

**OFFICE OF ADMINISTRATION & FINANCE
ADMINISTRATIVE MEMORANDUM**



DATE:

NUMBER: HR-06

TITLE: Workplace Anti-violence

PURPOSE

The purpose of this policy is to establish guidelines to prevent incidents of violence in the workplace and establish safeguards to ensure a workplace, which is free of violence and threats of violence. Additionally, it sets forth procedures for incident response and reporting in accordance with Management Directive 205.33.

SCOPE

This policy applies to all employees, students, to all other persons on the premises subject to University control and to those engaged to further the interests of the University.

POLICY

East Stroudsburg University has a “zero tolerance” policy for any incidents of workplace violence, including threats of violence. All employees are entitled to perform their work, regardless of location, whether on the University’s premises or elsewhere, free from violence. Any employee who commits an act of violence at work against a person or property will face corrective action up to and including termination of employment. Where appropriate, the matter will be referred to legal authorities for prosecution.

To prevent workplace violence, all managers, supervisors, and employees will be made aware of the University’s policy and the steps to recognize, defuse, respond to, and report any workplace violence incident.

DEFINITIONS

Workplace: A workplace is any University owned or leased property, location where University business is conducted, or site where an employee is considered “on duty.” Commonwealth vehicles being utilized for University business are included in this definition.

Warning Signs:	A warning sign is an observable behavior, which may indicate possible future threats or violence. As more warning signs are displayed, the potential for threats or violence is greater. Warning signs may include, but are not limited to overreacting, offensive or profane language, rapid speech, continual blame or excuses, being overly defensive when criticized, or repeated unusual movements such as pounding, banging, or slamming.
Inappropriate Workplace Behavior:	Inappropriate behavior includes actions unacceptable for the workplace. Inappropriate workplace behavior may include attendance problems, decreased productivity, inconsistent work patterns, poor on-the-job relationships, unusual/changed behavior, personal conflicts, disruptive behavior, and fighting.
Violence:	Violence connected to the workplace takes many forms. Incidents of workplace violence include, but are not limited to, threats in person, by letter or note, telephone, fax, or electronic mail; intimidation, harassment to include sexual harassment, mugging, robbery, and attempted robbery, and destruction of University property. Cases that are considered extremely serious include, but are not limited to, physical assault, rape, or murder, and bomb threats. Incidents may take place between employees; employees and students; employees and acquaintances/partners; and employees and strangers. Incidents of workplace violence may occur either at or away from the workplace. The determining factors in assessing whether an incident constitutes workplace violence are the individuals involved and the relationship of the action to the workplace; the location of the incident; and/or if the violence is as a result of University business.
State Employee Assistance Program (SEAP):	A program for University employees designed to assist them and their families with substance abuse, emotional, family, financial, marital, and/or personal problems. All employees, supervisors, managers, and union stewards are encouraged to utilize the services of SEAP when personal problems first develop regardless of any job performance concerns. Policy and procedures are contained in <i>Executive Order 1996-10, Management Directive 505.22, and Manual M505.3, all titled State Employee Assistance Program.</i>

RESPONSIBILITIES

1. The Director of Human Resource Management is East Stroudsburg University's workplace violence coordinator.
2. The workplace violence coordinator will implement the provisions of this policy, workplace violence prevention initiatives, and training; and provide information and assistance on workplace violence issues and questions as appropriate.
3. The workplace violence coordinator will investigate any threat of workplace violence and inform the SEAP coordinator of serious incidents.

4. The workplace violence coordinator will ensure managers and supervisors are advised of options to minimize the opportunity for workplace violence consistent with operational considerations.
5. Supervisors/managers will be proactive in their supervisory responsibilities to minimize risk of workplace violence, including being aware and sensitive to events or underlying causes that can potentially lead to violence.
6. Supervisors/managers will report all incidents of workplace violence in accordance with this policy to the violence coordinator. In the case of serious incidents, University Police will be notified first.
7. Supervisors/managers will initiate corrective action or discipline where warranted.
8. Employees shall read and be familiar with this policy and be proactive in the prevention of workplace violence incidents.
9. Employees shall report all incidents of workplace violence to their supervisor immediately. In the case of serious incidents, University Police will be notified first.
10. Employees who have protection from abuse orders from other individuals should notify their supervisor. Employees should work with their supervisor to take appropriate steps to minimize the opportunity for the legally identified perpetrator to contact or visit the employee.
11. Employees must obtain written permission from the Chief, or designee, of the East Stroudsburg University Police Department in order to possess any firearm, other weapon, dangerous chemicals or explosive, regardless of whether a license to possess the same has been issued, on University property or at a University related event or activity. (There will be exceptions for those chemicals that are brought or currently exist on campus for academic or other work-related reasons.)

PROCEDURES

1. Employees exhibiting early warning signs of potential violence such as personal conflict or disruptive behavior will be counseled and confidentially informed of services provided by SEAP. The supervisor will take appropriate administrative and disciplinary action consistent with the seriousness of the behavior.
2. When employees exhibit signs of inappropriate workplace behavior which create a clear and present danger or give rise to the concerns of imminent danger to self or others such as threats, physical confrontation or assault, or other violent actions, it will require immediate response by the supervisor in accordance with this procedure and established disciplinary policy.
3. Training workshops on workplace violence will be made available as appropriate.
4. Any employee who takes any reprisal, regardless of the magnitude of the reprisal, against a person who reports any threat of workplace violence will be subject to immediate discipline, up to and including termination of employment.