



TO: All College Employees

FROM: Calvin Woodland, President

DATE: September 21, 2006

A handwritten signature in cursive script, appearing to read 'Calvin E. Woodland'.

SUBJECT: Violence in the Workplace Prevention Policy

This is to inform all employees that the College has adopted, in full text, and has accepted both the intent and content of the Board of Trustees of Connecticut Community-Technical Colleges' policy on Violence Prevention. This policy is in full compliance with Governor Rowland's Executive Order No. 16 instituting a "zero tolerance" **Violence in the Workplace Prevention Policy**, which is applicable to all state agencies.

Through this notice, all staff are advised that this policy is in effect, and the College asks that each person know and understand the following elements of the Violence Prevention Policy:

- **Definition of Violence:** *"An overt act or threat of harm to a person or property, or any act that poses a substantial threat to the safety of any person or property".*
- **Reporting Incidents:** Threats and acts of violence must be reported to a supervisor, manager, or to the Human Resources Office, by any person who feels that he/she has been subjected to such threats or acts, or by any person who witnesses such threats or acts. Serious incidents or serious threats of imminent danger to the safety of persons or property should immediately be reported to proper law enforcement authorities and/or to the College's Public Safety Office.
- **Policy Enforcement:** All incidents of violence will be taken seriously and any individual who makes a substantial threat of violence or commits an act of violence, as defined in this policy, will be immediately removed from the premises. Any weapon or dangerous instrument will be confiscated. There is no reasonable expectation of privacy with respect to such items on the College's premises.

If you would like a copy of the full text of this policy, or a copy of Executive Order No. 16, and/or if you have any questions regarding this policy, its application, or its enforcement, please do not hesitate to contact the College's Office of Human Resources:

Rubin I. Fisher, Director of Human Resources
Capital Community College, 950 Main Street, Room 214
Hartford, CT 06103 Telephone: (860) 906-5007

I thank you in advance for your cooperation in ensuring that there is no place for violence at Capital Community College.

Please sign below to acknowledge that you have received and read this notice, the Policy on Violence Prevention, and the Governor's Order No.16 and that you received a copy of each and **return the original signed copy to the Human Resources Office.** Thank you for your cooperation.

Signature

Date

Enclosures