

# VERMONT TECH

## Manual of Policy and Procedures

<i>Title:</i>  <b>Employee Contact and Working Environment</b>	<i>Number:</i> <b>T 217</b>	<i>Page(s):</i> <b>2</b>
	<i>Date:</i> <b>November 1, 2021</b>	

### PURPOSE

It is the policy of Vermont Technical College that all staff, faculty, students, contractors and visitors to the campus(s) enjoy an environment that is safe, positive, respectful, and is free from all forms of harassment and violence.

### PROCEDURES

Faculty and staff are expected to conduct themselves in an appropriate manner as judged by a reasonable person.

Members of faculty and staff have the right to conduct their work without disorderly or undue interference from other employees. The College prohibits employees from violating this right of their co-workers.

The College encourages a work environment of respect and professionalism. The College prohibits employees from intentionally harming or threatening to harm other employees, students, visitors or property belonging to any of these parties. This prohibition includes but is not limited to:

- physically harming others
- verbally abusing others
- using intimidation and making threats
- stalking others
- sabotaging another's work

Employees are responsible for assuring the security of the College confidential/proprietary material in their possession and maintaining the security of the College provided equipment. Employees concerned for the security of their work area or equipment must inform their supervisor of such concerns.

## POLICY MODIFICATION HISTORY

- I. The following dates reflect chronological changes made to this policy which are henceforth considered depreciated.
  - a) March 2003
  - b) July 2009
  - c) November 2021

Signed By:  Patricia Moulton President
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