Workplace Non-Violence
Campus Procedures

Purpose:

The purpose of this policy is to establish campus procedures to respond to reports of incidents of workplace violence that are consistent with UH Executive Policy E9.210 “Workplace Non-Violence” ([http://www.hawaii.edu/svpa/ep/e9/e9210.pdf](http://www.hawaii.edu/svpa/ep/e9/e9210.pdf)) and UH Administrative Policy A9.730 “Workplace Non-Violence Campus Procedures” ([http://www.hawaii.edu/svpa/apm/pers/a9730.pdf](http://www.hawaii.edu/svpa/apm/pers/a9730.pdf)).

This instruction applies to employees, students, and visitors who may be impacted by incidents of violence. Note that employees in Bargaining Unit 01 shall be subject to the collective bargaining agreement in regards to workplace safety.

Additional references include: Section 396-6, Hawai‘i Revised Statutes; Federal OSHA 29 U.S.C. 654 (a) (1) Act; State of Hawai‘i Policy on Workplace Non-Violence; Collective Bargaining Agreements; Campus Student Conduct Code.

Introduction:

The University of Hawai‘i is an institution which encourages the intellectual and personal growth of its students as scholars and citizens and recognizes the need to maintain a safe and secure environment for faculty and staff to fulfill the University of Hawai‘i’s missions of teaching, research and service. In order to maintain an environment where these goals can be achieved safely and equitably, the University promotes civility, respect and integrity among all members of its community.

Recognizing the increasing incidence of violence in the workplace, the State of Hawai‘i implemented a Workplace Non-Violence Policy to increase awareness and protect its employees and the public against violence. Similarly, the University believes that students, faculty, staff and visitors to the campus must be able to learn and work in a safe environment.

Policy:

The University of Hawai‘i has adopted a policy of prohibiting any work related or workplace violence against its students, faculty, staff, and visitors. Prohibited violent acts involve physical attack, property damage, as well as verbal statements that express or suggest the intent to cause physical or mental harm to another person. More specifically, violent behaviors include but are not limited to hitting, pushing and shoving; throwing or breaking objects; theft; shouting or yelling; threatening gestures or remarks; disruptive or hostile actions; abusive or belligerent language; sabotage of equipment; repetitive unwanted phone calls, notes or e-mails, etc.

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1 Supersedes HAW 9.730, November 7, 2001
Revised Policy issued by Rockne Freitas, Chancellor
All administrators, faculty, staff, and students are responsible for maintaining a university campus environment that ensures that all members are treated with civility and respect to fulfill the University’s missions and goals. The University fully supports the efforts of the State of Hawaii and is committed to a workplace free of violence.

Weapons: The possession or use of lethal weapons on University premises is strictly prohibited unless specifically authorized by the senior administrator. Lethal weapons include but are not limited to firearms, ammunition, spear guns, explosives, and dangerous substances. Any person found in violation may be subject to the provisions of state law, University policy, and the Student Conduct Code.

Retaliation against witnesses, victims, etc., is prohibited. This prohibition will be strictly enforced, and appropriate disciplinary action may be taken. Disciplinary action shall be subject to the appropriate collective bargaining agreement.

This Workplace Non-Violence Policy shall not be applicable to employees in Bargaining Unit 01 who shall be subject to the Unit 01 Collective Bargaining Agreement in regards to workplace safety.

Procedures:

1. All incidents must be reported and will be addressed immediately according to statutes, rules, collective bargaining agreements, or policies. Employees should report all incidents to their supervisors. See Attachment A for Incident Report.

2. The Chancellor shall establish a campus crisis management team (CCMT) to respond to incidents of workplace violence. In addition, the Chancellor shall support the State of Hawai’i and University of Hawai’i policies prohibiting violence in the workplace and support and/or provide training on workplace non-violence. Finally, the Chancellor must promote awareness to enhance the student’s, faculty and staff’s individual responsibilities for the prevention of workplace violence.

   Membership on the CCMT should include those needed to provide immediate assistance to the campus in the event of a workplace violence incident. See Attachment B.

   a. Chancellor
   b. Personnel Officers
   c. UH Legal Affairs (as appropriate)
   d. Student Affairs
   e. Campus Security
   f. UH University Relations (as appropriate)

3. Attachment C “Crisis Management Flow Chart” shall be followed.

4. Once the incident has been brought to closure, post-incident management must occur. Good post-incident management can go far in assisting the involved unit and the
institution as a whole to return to normalcy. See Attachment D for Post-Incident Report.

