

700.4 Civility and Workplace Violence

700.4.a Civility

Facilities Management strives to ensure fair and honest treatment of all employees. Supervisors, managers, and employees are expected to treat each other with mutual respect. Almost any occasion can serve as a reason for expressing appreciation for a task well done. Employees are encouraged to offer positive and constructive criticism, if appropriate.

700.4.b Workplace Violence Prevention

700.4.b.1 University

Colorado State University complies with the State of Colorado, “Executive Order on Workplace Violence, effective August 13, 1996.” This Executive Order serves to reaffirm the importance the University places on a non-violent, non-threatening workplace environment. Copies of this order are posted in prominent office locations throughout the university where other permanent notices regarding workplace rules and regulations are posted as required by law. Copies may also be obtained from Human Resource Services

700.4.b.2 Facilities Management

Facilities Management is committed to preventing workplace violence and to maintaining a safe work environment. All employees, including supervisors and temporary employees, should be treated with courtesy and respect at all times. Conduct that threatens, intimidates, or coerces another employee, a customer, or a member of the public at any time, including off-duty periods, will not be tolerated. All threats of (or actual) violence, both direct and indirect, should be reported to the CSU Police Department immediately and then to the employee’s immediate supervisor, or any other member of management, as soon as possible. All suspicious individuals or activities should also be reported to the CSU Police Department as soon as possible. Facilities Management, in concert with the CSU Police Department, will promptly and thoroughly investigate all reports of threats of (or actual) violence. Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

Facilities Management encourages employees to bring their disputes or differences with other employees to the attention of their supervisors or management before the situation escalates into potential violence. Facilities Management is eager to assist in the resolution of employee disputes and will not discipline employees for raising such concerns.