Delhi
STATE UNIVERSITY of NEW YORK

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 (please explain below)

Today's date: _____ Your name: _____

Date of Incident: _____ Time of Incident: _____

Incident description (fully describe the incident, attaching additional sheets if necessary, including where the incident occurred, names of individuals involved, extent of injuries, names of witnesses, etc.)

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What were you doing just prior to the incident?

Your signature: _____

Please return completed form to Human Resources, 103 Bush Hall or call 607-746-4495

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

Director of Human Resources Print Name Signature Date