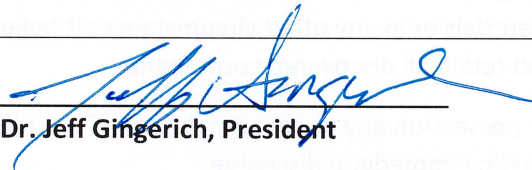




**ST BONAVENTURE**  
**UNIVERSITY**

<b>Health, Safety, and Security</b>	
<b>Administered By:</b> Human Resources	
<b>Approved By:</b>  Dr. Jeff Gingerich, President	
<b>Policy Effective Date:</b>	
<b>Policy Number:</b> HR-2024-18	<b>New Policy <u>X</u> or Revision of Existing Policy ___</b> <b>Name of Previous Policy:</b>

St. Bonaventure University endeavors to provide a healthy and safe atmosphere in which to work. If an employee feels, during the course of work, that they are being subjected to an unsafe working environment, they should report it to a supervisor, the Office of Human Resources, or the Campus Safety and Security Office. Employees are expected to adhere to all health and safety regulations.

Safety and Security personnel are employed to help safeguard the property of the University and its employees, students and visitors. The employee's cooperation is requested in helping to prevent theft by reporting anyone acting in a suspicious manner to a supervisor or to the Director of Safety and Security.

The University is not responsible for the loss of an employee's personal property (e.g., rings, watches, radios, clothing, etc.), and asks that each employee exercise care in safeguarding valuable items.

Any object or substance designed to inflict a wound, injure or incapacitate, is prohibited on campus. Such objects or substances include, but are not limited to: guns, firearms, knives other than kitchen utensils, billies, sling shots, black jacks, metal knuckles, martial arts weapons, mace, tear gas, pepper spray, etc. Additional prohibited weapons include any instrument capable of firing a projectile, including but not limited to firearms, BB guns, pellet guns, air soft guns, nerf guns, paintball guns, tasers etc. All explosive chemicals and devices are prohibited, including all forms of fireworks.

Work rules and procedures regarding inspection and investigation into theft, possession of drugs, possession of alcohol, possession of weapons, possession of explosives or possession of other dangerous materials include the following:

A. The University reserves the right to search before, during, and after working hours any and all areas on University premises, including, but not limited to employee lockers and storage areas, when it has reason to believe that illicit drugs or controlled substances,

alcohol, stolen property, explosives, weapons, or other dangerous materials may be present or in any other circumstances it believes appropriate. The University reserves the right to seize and retain all discovered contraband.

B. The University reserves the right to search before, during, and after working hours, all employees entering University premises, present on the premises, and leaving the premises when it has reason to believe that the person may possess illicit drugs or controlled substances, alcohol, stolen property, explosives, weapons, or other dangerous materials or in any other circumstances it believes appropriate. The University reserves the right to seize and retain all discovered contraband.

C. Any employee found to have in his or her possession any discovered items will be subject to immediate disciplinary action up to and including immediate discharge.

D. Any employee who fails or refuses to cooperate with the University in the search for contraband, including the person being searched or investigated, will be subject to disciplinary action up to and including immediate discharge.