

Policies of the University of North Texas Health Science Center	Chapter 05
05.514 Violence in the Workplace	Human Resources

Policy Statement.

Purpose: The faculty, staff, and students of the health science center make up a community whose common commitment is to learning. This commitment requires that the highest value be placed on the use of reason and that violence involving the center community be renounced as adverse to its goals. Violence, whether actual or threatened, destroys the mutual trust which must bind members of the community if they are to be successful in pursuing truth. The center therefore wishes to make clear that it considers acts and threats of violence to constitute serious violations of the policies and procedures because they may undermine the center's status as a community of learning.

Policy: The health science center hereby adopts a policy of zero tolerance of violence in the workplace. The center's goal is to create a work environment of respect and safety which is free from intimidation, threats and acts of violence. Workplace violence includes the threat or actual inflicting of physical violence as well as the threat or actual occurrence of psychological violence. Psychological violence is included in this policy since it is oftentimes the condition that leads to subsequent physical violence.

Application of Policy.

Faculty, Staff, Students and Visitors

Definitions.

1. **Prohibited Behaviors:** Any behavior that threatens the life or well-being of others is not consistent with this policy. The center will not tolerate violence of any type, from any source. This includes threatening or violent actions by members of its community against other members of its community or property holdings. Such actions listed below as unacceptable behaviors include, but are not limited to, the following:
 - a.) Intimidating, threatening or hostile statements or actions, ranting speech.
 - b.) Name-calling, ethnic or racial slurs, sexual comments, etc.
 - c.) Profanity or obscene language or gestures.
 - d.) Comments regarding, or references to, violent events and/or behaviors
 - e.) Physical abuse or attack, waving fists, pushing, stalking, bullying, hazing, unjust exercise of power or authority.
 - f.) Vandalism, arson, or sabotage.
 - g.) Throwing things, damaging or destruction of another's property for the purpose of demeaning the owner or owners.
 - h.) Carrying weapons of any kind, other than a law enforcement officer in the

course of his/her duty, onto center property or onto property utilized for center programs or activities.

i.) Any other act or behavior (slamming doors, for example) that is judged inappropriate in the workplace by an appointing authority.

Procedures and Responsibilities.

Procedure / Duty

Responsible Party

1. **Scope:** Consistent with the rationale set out above, the center will take appropriate measures to address behavior by its community members which threatens or endangers the health, safety, or well-being of members of the center community. The center community is made up of all faculty, staff, visitors and students.

Faculty, Staff,
Students and
Visitors

While the center recognizes that there may be situations in which the center does not have a compelling reason for taking administrative action, it is prepared to review all alleged misconduct under this policy upon receipt of a complaint. This includes incidents which occur in all center buildings, parking lots, leased property, grounds, and any other facilities owned or managed by the center.

No member of the center community may engage in violent conduct as defined below. The center assumes jurisdiction over cases of misconduct in violation of this policy when any such act occurs in one of these circumstances:

- a.) The act is committed on center property or at a center-sponsored activity;
- b.) The act is committed by a center community member while acting in an official capacity or while conducting center business; or
- c.) The act is committed anywhere by a center community member and can be shown to have a demonstrable, articulable, and adverse impact on a center process or some other clear and distinct interest of the center as an academic community.

2. **Implementation:** Copies of this policy and plan will be distributed to all employees, and will be posted on employee bulletin boards. Managers and supervisors will be responsible for informing employees of this policy, and for enforcing compliance with it. This policy will be provided to all current and new employees.

Employees,
Managers
and
Supervisors/
Human
Resource

Managers and supervisors have primary responsibility for ensuring a safe workplace, for monitoring and resolution of employee conflicts or disputes, for taking appropriate corrective action when potentially violent situations develop, and for working with the center’s Vice President of Human Resource Services and law enforcement personnel when threats or acts of violence occur.

The center will continue to provide information about the services available through periodic memoranda and help employees deal with concerns and issues related to workplace or family violence. Training needs will be assessed, and training sessions for managers, supervisors, and employees will be developed and presented.

The center’s Vice President of Human Resource Services, in conjunction with law enforcement authorities, will assume responsibility for coordinating the center response to workplace-related threats and acts of violence.

3. **Procedures for reporting and taking appropriate action:**

a.) Restraining Orders: Employees should notify their supervisor and Campus Police of any restraining orders against individuals who might appear in the workplace. Upon receipt of this notification the supervisor should consult with Human Resource Services and Campus Police.

