

Gambling

Gambling is not permitted on ACHE property, at any ARCOM affiliated education site, or at any ARCOM sponsored event.

Firearms and Weapons

ACHE and ARCOM are committed to providing a safe, healthy learning and working environment and to making adequate provisions for the safety and health of its students, staff, faculty and the public and will not permit its students or employees, as well as visitors, to act in ways that may endanger themselves or others.

The possession, carrying, storage or use of any handgun, firearm or weapon is prohibited on any property owned or controlled by ACHE and ARCOM, except when specifically authorized by the President to maintain the safety and security of the ACHE and ARCOM students, faculty and staff. This policy also covers employees of ACHE and ARCOM while they are on duty or while they are operating ACHE and/or ARCOM vehicles/equipment or operating personal vehicles for ACHE and/or ARCOM purposes. Individuals are permitted to carry mace, pepper spray and pocket knives with blades no longer than four inches as long as they are stored in a pocket, purse, briefcase or other personal belongings.

ACHE and/or ARCOM reserve the right, based upon reasonable suspicion of a violation of this policy, to search an office, desk, and other property under the control of the visitor, student, or employee, as well as the packages, purses, lunch boxes, briefcases, and students' or employees' vehicles parked on its premises. Individuals may also be required to remove a jacket or sweater and to turn out their pockets. Reasonable suspicion sufficient to justify a search may be based on a clear and reasonable belief, through observation or information provided by a reliable and credible source, that an employee is in violation of this policy. Searches of ACHE and ARCOM property under the control of the visitor, student, or employee are subject to being conducted without notice, once the reasonable suspicion standard has been met. Violation of this policy may result in disciplinary action, up to and including expulsion or termination.

Violence

ACHE and ARCOM expects and requires all students and employees to display common courtesy and respect for others and to engage in safe and appropriate behavior at all times. Visitors are also held to this standard.

Any involvement in incidents of physical violence is considered unacceptable behavior which violates this policy. "Physical violence" means any unwanted or hostile contact such as hitting, fighting, pushing, shoving, slapping, or throwing objects. Racial or ethnic slurs, sexually harassing remarks, threats of violence, provocative comments or language, or actions deemed to be a "threat of violence" also violate this policy will not be tolerated. A "threat of violence" means an expression (verbal or otherwise) of a present or future intention to cause physical harm. Individuals who threaten violence or otherwise engage in provocative conduct towards co-workers, students, visitors, or other individuals ordinarily are held at least equally at fault for an

ensuing physical altercation, even if they do not strike the first blow or otherwise initiate a physical confrontation.

Prohibited conduct includes, but is not limited to:

- Physically striking/injuring another
- Engaging in behavior that creates a reasonable fear of injury in another
- Possession, brandishing, or using a weapon while on ACHE's premises or engaged in its
- Intentionally damaging office property, property of students, employees, visitors, or the general
- Threatening to injure an individual or to damage
- Verbally threatening behavior, such as direct or veiled threats of
- Harassment or sexual harassment that blurs into conduct threatening an individual's safety, including unwanted and offensive physical touching and
- Threats or acts of intimidation that create fear or extreme emotional
- Obscene telephone calls, e-mails, or other electronic
- Bullying of any kind.

This policy applies to 1) visitors, students, and employees while on ACHE premises, 2) students and employees traveling on business or representing ACHE, 3) students and employees off the premises who are working or representing ACHE, and 4) employees while off duty and students away from ACHE where the violence, threats of violence, or other violations of this policy are directed toward a fellow employee, student, or other individual and the behavior has an actual or potential negative impact upon the ACHE community or its interests.

The ACHE Office of Police and Security will promptly investigate any physical or verbal altercation, threats of violence, or other conduct by visitors, students, and employees that threatens the health or safety of other visitors, employees, students, or the public or that otherwise might involve a violation of this policy. All complaints will be investigated in a timely manner. Information will be released only to those persons directly involved in the investigation and to law enforcement as necessary. Confidentiality will be maintained to the extent practicable. ACHE will take reasonable action to guard the reputations of the complainant and the accused.

All employees have a duty to report to a member of administration or Office of Police and Security any workplace activities, situations or incidents that they observe or of which they become aware that involve other students, employees, and visitors that appear to violate this policy. This includes threats or acts of violence, aggressive behavior, offensive acts, threatening or offensive comments and remarks. Reports pursuant to this policy will be held in confidence to the maximum extent possible under the circumstances. ACHE will not condone any form of retaliation against any employee for making a report under this policy, and individuals have an immediate duty to report any retaliation they experience or observe to the Office of Human Resources.

Students likewise have a duty to warn the Office of Police and Security or the Associate Dean of Student Affairs of any activity, situation, or incident they observe, or of which they become aware that involves other students, employees, and visitors that appear to violate this policy.

Reports will be held in confidence to the maximum extent possible under the circumstances, and ACHE will not condone any retaliation against a student for making a report under this policy. Students should immediately report any retaliation they experience or observe to the Associate Dean of Student Affairs.

All individuals who commit violent acts, or who otherwise violate this policy, are subject to appropriate disciplinary action, up to and including expulsion or termination. ACHE may seek prosecution of those who engage in violence on its premises or against its students or employees.