**YOUNG HARRIS COLLEGE EMPLOYEE HANDBOOK**

**501 Safety**

Effective Date: 3/1/2009

Revision Date:

The health and safety of the College’s Employees, Students and visitors is of critical concern to the College. The College also intends to comply with all applicable health and safety laws.

To this end, the College must rely upon Employees to ensure that work areas are kept safe and free from hazardous conditions. Employees must report any unsafe conditions or potential hazards to a Supervisor *immediately*, even if the problem appears to be corrected. Any suspicion of a concealed danger present on the College's premises, or in a facility, piece of equipment, process, or business practice for which the College is responsible should be brought to the attention of a Supervisor *immediately*.

Periodically, the College may issue rules and guidelines governing workplace safety and health. The College will also issue rules and guidelines regarding the handling and disposal of hazardous substances and waste. All Employees should familiarize themselves with these rules and guidelines as strict compliance will be expected. Contact your Supervisor for copies of current rules and guidelines. Failure to comply strictly with rules and guidelines regarding health and safety, or negligent work performance that endangers health and safety will not be tolerated.

Any workplace injury, accident, or illness *must* be reported to the Employee's Supervisor as soon as possible, regardless of the severity of the injury or accident. If medical attention is required, Supervisors will assist Employees in obtaining medical care, after which the details of the injury or accident must be reported to Human Resources.

In addition, in order to ensure the safety and security of Employees and Students, and to protect the College's legitimate business interests, the College reserves the right to question and inspect or search any Employee or other individual entering or leaving College premises. The inspection or search may include any packages or items that the individual may be carrying, including briefcases, handbags, knapsacks, and shopping bags. These items are subject to inspection and search at any time, with or without prior notice. The College also may require Employees while on the job or on the College's premises to agree to reasonable inspection of their personal property and/or persons. The individual may be asked to display the contents of any packages, turn out his or her pockets, or comply with other similar procedures, in the presence of a representative of the College. The College will not tolerate any Employee's refusal to cooperate with these procedures or to complete a search required by the College.

**510 Emergency Closings**

Effective Date: 3/1/2009

Revision Date: 2/11/2019

There may be times when emergencies, such as severe weather, fires, power failures, or earthquakes, disrupt the normal business operations of the College, and even result in the closure of part or all of the College. When we are officially closed due to emergency conditions, you will be paid for the time off.

There may also be times when the College asks Employees in essential operations to work on a day when it is officially closed due to an emergency. If we ask you to work on a day when we are officially closed, we will pay you your regular pay.

Emergency closings will be announced on local radio stations and Atlanta television stations; and a message will be put on the College’s website, as well as the electronic Campus Notification System.

If an emergency closing is not authorized and you do not report for work, you will not be paid for the time off, although you may ask to use any available paid time off you have, such as vacation.

**522 Workplace Violence Prevention**

Effective Date: 3/1/2009

Revision Date:

**Statement of Policy**

Because the costs of workplace violence can be great, both in human and financial terms, the College has adopted the following policy regarding workplace violence.

Acts or threats of physical violence, including intimidation, harassment, and/or coercion, that involve or affect the College or that occur on College property or in the conduct of College business off College property, will not be tolerated. This prohibition against threats and acts of violence applies to everyone involved in College operations, including, but not limited to, College personnel, contract workers, temporary Employees, and anyone else on College property or conducting College business off College property. Violations of this policy by any individual may lead to disciplinary and/or legal action as appropriate.

This policy is intended to bring the College into compliance with existing legal provisions requiring employers to provide a safe workplace; it is not intended to create any obligations beyond those required by existing law.

**Definitions**

Workplace violence is any intentional conduct that is sufficiently severe, offensive, or intimidating to cause an individual to reasonably fear for his or her personal safety or the safety of his or her family, friends, and/or property. Workplace violence involves threats or acts of violence occurring on College premises, regardless of the relationship between the College and the parties involved in the incident. It also includes threats or acts of violence that affect the business interests of the College or that may lead to an incident of violence on College premises. Threats or acts of violence occurring off College premises that involve Employees, agents, or individuals acting as representatives of the College, whether as victims of or participants in the conduct, may also constitute workplace violence. Specific examples of conduct that may constitute threats or acts of violence under this policy include, but are not limited to, the following:

• Physical violence or aggressive conduct directed toward another individual;

• Threats of violence or physical harm directed toward another individual ;

• The intentional destruction or threat of destruction of College property or another Employee's property;

• Harassing or threatening phone call or e-mail or text messages;

• Surveillance;

• Stalking;

• Any conduct resulting in a conviction, guilty plea or plea of no contest under any criminal provision relating to violence or threats of violence that adversely affects the College's academic, community or business interests.

Workplace violence does not refer to occasional comments of a socially acceptable nature. These comments may include references to legitimate sporting activities, popular entertainment, or current events. Rather, it refers to behavior that is threatening or intimidating.

**Enforcement**

Any person who engages in a threat or violent action on College property will be removed from the premises as quickly as safety permits and may be required, at the College's discretion, to remain off College premises pending the outcome of an investigation of the incident.

When threats are made or acts of violence are committed by an Employee, a determination will be made by the College as to what actions are appropriate with respect to that Employee, including mandatory counseling and disciplinary action up to and including discharge and criminal prosecution.

**Important Note:** The College will make the sole determination as to whether, and to what extent, threats or acts of violence will be acted upon by the College. In making this determination, the College may undertake a case-by-case analysis in order to ascertain whether there is a reasonable basis to believe that workplace violence has occurred. No provision of this policy alters the at-will nature of employment at the College.