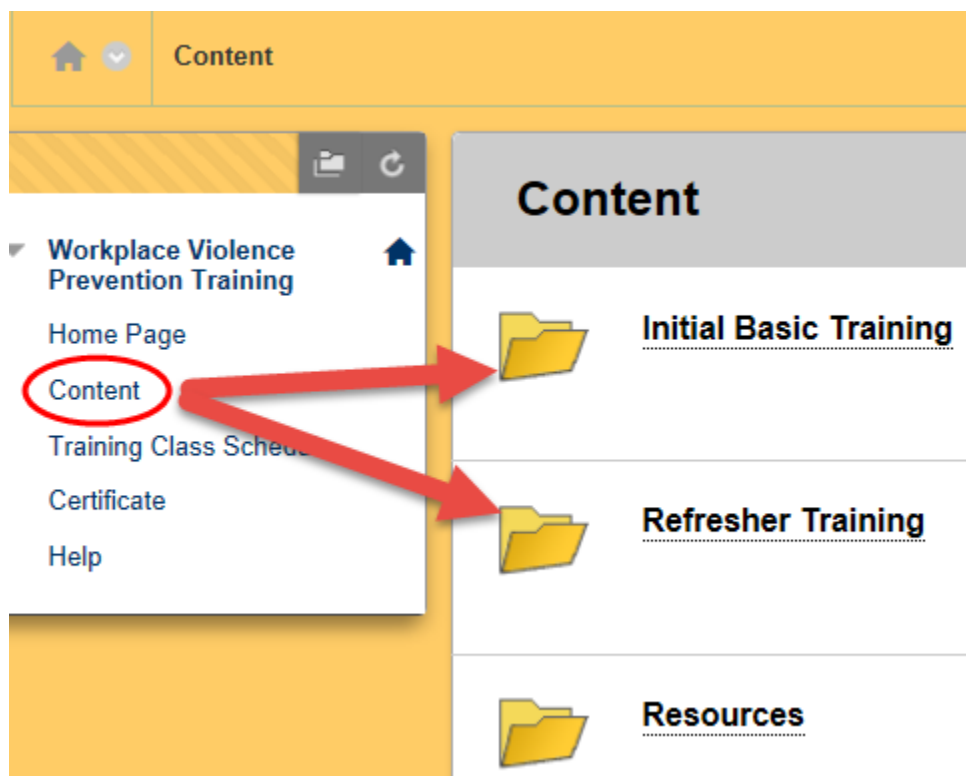


Workplace Violence Prevention training is available online through Blackboard. The online training offers 24/7 access, convenient completion at your desk in approximately 30-45 minutes, the ability to print a certificate verifying completion of training, and numerous resources. To access:

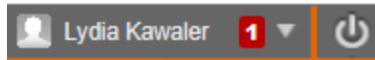
1. Log in at <https://buffalostate.open.suny.edu> using your Buffalo State NT username and password. If you do not have a Blackboard account, please contact Human Resource Management at 878-4822 for assistance.
2. Select “Community” from the top menu bar, then select “Workplace Violence Prevention Group”:



3. Select “Content” to view the training and/or resources:



4. After you have completed viewing the video, you will then be presented with the review questions. You must answer the review questions to complete the training.
5. To log off Blackboard, select the log off button on the upper right side.



If you have any questions about Workplace Violence Prevention, please contact the Human Resource Management Office at 878-4822.

Buffalo State's Workplace Violence Prevention Policy:

<http://adminpolicylibrary.buffalostate.edu/sites/adminpolicylibrary.buffalostate.edu/files/uploads/Documents/Workplace%20Violence%20Prevention%20Policy%20Library%203-16.pdf>

*Each one of us shares responsibility for creating and maintaining a community in which we can work together in an atmosphere of respect and civility towards each other, free of all forms of harassing and threatening behaviors. All employees have an obligation to report any incidents of violence and/or inappropriate conduct or behavior to University Police immediately. Following notification to University Police, employees should inform their supervisor of the incident. The cooperation of everyone is a crucial part of keeping our campus safe.*