threats or acts of Violence or Bullying in the workplace.

**2. DEFINITIONS**

**2.1. Bullying and Cyberbullying:**

2.1.1. Bullying is repeated, aggressive behavior that impacts an individual or group through persistently negative attacks that a reasonable person would expect to intimidate, threaten, or sabotage the work of an individual or group of individuals in the Workplace.

2.1.2. Cyberbullying occurs when an individual uses technology (e.g., the internet, cell phones, emails, text messages, social media posts) to engage in Bullying.

2.2. Domestic Violence: An act or threatened act of Violence upon a person with whom the actor is or has been involved in an intimate relationship. An intimate relationship is a relationship between spouses, former spouses, past or present unmarried couples, same-sex couples, persons who are dating or have previously dated, or persons who are both parents of the same child regardless of whether the persons have been married or have lived together at any time. An intimate relationship does not require sexual intimacy. "Domestic Violence" also includes

any Violent behavior against any person or property, including an animal, when used as a method of coercion, control, punishment, intimidation, or revenge directed against a person with whom the actor is or has been involved in an intimate relationship.

- 2.3. Stalking and Cyberstalking: With intent to threaten or a reckless disregard for whether the conduct is threatening, engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others or suffer substantial emotional distress, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property. For the purposes of this definition:
- 2.3.1. Course of conduct means two or more acts.
  - 2.3.2. Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
  - 2.3.3. Monitoring of work performance, including employee whereabouts during work hours, by a supervisor is not, in and of itself, stalking.
  - 2.3.4. Cyberstalking is Stalking that is carried out, in whole or in part, by the use of technologies such as the internet, cell phones, emails, text messages, and social media.
- 2.4. Violence or Violent Behavior: Any act or threat of physical, verbal, or psychological aggression, assault, or destruction or abuse of property, by any person at AHEC. Threats may include veiled, conditional, or direct threats in verbal, written, electronic, or gestural form, resulting in intimidation, harassment, harm, or endangerment to the safety of another person or property at AHEC. Examples include, but are not limited to:
- Fighting or physical assault, to include hitting, kicking, pushing, shoving, biting, throwing objects or use of a weapon against another.
  - Intentionally destroying or defacing property as a method of coercion, control, punishment, intimidation, or revenge directed against a person.
  - Engaging in verbal or physical behavior that creates an objectively reasonable fear of injury.
  - Threatening to injure an individual or group or to damage property.
  - Brandishing a weapon or threatening to use or go and get a weapon.

- 2.5 Workplace: Any place that is owned, controlled, or in use by AHEC, or where work on behalf of AHEC is occurring.

### 3. POLICY

- 3.1. Violence, Stalking and Bullying are strictly prohibited in the Workplace. Actions that violate this policy may also be addressed by law enforcement.
- 3.2. Nothing in this policy is intended to supplant or supersede a policy of a Constituent Institution that applies to an individual while at AHEC.
- 3.3. AHEC follows and applies the state of Colorado's "[Universal Policy Pursuant to Executive Order D 023 09 Establishing a Policy to Address Workplace Violence, Including Domestic Violence Affecting the Workplace,](#)" in addition to the provisions of this policy.
- 3.4. All AHEC employees and volunteers shall immediately report to a supervisor, manager, appointing authority/designee, or the office of Human Resources any witnessed or reported act of Workplace Violence as defined by this policy, including Domestic Violence affecting the workplace. Supervisors who receive reports of conduct prohibited by this policy shall promptly notify Human Resources. Acts of Violence should also be reported to the Auraria Campus Police Department (ACPD).
- 3.5. Reports of prohibited conduct may be investigated by the ACPD, Human Resources, and/or an outside agency having jurisdiction. As appropriate, threat management consultation will be performed by the ACPD, which may in turn consult with the Colorado State Employee Assistance Program (C-SEAP).
- 3.6. Human Resources will take appropriate steps to assess and respond to reports of Violence in the AHEC workplace. Such response may include emergency measures to secure the safety of personnel and/or premises, non-emergency measures to ameliorate risks or to support existing protection orders, and/or investigation and consultation to obtain additional information and identify additional interventions warranted. If an employee or volunteer discloses that they are the victim of Domestic Violence, they will be made aware of resources, including C-SEAP, for safety planning, counseling, appropriate referrals and support services. Human Resources shall maintain documentation of all reports of Workplace Violence and report annual totals of reported incidents, including incidents of Domestic Violence affecting the workplace, to the Executive Director of the Department of Personnel & Administration.
- 3.7. Employees must cooperate and work with Human Resources to address prohibited conduct and to develop reasonable and feasible adjustments to employee work

schedules, locations, and/or working conditions when appropriate. Such adjustments could include leave time for medical, court, or counseling appointments related to trauma and/or victimization.

- 3.8. All employees and volunteers must notify their department's appointing authority or designee if they are convicted of a crime of violence, plead guilty to a crime of violence, or are the restrained party to a permanent protection order.
- 3.9. Any employee or volunteer who engages in conduct that violates this policy will be subject to discipline, up to and including termination from AHEC employment, exclusion from campus, civil remedies, and/or referral for criminal prosecution.
- 3.10. Complaints of Workplace Violence or Bullying will be handled in accordance with AHEC's grievance procedures.

#### **4. APPROVAL AND ADOPTION**

This Policy has been reviewed and approved by the Board of Directors for the Auraria Higher Education Center.

Date: June 26, 2024

Approved by: */s/ Kate Barton*  
Vice Chairperson of the Auraria Board