

# Workplace Violence Incident Report

The College will not tolerate any act or threat of violence made in the workplace, on College property, or while in work status. No person may engage in violent conduct or make threats of violence, implied or direct, on College property or in connection with College business.

**Please check which definition of Workplace Violence most closely matches the incident you are reporting and then complete the questions below:**

- The use of force with intent to cause harm, e.g. physical attacks, any unwanted contact such as hitting, fighting, pushing, or throwing objects
- Behavior that diminishes the dignity of others through sexual, racial, religious or ethnic harassment
- An act or threat which was intended to intimidate, harass, threaten, bully, coerce, or cause fear of harm whether directly or indirectly;
- An act or threat made directly or indirectly by oral or written words, gestures or symbols that communicated a direct or indirect threat of physical or mental harm.
- A person, without legal authority, carrying, possessing or using any dangerous weapon on College property or in College buildings or facilities.
- Other (explain below)

**Return completed form to Human Resources, Knapp 126 or call (518) 255-5514**

Today's Date \_\_\_\_\_

Date of Incident \_\_\_\_\_ Time of Incident \_\_\_\_\_

Employee Name \_\_\_\_\_

Title \_\_\_\_\_ Workplace Location \_\_\_\_\_

What were you doing just prior to the incident?

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Incident Description (Minimally include names of involved employees, extent of injuries and names of witnesses...Attached additional sheets as needed):

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Your signature \_\_\_\_\_

For College use only: Actions taken or being considered as a result of the incident to prevent further like occurrences or ameliorate current situation:

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HR Signature \_\_\_\_\_ Date \_\_\_\_\_