

GRAYS HARBOR COLLEGE
Operational Policy

Subject: DOMESTIC VIOLENCE AND THE WORKPLACE

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Operational Policy Number: 636

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Domestic violence is abusive behavior that is either physical, sexual, and/or psychological, intended to establish and maintain control over a partner. Domestic violence is a serious problem that affects people from all walks of life. It can adversely affect the well-being and productivity of employees who are victims, as well as their co-workers. Other effects of domestic violence in the workplace include increased absenteeism, turnover, health care costs and reduced productivity.

Grays Harbor College will provide appropriate support and assistance to employees who are victims of domestic violence. This includes: confidential means for coming forward for help, resource and referral information, and work schedule adjustments or leave as needed to obtain assistance (subject to the approval of the President or his/her designee.) Other appropriate assistance may be provided based on individual need.

Grays Harbor College is committed to working with employees who are victims of domestic violence to prevent abuse and harassment from occurring in the workplace. No employee will be penalized or disciplined solely for being a victim of harassment in the workplace.

Employees who are perpetrators of domestic violence are also encouraged to seek assistance. The college will provide information regarding counseling and treatment resources, and may make work schedule arrangements to receive such assistance.

The college will not tolerate domestic violence including harassment of any employee while in college offices, facilities, work sites, vehicles or while conducting college business. This includes the display of any violent or threatening behavior (verbal or physical) that may result in physical or emotional injury or otherwise places one's safety and productivity at risk.

Any employee who threatens, harasses, or abuses someone at the workplace or from the workplace using any state resources such as work time, workplace phones, FAX machines, mail, e-mail, or other means may be subject to corrective or disciplinary action, up to and including dismissal. Corrective or disciplinary action may also be taken against employees who are arrested, convicted or issued an injunction as a result of domestic violence when such legal action has a direct impact on the employee's ability to perform his/her job.

All employees need to take seriously the problem of domestic violence and its effect in the workplace. The college will take all reasonable measures to foster a safe working environment for all employees.