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## Workplace & Campus Violence

**IF THE THREAT OF VIOLENCE IS IMMEDIATE, please contact SMC's Police Department at (310) 434-4300 or dial 911**

### SMC's Commitment

SMC PROHIBITS WORKPLACE AND CAMPUS VIOLENCE and strongly promotes civility in the workplace. The District is committed to maintaining a safe, collegial environment in which fear, intimidation and bullying will not be tolerated. Treating others with civility and respect and refusing to perpetuate or tolerate bullying behavior are expected performance standards of administrators, management, faculty, staff, volunteers and students as well as vendors, independent contractors and visitors to the College.

### Board Policy & Administrative Regulation

The following [Board Policy](#) articulates SMC's commitment to preventing and addressing workplace and campus violence:

- [Board Policy 3124 - Workplace & Campus Violence](#)

The following [Administrative Regulation](#) articulates the processes created by the District to prevent and address workplace and campus violence:

- [Administrative Regulation 3123 - Workplace/Campus Violence & Anti-Bullying](#)

### Making a Complaint

A complaint regarding alleged workplace or campus violence or bullying may be made verbally or in writing.

#### 1. Verbal Complaint:

A verbal complaint may be made to any of the following persons:

- Manager or supervisor

- [Employment Opportunities](#)
  - [Professional Development](#)
  - [Human Resources Forms](#)
  - [Bargaining Unit Agreements & MOUs](#)
  - [Contact Us](#)
- Tre'Shawn Hall-Baker, Director, Human Resources, [hallbaker\\_treshawn@smc.edu](mailto:hallbaker_treshawn@smc.edu)
  - SMC's Superintendent/President

## 2. Written Complaint:

Fill out a complaint form. Use the following form to make a written complaint:

[Complaint Regarding Alleged Act\(s\) of Violence or Bullying Form](#)

Submit the written complaint to any of the following persons:

- Vice President, Human Resources
- SMC's Superintendent/President

**For additional information or if you have questions, please contact:**

Office of Human Resources - (310) 434-4415 or [hrcomplaints@smc.edu](mailto:hrcomplaints@smc.edu)

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