


Name of Policy: Workplace violence Policy Number: 3364-25-67 Approving Officer: President Responsible Agent: Chief Human Resources Officer, Provost Scope: All University of Toledo Campuses		 Effective date: November 15, 2023 Original effective date: July 28, 2008	
Keywords:			
	New policy		Minor/technical revision of existing policy
X	Major revision of existing policy		Reaffirmation of existing policy

(A) Policy statement

The university of Toledo is committed to providing a safe workplace environment, free of threats, intimidation and violence of any kind and maintains a workplace violence program for promoting a safe campus. All university of Toledo community members share the responsibility to maintain a climate of behavior that does not foster acts of violence or the threat of violence.

Where behavior may fall within the scope of this policy and the Title IX policy on sexual and gender-based misconduct (e.g., sex and/or gender-based stalking, intimate partner violence), it will be addressed under the Title IX policy, [3364-50-01](#), and applicable related procedures.

(B) Purpose of policy

Provide a safe environment free from workplace violence.

(C) Definitions

(1) Workplace violence

“An act or threat occurring at the workplace that can include any of the following: verbal, nonverbal, written, or physical aggression; threatening, intimidating, harassing, or humiliating words or actions; bullying; sabotage; physical assaults; or other behaviors of concern.”

Where behavior may constitute sexual harassment/misconduct and gender-based stalking, it will be addressed under the Title IX policy and applicable related procedures.

(2) Threats or acts of violence

“Threats or acts of violence” include conduct against persons or property that is sufficiently severe, offensive, or intimidating to alter the conditions of employment, or to create a hostile, abusive, or intimidating work environment for one or more university employees.

(3) Prohibited workplace violence includes, but is not limited to, the following:

- (a) Violence, intimidation, or direct or implied threats of violence in the workplace.
- (b) The use of university property or resources such as work time, telephones, fax machines, mail, email, internet, or other means to threaten or harass someone.
- (c) All persons are prohibited from carrying weapons in accordance with policy 3364-61-03 Deadly weapons restrictions. Employees who violate this policy will be subject to corrective action up to and including termination or criminal prosecution.
- (d) Intentionally bring false charges on another. Employees found in violation will be subject to disciplinary action up to and including termination.

(D) Scope

The workplace violence policy applies to all university employees, faculty, students, patients, visitors, and all individuals who, while not university employees, perform work both at the university and for its benefit.

Non-employee violations of this policy are subject to restrictions from campus consequences under applicable university policies, i.e. policy no. 3364-30-04, the university Student code of conduct; policy no. 3364-61-08, University access restrictions, and or applicable local, state and federal laws.

This policy prohibits workplace violence that takes place on or off university property when the behavior causes an unsafe work environment.

This policy prohibits workplace violence that occurs through any medium. Workplace violence may manifest in many evolving forms (e.g., physical, verbal, visual, online/electronic/social media, etc.).

(E) Workplace violence program

(1) The university of Toledo utilizes a multidisciplinary team approach to prevent, mitigate and respond to workplace violence. The university of Toledo workplace violence program initiatives include, but are not limited to:

- (a) Establishing teams focused on workplace violence and safe campus initiatives
- (b) Policy and procedure development
- (c) Prevention strategies and best-practice development
- (d) Training and education
- (e) Threat assessment and management
- (f) Evaluation and review

(2) Threat management team

In a proactive response to workplace violence nation-wide, the university of Toledo establishes a threat management team to investigate workplace violence incidents and make written recommendations to assist the university with a best practice response and the prevention of future workplace violence incidents. At the request of a director of human resources or the director of public safety, the threat management team performs the following functions:

- (a) Meets with the principals and/or reviews documents involved in a workplace violence allegation to determine what occurred.
- (b) Evaluates alleged threat by assessing intent and the capacity and means to fulfill the threat.
- (c) Provides a written post-incident evaluation to include an assessment of the threat level, the likelihood of reoccurrences, and any recommendations which may prevent a reoccurrence.
- (d) Provides information to the victim (if an employee), and the employee's family about benefits available to them as a result of this incident.
- (e) Makes available counseling and any necessary information to all affected employees and family members.

