

HUMAN RESOURCES ADMINISTRATIVE MANUAL
SAFETY & SECURITY: WORKPLACE VIOLENCE



UNIVERSITY SYSTEM
OF GEORGIA

Workplace Violence

CITATION REFERENCE

OFFICIAL TITLE	POLICY ON WORKPLACE VIOLENCE
VOLUME	HUMAN RESOURCES
RESPONSIBLE OFFICE	USG HUMAN RESOURCES OFFICE
ORIGINALLY ISSUED	
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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

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

Appendices (Internal Documents, Forms and Web Links)

- None

Related Documents and Resources (External)

- None

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