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## Policy Information

**Effective Date:**

January 2, 2003

**Last Revised Date:**

September, 2010

**Policy Number:**

HR-405

**Reference:**

Classified Staff Human Resources Policy Manual 401.1

University Handbook for Appointed Personnel 2.21

Student Employment Manual 110.0

**Responsible Unit:**

Division of Human Resources

**Phone:**

(520) 621-3660

**Email:**

[hradmin@email.arizona.edu](mailto:hradmin@email.arizona.edu) [1]

## Purpose and Summary

The University of Arizona is committed to providing a safe and secure workplace for all employees, students, and visitors. This policy confirms the University's commitment to prevent, reduce and manage violence to provide a safe environment in which to work and learn.

## Scope

This policy applies to students, employees, vendors, and visitors at all University-owned, -controlled or -leased premises, including satellite locations, at any location at which University business is

conducted, or at which employees, students, vendors, or visitors represent the University, including while attending off-campus meetings or conferences, or while riding in University-owned or -leased vehicles.

## Definitions

**"Damaging Property"** means intentionally damaging or defacing or destroying property owned, controlled, or leased by the University or its students, employees, vendors, or visitors.

**"Employee"** means part-time, full-time, temporary, or permanent UA employees, student and graduate student employees, and other individuals acting as agents of the University, such as University affiliates and associates.

**"Intimidating"** means an intentional act that would cause a reasonable person to fear that s/he is in danger of injury or harm.

**"Stalking"** means an intentional or knowing course of conduct directed toward another person if that conduct either would cause a reasonable person to fear for the person's safety and that person in fact fears for his or her safety; or would cause a reasonable person to fear death and that person in fact fears death.

**"Threatening"** means expressing intent to cause harm.

**"Violence"** includes, but is not limited to, intentionally threatening, intimidating, physically injuring, stalking, damaging property, or referencing or using a weapon or firearm, unless the individual doing so is a certified law enforcement officer acting within the course and scope of his or her duties.

**"Workplace"** includes all University-owned, -controlled, or -leased premises, including satellite locations, at any location at which University business is conducted, or at which employees, students, or visitors represent the University, including while attending off-campus meetings or conferences, or while riding in University-owned or -leased vehicles.

## Policy

The University prohibits any form of violence by or against any employee, student, vendor, or visitor to the University. Violating this policy will result in disciplinary action up to and including dismissal as unacceptable personal conduct and may also result in criminal prosecution. This policy also prohibits retaliation or harassment against anyone who makes a good faith report of a violation of this policy. The University will, to the extent permitted by law, protect the anonymity and safety of anyone who reports an act of violence, as defined by this policy.

The University prohibits individuals from making intentionally false or misleading reports of violence or threats of violence. Individuals who make such reports will be subject to disciplinary action up to and including dismissal under the University's disciplinary policies.

## Compliance and Responsibilities

### Reporting Incidents of Workplace Violence

Employees and students will report all incidents of workplace violence to the University of Arizona Police Department by dialing 9-1-1, to their immediate manager or supervisor, and to the Division of Human Resources. The University will, to the extent possible, handle reports of workplace violence confidentially, except to the extent necessary to communicate to individuals who need to know pertinent information so that they may take appropriate action. The University also may be required to report such incidents to comply with state and federal laws and regulations. The University will be sensitive and responsive to the potential for fear of reprisal by employees or students who report threats or acts of violence.

## **Responding to Reports and Acts of Violence**

The University encourages all employees and students to assist in maintaining a safe and secure workplace, while recognizing the need to be alert to the possibility of violence by students, former students, employees, former employees, vendors, and visitors. Individuals who receive reports of workplace violence must contact the Division of Human Resources for guidance and assistance in addressing such situations. Human Resources will review information it receives and may seek additional information as necessary. It also may convene the Threat Assessment and Management Team, as described below, for assistance in evaluating the potential of further violence and making recommendations regarding appropriate disciplinary action. If an employee violates this policy, then the responsible supervisor will institute appropriate disciplinary action after consulting with Human Resources and other University officials, as appropriate. If students violate this policy, then the Dean of Students Office will institute appropriate disciplinary action against such students.

Human Resources will make efforts to support individuals affected by workplace violence by identifying appropriate resources for providing support and assistance.

## **Threat Assessment and Management Team**

The University has established a multidisciplinary Threat Assessment and Management (TAM) Team, which will meet as necessary to assist Human Resources or the Dean of Students in determining whether a specific individual constitutes an ongoing threat to the safety of an individual or to the workplace, and to make recommendations following incidents of workplace violence. The University engages the services of outside consultants, who are available to the TAM Team to assess such risks and assist in making recommendations.

## **Frequently Asked Questions\***

### **Where can employees get help if someone is making the work environment hostile or uncomfortable?**

If you believe you are being discriminated against or harassed because you are a member of a protected class (e.g., because of your race, ethnicity, religion, veteran status, etc.), you should contact the [Office of Institutional Equity \[2\]](#) (OIE) at (520) 621-9449. If your situation does not fit those specific circumstances, contact Employee and Career Advising at (520) 621-8298 to discuss the situation.

### **How should supervisors handle a situation where several employees have reported being afraid of another employee?**

If there is an imminent threat, please call 9-1-1 to contact UAPD.

If coaching the individual in question has not improved the problem, other action may be necessary.

This type of situation may require disciplinary action and may need to be evaluated in terms of workplace violence. Contact the HR Consultant for your unit to discuss the situation. A list of consultants can be found at [HR Consulting Services](#) [3].

## **Related Information\***

Additional policies related to student behavior may be found at

[Arizona Board of Regents Policy 5-308. Student Code of Conduct](#) [4]

[Disruptive Behavior in an Instructional Setting](#) [5]

[Threatening Behavior by Students](#) [6]

## **Revision History\***

Revised September 2010

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**Source URL:** <http://policy.arizona.edu/human-resources/workplace-violence>

### **Links**

[1] <mailto:hradmin@email.arizona.edu>

[2] <http://equity.arizona.edu/>

[3] <http://hr.arizona.edu/managers-supervisors/consulting-services>

[4] <https://public.azregents.edu/Policy%20Manual/5-308-Student%20Code%20of%20Conduct.pdf>

[5] <http://policy.arizona.edu/education-and-student-affairs/disruptive-behavior-instructional-setting>

[6] <http://policy.arizona.edu/education-and-student-affairs/threatening-behavior-students>