

## **WORKPLACE VIOLENCE**

Adler will not tolerate violence in the workplace for any reason. Employees, who make threats of physical harm against, intimidate or strike any co-worker, supervisor, manager, student or other person with whom they come in contact in the performance of their job duties, or who engage in any other actual or threatened behavior of a violent nature while on duty or on Adler University property, will be subject to immediate termination.

Any employee who has been subjected to or threatened with any act of violence should immediately report the matter to the employee's immediate supervisor or HR. The matter will be thoroughly investigated. No situation is too small for us to address. Retaliation against any individual who reports actual or threatened acts of workplace violence will not be tolerated.

Employees are not permitted to possess any firearms or other weapons while on duty or on Adler University property, even if they are kept in the employee's vehicle. Any employee who is found to be in possession of a weapon while on duty or on Adler University property will be subject to immediate termination. Adler reserves the right to search the person, vehicle and personal property of employees for weapons or other contraband while on duty or on University property. Adler also reserves the right to search all University property (including, but not limited to, employee offices, desks and lockers) for such contraband. Employees who fail to submit to or cooperate fully in such searches will be subject to disciplinary action, including termination.

Supervisors and managers must carefully monitor employee behavior to ensure that no actual or threatened acts of a hostile, aggressive or violent nature occur in the workplace. Supervisors and managers who witness any such behavior or suspect that such behavior exists must report it immediately to HR. Supervisors and managers who tolerate actual or threatened hostile, aggressive or violent behavior in the workplace, or who fail to promptly report such behavior as provided herein, also will be subject to appropriate disciplinary action, including termination.