



Institute for International Medicine Violence and Sexual Misconduct Policy and Procedure

I. Introduction

INMED is committed to promoting and maintaining a safe and secure environment for its faculty and staff, employees, students, and visitors. Violent behavior, threats of violence, physical intimidation, or sexual misconduct (including but not limited to sexual discrimination, sexual harassment, sexual assault, sexual violence, domestic violence, dating violence, and stalking) will not be tolerated at INMED or among its constituents. If such conduct occurs, it should be promptly reported to the proper authority and investigated. The institution will take appropriate action in response to reports of such conduct. Employees and students found to have violated this policy will be subject to disciplinary action, which may include immediate dismissal. In addition, the institution may assist in pursuing civil penalties, criminal penalties, or other appropriate action against the offender.

II. Reporting

Anyone who believes that he or she is a victim of threatening or violent conduct or sexual misconduct while engaged in INMED activities or with INMED employees or students, or who observes such behavior or believes a credible threat of such behavior exists, should immediately report the conduct to the proper authorities. Those who make such reports in good faith will be protected from any retaliatory actions.

III. Prohibited Conduct

Prohibited conduct includes violent behavior, physical attacks, verbal or physical threats of violence, physical intimidation, stalking, property damage, and sexual misconduct committed by or against any faculty or staff, or any student. Prohibited conduct does not encompass lawful acts of self-defense or the defense of others. Most personal situations need not be reported to INMED unless they pose a risk of violence in the workplace or other institution setting. Examples of personal situations that could pose a risk of violence in the workplace that should be reported to the appropriate authority at INMED include but are not limited to:



- 3.1 Incidents or threats of domestic violence against an employee where it is possible that the threatening party could seek out the employee at work;
- 3.2 Receipt of threatening or harassing telephone calls, emails, or other communications;
- 3.3 Unwanted pursuit or threats by an outside party who has been observed at or near the workplace; and
- 3.4 Any situation in which an employee has obtained a protective or restraining order naming his or her workplace as a prohibited area of contact.

V. Responsibilities: The prevention of workplace violence and sexual misconduct is a shared responsibility. Depending on the circumstances, the institution may be obligated to report incidents to external agencies. The institution's policy is to fully comply with its reporting obligations in all cases. Anyone having questions about such reporting is encouraged to contact the police.

4.1 Everyone at INMED:

- 4.1.1 Report violent and sexual misconduct incidents, as well as threats of imminent violence or sexual misconduct to local police.
- 4.1.2 Report warning signs of actual or potential violent, hostile behavior, and sexual misconduct that may affect the workplace as soon as possible to a manager or supervisor, the Office of the President, or a faculty member.
- 4.1.3 Be alert to behaviors or attitudes that may be indicators of disruptive, threatening, or violent behaviors such as: recent changes in behavior, appearance, or demeanor; work or personal crisis; withdrawal from normal activities or contacts; substance abuse; threats or references to violence or self-harm; unhealthy fascination with weapons; and expressions of being wronged, humiliated, or degraded.

4.2 **Managers and Supervisors:**

- 4.2.1 Ensure awareness of this policy by faculty, staff, and students.
- 4.2.2 Contact local police with concerns about a possible threat.



- 4.2.3 Take appropriate steps to protect from retaliation those who report threatening behavior.
- 4.2.4 Participate in planning and response efforts to mitigate the risk of workplace violence.

4.3 **Administrative Officers and Staff:**

- 4.3.1 Ensure the effective implementation of this policy by collaborating with hiring units/departments.
- 4.3.2 Review reports of potential violence or hostility affecting employees or students, consult other campus units as appropriate, and recommend appropriate responses.
- 4.3.3 Oversee disciplinary action against employees and students who have violated the policy.
- 4.3.4 Coordinate preventive measures to encourage a safe and secure workplace.
- 4.3.5 Review this policy annually and revise it as appropriate to enhance its effectiveness.
- 4.3.6 Take appropriate steps to protect from retaliation those who report threatening behavior.
- 4.3.7 Notify local police of threats of violence.