CDU Policy I.E.00410 Violence in the Workplace

ISSUING OFFICER: Director of Human Resources

RESPONSIBLE OFFICE: Department of Human Resources

EFFECTIVE DATE: September 1, 2004

REVISED DATE: October 29, 2010

SUPERSEDES: CDU Policy I.E.00410, dated September 1, 2004

POLICY I.E.00410 Violence in the Workplace

The University has a zero tolerance for possession of weapons or for violent acts or threats of violence against employees, students, faculty, vendors or applicants for employment. No employee should commit or threaten to commit any violent act against a co-worker, student, faculty, vendor or applicant. Any employee who is subjected to, or threatened with, violence by a co-worker, student faculty, or vendor, or is aware of another individual who has been subjected to or threatened with violence, is to report this information to the Department of Human Resources or Campus Security as soon as possible.

Employee notification of a problem is essential to the University. The University cannot address a problem unless it is made known. Therefore, it is every employee’s responsibility to bring these types of situations to the attention of the University so that the University can take whatever steps are necessary to address the problem.

Assume that any threat is serious. Please bring all threats to the attention of your manager, Public Safety, Human Resources, Administration, Academic Personnel, or Student Affairs so that the University may deal with the issue appropriately.

The University provides a safe workplace for all employees. To ensure a safe workplace and to reduce the risk of violence, all employees should review and understand all provisions of this workplace violence policy which strives to maintain a workplace free from violence and threats of harm. Violent or threatening incidents can be prevented through recognition of early warning signs. Adequate response procedures can work to stop violent acts in progress as well as prevent threats from escalating to violence. To ensure an expedient and appropriate response to an actual threat or act of violence, all employees must be informed of whom to notify once they become aware of such an incident.
A. PROHIBITED CONDUCT

Charles R. Drew University does not tolerate any type of workplace violence committed by or against employees. Employees are prohibited from making threats or engaging in violent activities. This list of behaviors, while not inclusive, provides examples of conduct that is prohibited:

- Causing physical injury to another person;
- Making threatening remarks;
- Aggressive or hostile behavior that creates a reasonable fear of injury to another person;
- Intentionally damaging University property or property of another employee;
- Possession of a weapon while on University property or while on University business;
- Committing acts motivated by, or related to, sexual harassment or domestic violence.

B. THREATENING BEHAVIOR

All threatening behavior must be treated as a serious matter. Threatening behavior consists of any words or actions that create a reasonable perception of intent to harm persons or property. Threatening behavior includes, but is not limited to making a verbal threat to harm others or destroy property; throwing objects; expressing significant grudges against other employees; attempting to intimidate or harass others.

C. IMMINENTLY DANGEROUS THREAT OR VIOLENCE

In situations which escalate beyond threatening behavior, as described above, emergency assistance should be obtained immediately. Under these circumstances, the employee should call 911 then contact Public Safety.

PROCEDURE I.E.00410 Violence in the Workplace

WORKPLACE VIOLENCE PREVENTION AND RESPONSE

Actual or Imminent Violent Behavior
Contact the Los Angeles County Police Department immediately by dialing 911.

Threats of Violent Behavior
If you are concerned about the possibility that a workplace situation might escalate and result in violence, contact any of the offices below for assistance.

CDU Public Safety (323) 563-4800
Student Affairs Office/Counseling Services (323) 563-5886
The Department of Human Resources (323) 563-5827
Academic Senate Office (323) 563-5978
Academic Personnel Office (323) 563-4840
A. REPORTING THREATENING BEHAVIOR

1. All threatening behavior should be immediately reported to a supervisor, who is responsible for notifying the Department of Human Resources or Public Safety depending on severity of threatening behavior. The Department of Human Resources and or Public Safety will conduct an investigation in order to obtain an accurate account of the incident and the circumstances surrounding it. Individuals who may be included in the investigation are:

   Public Safety Manager, individual(s) making the threat and his/her supervisor; intended victim(s); witnesses; Dean(s) of the department/program involved; and the Risk Manager.

2. Based on the investigation, the Department of Human Resources will determine the course of action to be taken. Where appropriate, the perpetrator of the threat may receive disciplinary action, up to and including termination of employment, be required to receive counseling or referred for mandatory assistance to the University Employee Assistance Program.

B. REPORTING IMMINENTLY DANGEROUS THREAT OR VIOLENCE

After calling for emergency assistance, the employee should contact a supervisor who is responsible for notifying the Department of Human Resources. The Department of Human Resources will conduct an investigation in the same manner noted in Section 2 above.

C. REPORTING PROCEDURES

Any potentially dangerous situations must be reported immediately to a supervisor or the Department of Human Resources. Reports can be made anonymously and all reported incidents will be investigated. Reports or incidents warranting confidentiality will be handled appropriately and information will be disclosed to others only on a need-to-know basis. All parties involved in a situation will be counseled and the results of investigations will be discussed with them. The University will actively intervene at any indication of a possibly hostile or violent situation.

D. RISK REDUCTION MEASURES

1. Hiring: HR takes reasonable measures to conduct background investigations to review candidate's backgrounds and reduce the risk of hiring individuals with a history of violent behavior.

2. Safety: The University will conduct inspections of the premises to evaluate and determine any vulnerability to workplace violence or hazards. Any necessary corrective action will be taken to reduce all risks.

3. Individual Situations: While we do not expect employees to be skilled at
identifying potentially dangerous persons, employees are expected to exercise good judgment and to inform the Department of Human Resource if any employee exhibits behavior which could be a sign of potentially dangerous situations. Such behavior may include:

- Discussing weapons or bringing them to the workplace;
- Displaying overt signs of extreme stress, resentment, hostility, or anger;
- Making threatening remarks;
- Displaying irrational or inappropriate behavior.

4. **Employees at Risk:** HR will identify and maintain a list of employees who have been determined to be at risk for becoming victims of violence because of the nature of their job or because they are subject to harassment, violence, or threats from a non-employee. Human Resources and Security will design a plan with at-risk employees to prepare for any possible emergency situations.

E. **DANGEROUS/EMERGENCY SITUATIONS**

Employees who confront or encounter an armed or dangerous person should not attempt to challenge or disarm the individual. Employees should remain calm, make constant eye contact and talk to the individual. If a supervisor can be safely notified of the need for assistance without endangering the safety of the employee or others, such notice should be given. Otherwise, cooperate and follow the instructions given.

F. **ENFORCEMENT**

Threats, threatening conduct, or any other acts of aggression or violence in the workplace will not be tolerated. Any employee determined to have committed such acts will be subject to disciplinary action, up to and including termination. Any other persons found to have engaged in violent acts on the employer's premises will be reported to the proper authorities and fully prosecuted, if found to have made:

- menacing gestures
- showing an intense or obsessive interest in an employee (romantic or otherwise) that exceeds the normal bounds of interpersonal interest
- behavior indicating that the individual is significantly out of touch with reality and that he or she may pose a danger to him/herself or others
- bringing weapons to the workplace

Applicability: All Staff and Faculty Members