

Workplace Aggression

The Institute believes that all Faculty, Staff, Members and Visitors are entitled to work in a safe environment, free of fear for their personal safety and well-being. Therefore, it is the policy of the Institute that verbal harassment, threats of aggression, or acts of physical violence will not be tolerated.

Employees who have been the object of such a threat or act must immediately report the incident to their immediate supervisor or to the Chief Human Resources Officer. Any supervisor who observes, overhears or receives a report of verbal harassment, threats of aggression or acts of physical violence, must immediately report them to the Chief Human Resources Officer, or in his/her absence, to the Chief Operating Officer and Associate Director for Finance and Administration.

Any harassment, threats or acts of violence will be taken seriously. Upon receiving such a report, an immediate investigation will be undertaken. Reasonable steps will be taken to protect Faculty, Staff, Members, and Visitors from harm.

Any employee who is found to have harassed or threatened anyone at or from the workplace either in person or using telephones, fax machines, computers, or other communication devices, will be subject to disciplinary action up to and including termination of employment. Further, if necessary, local law enforcement will be contacted to assist in handling a threat or act of violence.