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**Owner:** *Kimberly Griffin: Dir Of Human Resources*  
**Policy Area:** *Human Resources and Employment*  
**References:**

## Violence in the Workplace

### Scope:

This policy applies to all UTHSCT faculty, students, staff, volunteers and visitors

### Purpose:

To describe the process for reporting immediate workplace violence, emergencies or crimes

## WORK PLACE VIOLENCE:

### Definitions

**Act of violence:** any behavior, intentional or reckless, which results in bodily harm to another person and/or damage to property or threatens the safety of another individual in the workplace.

**Alert System:** panic buttons provided in strategic locations.

**Threat of violence:** any behavior, intentional or reckless, that by nature would be interpreted by a reasonable person as intent to harm another person or damage property. Threats may include but are not limited to oral, written, or communicated through gestures, conventional mail, electronic mail, fax or telephonic means, and may be direct or implied.

**Workplace:** all UTHSCT facilities and off-campus locations where faculty, students, staff, agents or contractors are engaged in UTHSCT business.

**Workplace Violence:** threatening and/or violent behavior that can include but is not limited to:

- Physically assaulting an individual, by slapping, hitting, punching, pushing, poking or kicking, or physical threats to inflict physical harm;
- Arson, sabotage, equipment vandalism, damaging or destroying property, throwing or hitting objects;
- Displaying a weapon or an object which appears to be a weapon in a threatening manner; carrying a firearm of any kind onto UTHSCT owned or controlled property, or using a weapon to harm someone;
- Intimidating or threatening gestures, bullying or hazing, or intimidating, threatening, hostile or abusive language directed toward another person that communicates the intention to engage in violence against that individual and leads a reasonable individual to expect that violent behavior may occur;
- Stalking another individual.

# POLICY:

UTHSCT maintains zero tolerance for threats, threatening behavior (including brandishing or possession of a weapon), workplace violence, or acts of violence by patients, their family members, visitors, students, volunteers and/or employees and contractors. Any individual who engages in threatening or violent behaviors while on UTHSCT owned or controlled property may be removed and/or barred from the premises pending the outcome of an investigation.

- Employees who violate this policy will be subject to disciplinary action, up to and including termination.
- Employees, staff, and students who intentionally bring false charges against any other person will be subject to disciplinary action, up to and including termination.
- Students who violate this policy will be subject to the Student Conduct and Discipline policy.
- Visitors who violate this policy will not be permitted to return to UTHSCT other than to receive treatment.
- Volunteers who violate this policy will be removed from the premises, may have charges filed through University Police and be prohibited from further volunteer activity.
- Contractors or vendors who violate this policy may be subject to cancellation of contracts and removal from University property.
- Patients who violate this policy may be removed from UTHSCT premises and may have charges filed through University Police.
- Discharge will be considered for patients who present a threat to other patients, visitors and staff, after medical and psychological evaluation.

Even without the existence of an actual threat or act of violence, employees, staff and students should report to their management any behavior which they regard as threatening or violent.

In order to minimize risk, all employees, staff and students are required to participate in UTHSCT-provided training.

All UTHSCT supervisors, department administrators, and officials are responsible for responding appropriately and promptly to reports of allegations of violence on campus.

Managers are encouraged to refer employees who exhibit behaviors indicating job stress, anger management or who may have been the victim of an assault to the Employee Assistance Program.

Faculty are encouraged to refer students who exhibit behaviors indicating stress, anger management or who may have been the victim of an assault to the Student Affairs Dean.

# PROCEDURE:

## **Reporting Immediate Workplace Violence, Emergencies or Crimes**

Any individual, who experiences, is aware of, or witnesses Workplace Violence, or who has reason to suspect that Workplace Violence is occurring, or poses danger, should immediately report this behavior to the UTHSCT ("University") Police Department.

**NOTE:** Certain areas are equipped with an alert system. The alert system will be used to call for assistance.

## **Reporting Less Immediate Workplace Violence and Threats**

All UTHSCT supervisors will take appropriate and prompt actions to ensure that a report from subordinate regarding campus violence is referred to the University Police Department and the appropriate department administrators. The University Police Department and the appropriate department administrators are

responsible for responding promptly and thoroughly to allegations of campus violence and reporting all incidents through the regular line of administrative responsibility to all appropriate University officials

1. On campus, call University Police at extension 5297.
2. Off campus, call local law enforcement
3. Describe location and events.
4. Notify immediate supervisor or department head

**Retaliation:**

Any individual who retaliates in any form against an individual who reports an incident or threat of Workplace Violence in good faith or who participates in good faith in an investigation of such a report is subject to disciplinary action, up to and including termination.

**Personal Restraining Orders:**

Employees should immediately notify their supervisor and University Police of any restraining orders against an individual who might appear in the workplace. Upon receipt of this notification, the supervisor should consult with Human Resources and University Police.

University Police will determine and initiate any appropriate action that should be taken in response to receipt of this order. Students should immediately notify Student Affairs of any restraining orders against an individual who might appear on campus. The Associate Dean will consult with the University Police.

**References:**

Texas Penal Code, Title 9, Chapter 42  
IHOP 3.10.1 Discipline and Dismissal  
IHOP 8.2.1, Threatening Situations  
Texas Administrative code, Title 22, Part 11, Chapter 217, Rule §217.12  
IHOP 8.2.4 Possession of Weapons  
Regent's Rules and Regulations, Series 50101  
Advanced Emergency Nursing Journal. 32 (1): 68-82  
Howard PK; Gilboy N; Gilboy N; Howard PK. (2009). Research to practice. Workplace violence. Advanced Emergency Nursing Journal. 31 (2): 94-100.  
Ericksen AB; Mullett S. (2008) Violence in the workplace: how to care for your own safety while providing care to your patients. RN. 71 (8):38-42.

**Attachments:**

No Attachments

**Applicability**

UTHealth