Christopher Newport University

Policy: Employee Workplace Violence Policy
Policy Number: 5020

Executive Oversight: Chief of Staff
Contact Offices: Director of Human Resources
Chief of University Police
Frequency of Review: Annually
Date of Last Review: August 2016

A. PURPOSE

Christopher Newport University is committed to protecting the health, safety, and welfare of
the members of our campus community. The University strictly prohibits employees from
making threats or engaging in violent acts. This is a zero-tolerance policy, meaning that the
University disciplines or terminates every employee found to have violated this policy. Third
parties found in violation of this policy may be trespassed from the University and/or their
relationship with the university terminated.

State policy on workplace violence may be found on the Department of Human Resource
Management website at: Workplace Violence Policy 1.80:

B. POLICY STATEMENT

Christopher Newport University does not tolerate acts of workplace violence committed by
employees.

C. IMMINENT THREATS

Any member of the university community who observes violent behavior or behavior
believed to be an imminent threat of physical violence should report it immediately to
the Christopher Newport Police Department by calling 757-594-7777. When in doubt,
report.
D. IDENTIFYING AND REPORTING NON-IMMINENT THREATS

1. Non-Imminent Threats

All members of the university community are encouraged to report any concerning behavior that may be a safety issue but may not represent an imminent threat. Examples of such behavior include but are not limited to:

- Displays of disruptive conduct or troubling non-verbal communications
- References to violent, destructive or harming behavior
- Extreme and inappropriate reactions or responses
- Suicidal or homicidal comments or threats
- Unexplained and alarming changes in behavior or personal habits
- Any other hostile behavior or communication that causes or might cause legitimate fear for the physical safety of the individual or others

2. Reporting

If you have concerns about an individual’s behavior, please contact one of the following, as appropriate under the circumstances:

- University Police: 757-594-7777
  * Silent Witness Program (anonymous reporting)
- Office of Human Resources: 757-594-7145
- Office of Vice President for Student Affairs: 757-594-7160
- Office of the Provost: 757-594-7050
- Office of Title IX and Equal Opportunity: 757-594-8819

Individuals from these offices may bring the concern to the Threat Assessment Team, as defined in the Campus Violence Prevention Policy.

3. Training

University Police provides semi-monthly workplace violence prevention training to employees. The training is scheduled by the Office of Human Resources.

- Employees are provided a copy of the Workplace Violence Policy and Emergency Policy and Procedures 1035.
- Training will be provided on recognizing and responding to workplace violence and emergency situations, and utilizing the cnualert.info website.

4. Support for Victims of Violence

Victims of violent incidents in the workplace might have to contend with a variety of medical, psychological, and legal consequences. As needed and appropriate, the University can accommodate victims of workplace violence by:
• Referring victims to appropriate community resources, such as health care facilities, counseling services, victim advocacy groups, legal aid, and domestic violence shelters;
• Providing flexible work hours or short-term or extended leave;
• Cooperating with law enforcement personnel in the investigation of the crime and the prosecution of the offender.
• Providing a debriefing for employees as needed after a serious violent occurrence to explain what happened and what steps are being taken by the University to support affected employees.

5. Policy Violations and Enforcement

Applicable laws and human resource policies will be used to respond to workplace violence. Such policies may include disciplinary action under DHRM's Policy 1.60, Standards of Conduct and/or the University Handbook up to and including termination, based on the situation. Violent acts by employees occurring outside the workplace also may be grounds for disciplinary action, including dismissal. Fit for Duty Testing may also be required.

E. RETALIATION

Retaliation against any member of the campus community for reporting or having witnessed a threat of violence or concerning behavior is a violation of this policy and subject to disciplinary action. The university will address any retaliation brought to its attention.

F. DEFINITIONS

Third Parties: Individuals who are not state employees, such as contractors, relatives, acquaintances, or strangers.

Workplace: Any location, either permanent or temporary, where an employee performs any work-related duty. This includes, but is not limited to, the buildings and the surrounding perimeters, including the parking lots, field locations, alternate work locations, and travel to and from work assignments.

Workplace Violence: Any physical assault, threatening behavior or verbal abuse occurring in the workplace by employees or third parties. Prohibited behavior includes, but is not limited to:

* Injuring another person physically (such as beating, stabbing, shooting, or rape);
* Engaging in behavior that creates a reasonable fear of injury in another person;
* Engaging in behavior that creates a reasonable fear of injury to the individual (such as attempted suicide);
* Engaging in behavior that subjects another individual to extreme emotional distress (such as threats, obscene phone calls, or intimidating presence);
* Possessing, brandishing, or using a weapon while on University premises or engaged in University business;
  o Note: University Police are authorized to possess weapons in the workplace as required for their job duties with the University.
* Damaging property intentionally;
* Threatening to injure an individual or damage property;
* Committing injurious acts motivated by, or related to, domestic violence or sexual harassment;
* Harassment of any nature (such as stalking, shouting or swearing); and
* Retaliating against any employee who, in good faith, reports a violation of this policy.

G. AUTHORITY

This policy is adopted and conforms to Virginia Department of Human Resource Management Workplace Violence Policy 1.80. The University reserves the right to revise, change, or eliminate this policy as necessary and without notice.

H. REFERENCES

CNU Alert Information
CNU Campus Violence Prevention Policy
Department of Human Resource Management Policies
Silent Witness Program
University Handbook

I. INTERPRETATION

The Chief of Police, Director of Human Resources, and Chief of Staff are responsible for the official interpretation of this policy. The Campus Violence Prevention Committee shall review the Policy on an annual basis to assess the effectiveness of the Workplace Violence Policy and to ensure consistency with current laws. Administrative offices that respond to imminent threats of violence and the Threat Assessment Team will share information with the Campus Violence Prevention Committee for the purpose of policy development and updates.

J. APPROVAL AND REVISIONS:

Approved By: Policy Committee, August 31, 2016

K. NEXT REVIEW DATE: August 2017