Human
Resource
Services/

Campus
Police/ Legal
Affairs

b.) Threats of Violence: Campus Police shall be notified of all threats.

i. The employee immediately reports the incident to Campus Police. If the incident takes place at an off-campus site, the local law enforcement agency shall be notified first, then campus police. The employee shall also report the incident to his/her supervisor or nearest member of management.

ii. The supervisor shall call his/her department management and Human Resource Services as soon as possible, even if the situation has been addressed.

iii. The supervisor shall gather information and documentation of the alleged threat, including interviewing any witness(es) and reviewing the situation with Human Resource Services. The supervisor shall also consult with Legal Affairs and Campus Police as necessary.

iv. Based on the documentation of the incident, appropriate action is taken.

v. The health science center has to right to require violent or threatening employees to undergo clinical evaluation or treatment as needed if they wish to retain their job.

Acts of Violence not Involving Injuries or Weapons:

a.) The employee shall report the incident immediately to his/her supervisor or nearest member of management and then contact Campus Police.

b.) The supervisor shall notify his/her department management and Human Resource Services as soon as possible.

c.) The supervisor, in consultation with Human Resource Services, shall determine the need for professional consultation, or referral for clinical evaluations or treatment.

d.) Management conducts an independent center investigation of the act, and in conjunction with Human Resource Services, takes appropriate action.

Acts of Violence Involving Injuries or Weapons:

a.) Any person observing an incident should immediately call Campus Police at extension 2600. If at an off-campus site notify a local law enforcement agency first, then Campus police. In addition, the incident should be reported immediately to the nearest member of management.

b.) Local management shall reasonably attempt to ensure the safety of other employees.

c.) Campus Police shall coordinate with appropriate law enforcement agencies and assist in controlling the situation.

d.) After an incident, Human Resource Services will work with departmental management to ensure that appropriate actions are taken which may result in termination.

e.) If necessary, the center will arrange for counselors to work with victims and observers of the incident and offer critical incident stress debriefing and confidential counseling sessions.

4. The Crisis Management Team:

Crisis
Management
Team

The Crisis Management Team provides support services during or after a traumatic event. The Team's services are not limited to violent acts.

The Crisis Management Team shall consist of the Chief of Police or his designee, the Vice President of Human Resource Services or his designee, the Director of News and Publications or his designee, a member of UNTHSC management (vice president or above), supervisor(s) of the parties involved, and a representative from the Office of the General Counsel. Depending upon circumstances in any particular event, the Crisis Management Team may draft additional members.

Should an act of violence occur, the Crisis Management Team will consider the impact of the incident on the campus community and initiate appropriate debriefing, counseling and support actions for the victims, co-workers, and families. An incident in this category may include serious or fatal injuries to one or more campus members in a manner that frightens or shocks segments of the community for a continuing period.

The Crisis Management Team will provide timely reports to the Chancellor, the President, and vice presidents.

5. **Discipline for abuse of this policy:**

The center is prepared to take action when violence has the purpose or effect of unreasonably interfering with an individual's work or educational performance. Depending upon the seriousness of the conduct and its effects, the center's action may range from an oral or written reprimand of the offender, requiring the offender to complete an educational or counseling program, suspending an offending student from classes, suspending faculty and staff from duties at the health science center, restricting extra-curricular activities, required restitution to the center or the victim of the violation, termination or dismissal, or any combination thereof. Any discipline undertaken by the center is/may be in addition to those punitive measures set out by state or federal law.

Health
Science
Center
Management

6. **Restitution:** In cases of vandalism, desecration, or loss of property, aside from punitive criminal remedies, restitution made directly to the center may be required of each offender. Such restitution may include, but is not limited to: repayment for monetary losses, physical restoration of abused property, and/or required community service hours.

Appropriate
Health
Science
Center
Management

7. **Protection from retaliation:** All reasonable action will be taken to assure that the complainant and those testifying on behalf of the complainant suffer no retaliation as a result of filing the incident or of the complaint. If the accused is a student, steps to avoid retaliation may include interim suspension from the health science center, a no-contact order, or some combination of sanctions. Similar measures shall be taken when the accused is a faculty or staff member.

Appropriate
Health
Science
Center
Management

References and Cross-references.

Forms and Tools.

Approved: 9/1/2006

Effective: 9/1/2006

Revised: