

WORKPLACE VIOLENCE PREVENTION POLICY

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POLICY STATEMENT

The University of San Francisco is committed to promoting and maintaining a safe and secure working environment for its faculty and staff, students, and visitors. Violent behavior, threats of violence, or physical intimidation will not be tolerated at the University of San Francisco. If such conduct occurs, it should be promptly reported to the proper authority. The University will take appropriate action in response to reports of such conduct. Employees found to have violated this policy will be subject to disciplinary action, which may include immediate dismissal. In addition, the University may assist in pursuing civil penalties, criminal penalties, or other appropriate action against the offender. Student employee offenders will be subject to the University [Student Conduct Code](#) in addition to this policy.

Anyone who believes that he or she is a victim of threatening or violent conduct in the workplace, or who observes such behavior or believes a credible threat of such behavior exists, should immediately report the conduct. Those who make such reports will be protected from retaliation.

The University conducts periodic workplace violence trainings. Information about these can be obtained from the Office of Public Safety or from the Assistant Director, Professional Development and Compensation in Human Resources.

REASON FOR POLICY

This policy is intended to guide members of the University of San Francisco community both in preventing acts of violence and in responding to them when they occur on or in relation to the University's campuses.

WHO SHOULD READ THIS POLICY

This policy explicitly applies to University students, faculty, staff, administrators, independent contractors and all other individuals engaged in University activities.

POLICY TEXT

Prohibited conduct in the University of San Francisco workplace includes violent behavior, physical attacks, verbal or physical threats of violence, physical intimidation, stalking, and property damage committed by or against any faculty or staff, or any student employee. This behavior includes, but is not limited to:

- Making intimidating or menacing gestures,
- Making intimidating comments or statements,
- Threatening to harm another individual, directly or indirectly, or via any telephonic, electronic or other communication device,
- Threatening to harm property of the University or property of others,
- Engaging in horseplay that endangers or threatens others,
- Fighting or challenging another person to fight,
- Grabbing, pushing, pinching or touching another person in an unwanted way (whether sexually or otherwise),
- Striking, punching, slapping, or kicking another person,
- Bringing a gun or other weapon of any kind onto USF property including parking lots or other exterior premises related to USF business.

Any such conduct is unacceptable behavior and will be treated as a violation of USF's rules, even if meant in a "joking" manner. Violators will be subject to corrective action, up to and including termination or expulsion. In addition, USF may report the incident to external law enforcement authorities, and may seek criminal prosecution or appropriate civil remedies.

Most personal situations need not be reported to University of San Francisco unless they pose a risk of violence in the workplace. Examples of personal situations that could pose a risk of violence in the workplace and should be reported to the appropriate authority at the University of San Francisco include, but are not limited to:

- Incidents or threats of domestic violence against an employee where it is possible that the threatening party could seek out the employee at work,

- Receipt of work-related threatening telephone calls, emails, or other communications,
- Unwanted pursuit or threats by an outside party who has been observed at or near the workplace,
- Any situation in which an employee has obtained a protective or restraining order naming his or her workplace as a prohibited area of contact.

Employees facing personal situations that involve violence or the potential for violence are encouraged to seek confidential counseling assistance through the University's [Employee Assistance Program](#) at 1-800-344-4222 (company code: usf). Student employees should seek assistance through Counseling and Psychological Services (CAPS) at (415) 422-6352.

PROCEDURES

Procedures for Reporting Violence or Threats of Violence:

It is the responsibility of every member of the campus community to take any violence or threat of violence seriously and to immediately report workplace violence or threats of violence to the appropriate authorities listed below.

Imminent threats, violent incidents, or dangerous or emergency situations:

- USF Public Safety, 415-422-2911
- Local police, **911**

Violence or emergency situations off-campus (including branch campuses):

- Local police, **911**

Verbal abuse, perceived intimidation, harassment, or other non-emergency situations:

- Human Resources: 415-422-6707
 - Or
- Public Safety: 415-422-4222
 - Or
- Your supervisor
 - Or
- [University's whistleblower hotline](#) or by calling 800-316-4315

Support for Those Affected by Violence

The University's Employee Assistance Program and Counseling and Psychological Services (CAPS) will respond to requests for assistance from victims of violence or threats of violence by

providing counseling, advocacy, safety planning, and other support as appropriate. Requests for assistance may be directed to:

- For faculty and staff: Employee Assistance Program (EAP) through CONCERN, 800-344-4222
- For students: Counseling and Psychological Services (CAPS) at (415) 422-6352
Or
Office of Student Life at (415) 422-5330
Or
ProtoCall at (415) 422-6352 then push "2" to be connected to the on call clinicians for after-hours

