

Workplace Violence

Title: Workplace Violence
Filed As: Performance Standards/Workplace Violence
Owner: Director of Security, Transportation and Parking
Policy #: PP6.28

Policy Statement

Employees may not engage in Violent Acts (as defined in this policy), threats of violence, harassment, intimidation, or any other disruptive or menacing behavior.

Attachments - None Applicable

Rationale

[REDACTED] is committed to maintaining a safe workplace.

Definitions

Violent Acts: Threats, threatening language, or any other acts of physical or psychological aggression made toward or by any employee, physician, volunteer, patient, family member, visitor, and/or contractor will not be tolerated. Threats include any verbal, written, or physical harassment or abuse, attempts at intimidating or instilling fear in others, menacing gestures, flashing of weapons (real, simulated, or objects associated with violence), stalking, or any other hostile, aggressive, injurious, and/or destructive actions undertaken for the purpose of domination or intimidation.

Process

1. Reporting Violent Acts:

- A. If an employee working on the Hospital campus has an immediate concern about his/her safety, he/she should call Security. If an employee working on another campus has an immediate concern about his/her safety, he/she should call the local police. As circumstances allow, employees should inform their supervisors and complete occurrence assessment reports (E-OARs).
- B. Employees are required to notify Security or Human Resources if they have concerns that their personal safety or that of another employee, physician, patient, volunteer, or visitor, may be at risk. Reports of threats may be made anonymously to Security. Notification of these concerns in good faith will not affect an employee's status. [REDACTED] will not tolerate any retaliation against any employee who files such a report or who cooperates in an investigation of alleged violence. [REDACTED] Hospital will take disciplinary action against any employee who engages in retaliation.

2. Investigation:

- A. Supervisors who receive a report of violence must promptly consult with Security and Human Resources so that an investigation may be conducted and, as necessary, a safety plan developed for the employee and/or co-workers. Such investigation may include discussions with all involved parties, identification and questioning of witnesses, and other appropriate actions. The confidentiality of the involved parties will be protected to the extent possible. If as part of the investigation, Security contacts the police, the Corporate Communications Department needs to be contacted.

- B. If a finding of violence against an employee is determined, disciplinary action will be taken against the offending employee. Steps may include, among others, a Performance Improvement Agreement, Decision-Making Leave, Investigatory Leave, transfer, termination, and/or the seeking of criminal penalties. If a finding of violence against another party is found, e.g., physician, contractor, patient, etc., action will be taken as necessary.

Forms

Occurrence Assessment Report (E-OAR)

Checklist/Job Aids - None Applicable

References

Personnel Policy PP3.1: Discipline

Chronological History

Adopted 2001. Reviewed/Revised: 2003, 2005, 2007, 2009, 03/10, 01/12, 04/14, 09/16.