Such post-incident management may include post-trauma intervention that may require therapy (e.g., employee counseling), contact with family or witnesses after the close of the incident, communication with the campus community, witness debriefing, assisting employees with insurance claims, follow-up counseling, dealing with the media, etc.

5. After dealing with the post-incident management, the University will establish normality as soon as possible, including returning employees to work as soon as possible, making appropriate reassignments as soon as possible, providing continuing support for either individuals and their families, providing information to bring closure to those directly involved as well as the University community as a whole.
1. Describe incident:

2. Date: Time:
   Location:

3. Describe main issue:
   Who:
   What:
   Where:
   When:
   How:
   Unknowns:

4. Witnesses and/or other persons who may have pertinent knowledge:

5. Identify who is affected:
   Internal:
   External:

6. Who was informed/who needs to know (see flow chart on suggested information tree in Administrative Procedures):

7. Immediate action taken:
### A. Campus Crisis Management Team

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<tr>
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<th>Office Phone</th>
<th>Home Phone</th>
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<td>1. Administrative Lead: Chancellor or Designee</td>
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<td>Serve as chair of the CCMT and senior on-site manager</td>
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<td>2. Lead Security: Campus Security Captain</td>
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<td>Provide assistance with physical security issues and may be called upon to provide assistance to students, faculty, staff and visitors. Coordinate efforts with the police. Campus Security plays a major role in bringing the incident under control.</td>
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<td>3. Human Resources: Campus/College Human Resources Officer</td>
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<td>Assist in dealing with complaints of workplace violence alleged to be perpetrated by employees. Advise in the administrative investigation and disciplinary action, as appropriate, and assist in dealing with industrial injury claims.</td>
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<td>4. Public Relations</td>
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<td>Provide direction on media relations both within and outside the University. Manage press releases and coordinates on behalf of the University information provided to the newspaper, television, etc.</td>
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<td>5. Legal Affairs</td>
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<td>Provide legal advice to the Senior executive in managing the incident, including coordination with the Prosecutor's Office, Attorney General's Office, etc. Represent the University in any related legal action.</td>
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<td>6. Student Affairs</td>
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<td>Provide perspective and information in situations where students are involved or students may be impacted as perpetrators, victims or witnesses. As necessary, provide student records to appropriate authorized individuals. Serve as contact for Student Health Services to provide emergency assistance to the University.</td>
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<td>Notify</td>
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<td>Police?</td>
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<td>911</td>
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<td>Campus Security?</td>
<td>Manono Campus</td>
<td>854-1420</td>
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<td>Main Campus</td>
<td>974-7911</td>
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<td>Medical Assistance?</td>
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<td>Chancellor Notified</td>
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<td>President Notified?</td>
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<td>956-8207</td>
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<td>Public Relations?</td>
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<td>956-6934</td>
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<td>Injured Party’s Spouse/Family?</td>
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<td>Legal Affairs?</td>
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<td>959-9901</td>
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<td>Red Cross/Counseling Assistance?</td>
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C. Other resources to contact for on-going or post-incident debriefing?

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HAWAI'I COMMUNITY COLLEGE
Crisis Management Flowchart

1. Incident Occurs
2. Supervisor or Department/Division Chair (DC) is notified
3. Supervisor/DC Reviews Situation
4. Immediate or Imminent Danger?
   - Yes
   - Do ALL 4 tasks:
     1) Call Police Dept. 9-911
     2) Call Campus Security - Manono Campus 854-1420
     3) Call Dean/Director/Vice Chancellor/Chancellor (or other designated official)
     4) Decide whether to continue operations or evacuate area
   - No
5. Supervisor/DC requires assistance?
   - Yes
   - Calls Dean/Director/Chancellor/Chancellor assistance to address incident appropriately
   - No
6. Dean/Director/Vice Chancellor/Chancellor/Chancellor assistance from Vice President designated, as appropriate
7. Incident management activities
   * Investigation
   * Due Process
   * ADR
8. Handles situation through employee counseling, discipline or other appropriate response (including filing report with HPD or campus security as necessary, etc.)
9. Post-Incident management activities
10. End
1. Summary of incident:

2. Action(s) taken or to be taken:

3. Identify steps to improve or address situation or future situation:

4. Resolution: