



## Workplace Violence Prevention Policy

NYLS is committed to promoting and maintaining a safe and secure working environment for its faculty and staff, employees, students, and visitors. Violent behavior, threats of violence, or physical intimidation will not be tolerated in the NYLS workplace. If such conduct occurs, it should be promptly reported to a member of the security personnel as specified below under "Reporting Violence or Threats of Violence." Security will report the incident to the Office of Human Resources and the Chief Compliance Officer, and the Law School will take appropriate action in response to reports of such conduct. Employees found to have violated this policy will be subject to disciplinary action, up to and including termination. In addition, the Law School may assist in pursuing civil penalties, criminal penalties, or other appropriate action against the offender. Student offenders will be subject to the Student Code of Conduct and Academic Responsibility.

Anyone who believes that they are a victim of threatening or violent conduct in the workplace, or who observes such behavior or believes a credible threat of such behavior exists, should immediately report the conduct. Those who make such reports in good faith will be protected from any retaliatory employment actions.

### Prohibited Conduct

Workplace violence includes, but is not limited to: intimidation, bullying, threats, physical attacks, property damage, domestic and family violence, and any conduct prohibited by the NYLS **Sexual Misconduct Policy**, **Employee Anti-Discrimination and Anti-Harassment Policy**, and **Student Anti-Discrimination and Anti-Harassment Policy**. This includes acts of violence committed by or against Law School employees. Such incidents may also involve students, clients, visitors, or vendors. Prohibited conduct does not encompass lawful acts of self-defense or the defense of others.

Conduct that threatens, intimidates, or coerces another employee, student, vendor or business associate will not be tolerated. NYLS's resources may not be used to threaten, stalk, or harass anyone at the workplace or outside the workplace. NYLS treats threats coming from an abusive personal relationship as it does other forms of violence.

### Support for Those Affected by Violence

Employees should promptly inform the Office of Human Resources and Chief Compliance Officer, **Michael Siller** of any protective or restraining order that they have obtained that lists the workplace as a protected area. Employees are encouraged to report to the Office of Human Resources any safety concerns or personal situations that could pose a risk of violence in the workplace.

Examples of personal situations that could pose a risk of violence in the workplace and should be reported to the Office of Human Resources include, but are not limited to:

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

NYLS is committed to supporting victims facing personal situations that involve violence or the potential for violence by providing referrals to NYLS's employee assistance program (EAP) and community resources, and providing time off, such as Safe Time, for reasons related to such violence or potential violence. To seek confidential counseling assistance through the Employee Assistance Program: call Espyr at (866) 570-3478 or access Espyr online at [care.espyr.com](https://care.espyr.com) (password: COADV).

## Reporting Violence or Threats of Violence

All employees are encouraged to be alert to the possibility of violence on the part of employees, former employees, students, clients, visitors, or vendors and shall report all acts of violence and threats of violence to appropriate administration as provided below.

- Imminent threats, violent incidents, or dangerous or emergency situations on-campus:  
Contact Security at extension 2123 or (212) 431-2123, or 911
- Violence or emergency situations off-campus:  
Contact 911
- Verbal abuse, perceived intimidation, harassment, or other non-emergency situations:  
Contact the Office of Human Resources at (212) 431-2131

This policy prohibits retaliation against any employee who, in good faith, reports a violation of this policy. All reports of violence will be handled confidentially to the greatest extent practicable, given the Law School's legal and reporting obligations, consistent with the need to investigate and take any necessary action. Managers and employees shall be sensitive to the need for confidentiality with respect to such matters.

Deliberately false or misleading claims of violence that appear to have been filed with the intention to harass or that appear to be frivolous or an abuse of the violence reporting process shall be considered instances of unacceptable personal conduct and may be subject to disciplinary action, up to and including termination.

## Investigation and Protocols

NYLS will promptly and thoroughly investigate all reports of threats of violence or incidents of actual violence and of suspicious individuals or activities. Conduct implicated by the NYLS Sexual Misconduct Policy or Employee or Student Anti-Discrimination and Anti-Harassment Policies will be investigated and remediated in accordance with the terms of such policies, as appropriate. The identity of the individual making a report will be protected to the greatest extent practicable, given the Law School's legal and reporting obligations, consistent with the need to investigate and take any necessary action. To maintain workplace safety and the integrity of its investigation, and subject to all legal requirements, NYLS may suspend employees suspected of workplace violence or threats of violence, either with or without pay, pending investigation.

Anyone found to be responsible for threats of or actual violence or other conduct that is in violation of this policy will be subject to prompt disciplinary action up to and including termination of employment.

NYLS will report any criminal activity to law enforcement officials as it deems necessary.