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| SECTION: 23 |
| DATE: October 30, 2012 |

BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY

RECOMMENDATION

**UNIVERSITY POLICY:
WORKPLACE VIOLENCE PREVENTION**

ACTION REQUESTED

It is recommended that the Board of Regents approve the Workplace Violence Prevention policy and authorize the President and the executive team to implement and enforce the policy on behalf of the Board of Regents.

STAFF SUMMARY

The policy promotes a safe work environment for all employees free from violence, threats of violence, harassment, intimidation, and other disruptive behavior. It defines prohibited conduct and provides a procedure for filing complaints in response to disruptive behavior (no threats or weapons) and threatening/violent behavior (with threats and/or weapons). No policy on this matter currently exists.

FISCAL IMPLICATIONS

No fiscal implications are anticipated as a result of approving this policy.

ADMINISTRATIVE RECOMMENDATION

The proposed Board action has been reviewed and is recommended for Board approval.

University Executive Officer

Date

Workplace Violence Prevention

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|-----------------|---------------------------------|----------------|-------|
| Effective Date: | New Policy | Revision Date: | |
| Chapter Name: | Employment / Affirmative Action | Policy Number: | 3.x.x |
| Policy Name: | Workplace Violence Prevention | | |

A PDF version of this policy is available via [this link](#).

UNIVERSITY POLICY STATEMENT:

The Eastern Michigan University policy on Workplace Violence Prevention promotes a safe environment through the University's commitment to working with, and holding accountable, its employees to maintain a campus and a work environment free from violence, threats of violence, harassment, intimidation, and other disruptive behavior. This Policy is applicable specifically to the conduct of University employees. Conduct of students and of visitors or the public is addressed separately from this Policy.

GENERAL

Eastern Michigan University does not tolerate any level of acts or threats of violence or hostility, including but not limited to acts of intimidation, harassment, coercion, assaults, stalking, threats or other violence committed by or against University employees, students, visitors, invitees, or other third parties on University campuses or other property owned, leased, or controlled by the University.

The University also does not tolerate any such acts or threats of violence by University employees while conducting University business at any location, whether on or off University property, including but not limited to while attending off-site conferences, meetings, or sporting events, or while riding in University vehicles.

APPLICABILITY

This Policy applies to the conduct of employees while functioning in the scope and course of employment, whether on campus property or elsewhere. This policy will also apply in the event of certain off-duty instances of serious violent behavior by an employee which adversely impacts upon the suitability of the employee to perform his or her position or to have access to the University's campus or workplace.

Students, except to the extent acting as employees of the University, will be subject to separate policies and procedures specifically applicable to students.

PROHIBITED CONDUCT

Although it is impossible to guarantee that no violence will occur, Eastern Michigan University intends to use all of its available resources to protect against and prevent workplace violence. Workplace violence of the type prohibited by this Policy takes many forms and includes, but is not limited to, murder, rape, arson, burglary, intimidation, threats, assaults, harassment, coercion, or property damage. Specific prohibited conduct also includes, but is not limited to, intentionally:

- Physically injuring another person;
- Engaging in verbal or physical behavior that threatens or creates a reasonable fear of injury to another person;
- Engaging in threatening or violent behavior based on race, ethnic background, national origin, gender, religion, or other protected status;
- Engaging in verbal or physical behavior that is intended to and does subject another specific person to extreme emotional distress;
- Vandalizing property of the University, students, visitors, other employees, or other parties;
- Committing or threatening to commit acts of sexual assault, stalking, domestic violence, or sexual harassment;
- Throwing objects, regardless of the size or type of the object being thrown or whether a person is the target of a thrown object;
- Violating a protection against abuse order;
- Retaliating against an individual who, in good faith, reports a crime or a violation of this Policy;
- Use of University property or resources such as work time, telephones, fax machines, mail, e-mail, internet or other means to harass or abuse.

Verbal behavior includes not only face-to-face communication but also any other form of communication, including via telephone, email, website postings, or any other paper or electronic format.

A violation of this Policy by a University employee may lead to disciplinary action, up to and including termination from employment pursuant to the applicable University or collective bargaining procedures, and may result in further legal action, including arrest, where appropriate.

The prohibited conduct set forth above is not intended to in any way prohibit or limit the lawful acts and practices of law enforcement personnel who are performing in accordance with applicable statutes and authority of law.

DEFINITIONS

- **Workplace:** as used in this Policy means the University's main campus or any location or property owned, leased, or controlled by the University or any other location on or off University property where an employee performs any work-related duty. It also includes, but is not limited to, all University buildings and grounds, including parking lots, fields, classrooms, dormitories, and other work locations, University vehicles, and travel locations while on duty.
- **Workplace violence:** the National Institute for Occupational Safety and Health (NIOSH) defines workplace violence as "violent acts (including physical assaults and threats of assaults) directed toward persons at work or on duty."

PROCEDURE

Response to Disruptive Behavior (No Threats or Weapons)

Assess whether the individual seems dangerous. If in your best judgment he/she is upset, but not a threat, set limits and seek assistance from your supervisor or your Human Resources Department (Staff HR: 734.487.3430 or Academic HR: 734.487.0076).

Response to Threatening/Violent Behavior (Threats and/or Weapon)

If an individual makes threats of physical harm toward you, others, or him/herself; has a weapon; or behaves in a manner that causes you to fear for your own or another's safety. Immediately call or have someone call for you EMU Public Safety at 734.487.1222 or call 911.

Please reference the Emergency Response Procedures located in the Emergency Management section of the Department of Public Safety home page on the EMU web site or go to the following link:

<http://www.emich.edu/publicsafety/pdf/ERP%20Final%202010.pdf>