(3) Campus advocacy response evaluation and service (CARES) team

CARES team is an interdisciplinary team empowered to provide an institution structure to support students of concern and recommends courses of action to support the student's health, safety, success, and well-being. CARES team operates in accordance with policy no. [3364-30-22](#), Campus advocacy, response, evaluation, and service (CARES) team.

(4) UTMC workplace violence task force

All UTMC safety and security events involving patients, staff, or others within the facilities and are reported and investigated utilizing the safety net system. The UTMC workplace violence task force was established to review the unique aspects relating to workplace violence in an academic medical center with a hospital and associated clinics. The task force is led by the director of security and includes representatives from human resources, environmental health and radiation safety, the office of legal affairs, nursing administration, risk management, and university of Toledo police and reports to the safety committee. The task force reviews and makes recommendations for the following:

- a. Policies and procedures related to workplace violence.
- b. Real events, investigations, and corrective action.
- c. Process improvements.
- d. Annual worksite analysis for workplace violence for UTMC and associated clinics

(F) Procedure

(1) Employee responsibilities

- (a) Any person experiencing or observing imminent violence should call police immediately at 911.
- (b) Be familiar with university policy regarding workplace violence.
- (c) Each employee is required to report any acts or threats of violence to campus police, the employee's immediate supervisor, and the human resources department.
- (d) Employees should take appropriate measures to ensure the safety of other employees in the event of an act of violence.
- (e) Employees should not intervene in the event of an act or threat of violence with a weapon, unless intervention, in the employee's opinion, can be accomplished without risk of injury to themselves or other employees, or no other means of achieving the safety of other employees are available.

- (f) Each employee shall notify his or her supervisor of any restraining orders against individuals, employees and non-employees that include the workplace or sections thereof.
- (g) Employees are required to report to work mentally fit, emotionally stable, and contribute to a non-threatening work environment. Employees in need of counseling may seek it through the employee assistance program (EAP), see policy 3364-25-20 Employee assistance program. Perpetrators of workplace violence are subject to discipline up to and including termination and may be required to successfully complete training, assessment, counseling or treatment.

(2) Manager and supervisor responsibilities:

- (a) Inform employees of the university's workplace violence policy and program.
- (b) Take all reported incidents of workplace violence seriously.
- (c) Investigate all acts of violence, threat, and similar disruptive behavior in a timely fashion and taking necessary action(s).
- (d) Supervisors should be alerted to and aware of workplace violence indicators. If an employee exhibits concerning behavior, the employee should be monitored and such behavior should be documented.
- (e) Encourage employees who show signs of stress or evidence of possible domestic violence to seek assistance, such as the employee assistance program.

(3) Human resources responsibilities:

- (a) Administers and enforces all workplace policies.
- (b) Performs pre-employment criminal background screening in accordance with established guidelines.
- (c) Works in conjunction with appropriate management to determine what, if any, corrective action will be taken against employees violating the workplace violence or other university policies.

- (d) Encourages use of the employee assistance program to assist with physical and emotional abuse, family and economic counseling, stress management, etc.

(4) Reporting resources

Imminent danger	Campus Police	911
Non-UTMC staff - report a workplace violence incident	Human Resources	419-530-4747
Faculty - report a workplace violence incident	Office of the provost	419-530-2738
UTMC	Quality management	Patient Safety Event and Incident Reporting, policy no. 3364-100-50-39
Counseling for students	University counseling center	419-530-2426 Counseling Center
Employee assistance program	IMPACT employee assistance	1-800-227-6007 Impact Solutions
Sexual misconduct/gender based threats	Title IX	419-530-4191 Report a Concern

<p>Approved by:</p> <p>/s/</p> <hr/> <p>Gregory Postel, MD President</p> <p>Date: November 15, 2023</p> <p>Review/revision completed by:</p> <ul style="list-style-type: none"> • Chief Human Resources Officer • Director of Public Safety 	<p>Policies superseded by this policy:</p> <ul style="list-style-type: none"> • Previous 3364-60-07, effective date November 22, 2016 • Policy number changed from 3364-60-07 to 3364-25-67 effective November 22, 2016 <p>Original effective date: July 28, 2008</p> <p>Review/revision date: September 23, 2011 May 2, 2013 November 22, 2016 September 3, 2019 August 23, 2023 November 15, 2023</p> <p>Next review date: November 15, 2026</p>
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