Restraining or Protective Orders

Any individual who seeks or has obtained a restraining order or protective order involving USF as a “protected location”, whether named explicitly or not (e.g. work, school, etc.), must provide documentation of the matter to USF. This includes a copy of the petition and declarations used to seek the protective or restraining order, a copy of any temporary protective or restraining order which is granted and its proof of service, and a copy of any permanent such order and its proof of service. The order and other documentation must be given to Public Safety or the Office of Human Resources. In order to help provide a safe environment and protect individuals from risks to their safety, USF must know about individuals ordered by the courts to keep their distance from USF related individuals or property. USF understands the sensitivity of this information and will treat it with appropriate discretion and confidentiality. If you need information about obtaining a restraining or protective order, call Office of Public Safety.

RELATED INFORMATION

[Prevention of Sexual & Other Unlawful Harassment Policy](#)

[Administrative Employee Handbook – Administrators’ Conduct](#)

[Student Conduct Code](#)

DEFINITIONS

Stay away or restraining orders: Court orders that restrict one party from making contact with another party.

Protected locations: Protected locations are places and distances that are delineated in the court order in which these parties are not to make any contact with each other.

Department of Public Safety Reporting Obligations Regarding Crime: The USF Department of Public Safety's on campus law enforcement authority is guided by a Memorandum of Understanding (MOU) with the San Francisco Police Department. This MOU requires that all major crimes, that come to the attention of DPS, are reported to the SFPD. DPS must offer victims of on campus non-major crimes the opportunity to make a San Francisco Police report.

Verbal Abuse: Verbal abuse is the use of words to cause harm to the person being spoken to. Verbal abuse may consist of shouting, insulting, intimidating, threatening, shaming, demeaning, or derogatory language, among other forms of communication.

ADDITIONAL CONTACTS

The below listed individuals are members of the University Incident Management Team:

Primary:

Dan Lawson
Director of Public Safety
415-422-4222
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FORMS

Form	Use	Location	URL
N/A			

RESPONSIBILITIES

The prevention of workplace violence is a shared responsibility. Specific responsibilities are described below. Depending on the circumstances, the University may be obligated to report incidents to external agencies. The University's policy is to fully comply with its reporting obligations in all cases. Anyone having questions about such reporting is encouraged to contact the University of San Francisco Public Safety Department.

Everyone at the University of San Francisco:

- Immediately report violent incidents or threats of imminent violence to USF Public Safety or local police.
- Report warning signs of actual or potential violent or hostile behavior that may affect the workplace as soon as possible to your supervisor or Human Resources (See "Procedures for Reporting Violence or Threats of Violence" above).

- Be alert to behaviors or attitudes that may be indicators of disruptive, threatening, or violent conduct such as: recent changes in behavior, appearance, or demeanor; work or personal crisis; withdrawal from normal activities or contacts; substance abuse; threats or references to violence or self-harm; and possession of or fascination with weapons.

Supervisors:

- Ensure awareness of this policy by faculty and staff, as well as student employees within your areas of supervision.
- Contact USF Public Safety if you have concerns about a possible threat of violence.
- Take appropriate steps to protect those who report threatening behavior from retaliation.
- Participate in planning and response efforts to mitigate the risk of workplace violence.

University of San Francisco Public Safety:

- Respond to reports of workplace violence and emergency situations and coordinate with other law enforcement agencies.
- Advise and coordinate with Human Resources, and other affected departments on appropriate responses to threats of workplace violence.
- Work with employees in at-risk areas to develop safety plans.
- Take appropriate steps to protect those who report threatening behavior from retaliation.
- Coordinate preventive measures to encourage a safe and secure workplace.

Human Resources:

- Ensure the effective implementation of this policy by collaborating with departments and the Office of Public Safety.
- Review reports of potential workplace violence or hostility affecting employees, consult other campus units as appropriate, and recommend appropriate responses.
- Oversee disciplinary action against employees who have violated the policy.
- Review this policy periodically and revise it as appropriate to enhance its effectiveness.
- Take appropriate steps to protect those who report threatening behavior from retaliation.
- Notify USF Public Safety of threats of violence reported to Human Resources.

FREQUENTLY ASKED QUESTIONS

What is a violent threat?

A violent threat is a threat that causes a person to fear physical harm or injury.

REVISION HISTORY

Effective: June 1, 2013

APPENDICES

[Prevention of Sexual and Other Unlawful Harassment Policy](#)

[Student Conduct Code](#)
