



Applies to: Faculty, staff, graduate associates, and student employees.

Responsible Office

Office of Human Resources

POLICY

Issued: 03/02/1999
Revised: 09/24/2018
Edited: 10/23/2018

The Ohio State University is committed to providing an environment that is safe, secure, and free from threats and violence. The university's goal is to provide a work environment in which workplace violence is not tolerated.

Purpose of the Policy

To maintain a work environment free from workplace violence.

Definitions

Table with 2 columns: Term and Definition. Rows include: Deadly weapon, Workplace violence, Threatening Behavior, and Violent Behavior.

Policy Details

- I. Scope
A. Conduct Not Tolerated by the University
1. The following actions are considered to be workplace violence:
a. Threatening behavior and/or violent behavior that causes a disruption to the work environment and leads a reasonable person to fear for their physical safety.
b. Physical conduct that results in harm to people or property.
c. Possession of deadly weapons on university property.
i. As required by Ohio Revised Code Section 2923.1210, this section does not prohibit a person who has been issued a valid concealed handgun license from transporting or storing a firearm or ammunition when both of the following conditions are met:
(1) Each firearm and all of the ammunition remains inside the person's privately owned motor vehicle while the person is physically present inside the motor vehicle, or each firearm and all of the ammunition is locked within the trunk, glove box, or other enclosed compartment or container within or on the person's privately owned motor vehicle; and

1 This definition does not apply to Ohio State University Police Department officers or Wexner Medical Center Security officers or other employees authorized by the Department of Public Safety when, in the performance of their job duties, they possess or use a deadly weapon in accordance with Ohio law, University policies, and Department of Public Safety.

2 The possession or use of knives, such as utility knives, boxcutters, and kitchen knives, that are determined by the leader of the employing unit to be necessary to perform one's job duties, will not be considered a violation of this policy as long as they are not used to threaten or harm persons or property and are otherwise used in accordance with applicable law and University policies.



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(2) The vehicle is in a location where it is otherwise permitted to be.

d. Use of university property or resources to engage in threatening or violent behavior.

B. Medium

1. 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.).

C. Location

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

D. Jurisdiction

1. The university has an obligation to address allegations that this policy has been violated. The university may take any appropriate action, including informing the accused of the allegation and pursuing an investigation even in cases when the complainant is reluctant to proceed.

2. Additional conduct or behavior requirements for Wexner Medical Center (WMC) employees can be found in the [WMC Compliance Standards of Conduct](#) and the [WMC Reporting Suspicious or Criminal Activity Policy, Policy 04-18](#). Students are covered by the Code of Student Conduct. Students acting in their capacity as graduate associates or student employees are covered by this policy.

3. Incidents of sexual misconduct, which includes domestic and dating violence and stalking, are addressed under [Sexual Misconduct, 1.15](#).

4. The university's response to an allegation of workplace violence may differ if the accused is a visitor or other third-party or is not subject to the university's jurisdiction. In such cases, the university may, among other things, contact or cooperate with law enforcement.

II. Duty to Report

A. Anyone who experiences, observes, or believes they may be targets of workplace violence are encouraged to report allegations of workplace violence to:

1. Their HRP or supervisor;

2. [OHR Employee Relations](#) /[WMC Employee Relations](#);

3. University Anonymous Reporting Line; and/or

4. the Ohio State University Police Department (OSUPD)/Wexner Medical Center Security (WMCS).

B. Each of the following individuals are required to report allegations of workplace violence to the Ohio State University Police Department (OSUPD)/Wexner Medical Center Security (WMCS) and to Office of Human Resources (OHR)/WMC Employee Relations. They should report immediately when they become aware of information that would lead a reasonable person to believe that workplace violence has occurred.

1. Human Resource Professionals (HRPs) and

2. Anyone who supervises faculty, staff, students, or volunteers.

C. Action may be taken when an individual fails to fulfill their duty to report. Action may include:

1. Corrective action when a staff member is involved or

2. Referral pursuant to [Faculty Rule 3335-5-04](#) when a faculty member is involved.

III. Confidentiality

A. The university recognizes the importance of confidentiality. To the extent possible, information received in connection with the filing, investigation, and resolution of allegations will be treated as confidential except when necessary to conduct an appropriate investigation, to provide assistance and resources to complainants, to perform other appropriate university functions, or when the university is required to provide information under the law, including Ohio's public records law.

IV. Retaliation

A. The university will not tolerate retaliation in any form against any individual who makes an allegation, files a report, serves as a witness, assists a complainant, or participates in an investigation.

B. Retaliation is a serious violation that can result in discipline up to and including termination of employment, independent of the merits of the underlying investigation.



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PROCEDURE

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I. Reporting or Making a Complaint

- A. In the event of imminent danger of workplace violence, or upon becoming aware of information that would lead a reasonable person to believe that workplace violence has occurred, HRPs and anyone who supervises faculty, staff, students, or volunteers have a duty to report as follows:
 1. Notify OSUPD, WMCS, or 911 (regional campuses should contact the appropriate law enforcement agency);
 2. Seek assistance for persons needing care; and
 3. Contact OHR/WMC Employee Relations to request guidance and assistance.
- B. In the event of imminent danger of workplace violence, individuals who do not have a duty to report are encouraged to follow the steps outlined in I.A.
- C. Individuals without a duty to report who have experienced, observed, or believe they may be targets of workplace violence are encouraged to make a report to:
 1. Their HRP or supervisor;
 2. [OHR Employee Relations](#) /[WMC Employee Relations](#);
 3. [University Anonymous Reporting Line](#); and/or
 4. [OSUPD/WMCS](#).

II. Evaluating or Responding to Workplace Violence

- A. HRPs and anyone who supervises faculty, staff, students, or volunteers must be alert to possible signs of violence and immediately evaluate any alleged threat by assessing its perceived intent and the capacity and means to fulfill the threat. Factors to consider include the nature of the threat, duration of risk, and likelihood that harm will occur.
- B. HRPs and anyone who supervises faculty, staff, students, or volunteers are encouraged to document and evaluate circumstances associated with the event including a record of information from all involved employees or witnesses. The [Incident Report for Workplace Violence form](#) may be used as a resource for documenting the circumstances.
- C. OHR/WMC Employee Relations will:
 1. Promptly investigate pursuant to investigation guidelines and
 2. When appropriate, recommend appropriate corrective action, or referral pursuant to [Faculty Rule 3335-5-04](#) when a faculty member is involved based upon the results of an investigation.
 3. OHR/WMC Employee Relations, when applicable, will evaluate/process requests for corrective action.

III. Crisis Assessment Team (CAT)

- A. The CAT may be convened by OHR to:
 1. Assess, manage, and provide consultation on incidents involving imminent danger, violence, or other situations as determined by OHR;
 2. Determine appropriate actions to assist the affected unit; and
 3. Develop and implement action plans.
- B. The CAT consists of representatives from OHR/WMC Employee Relations, OSUPD, WMCS, Ohio State Employee Assistance Program, Office of Legal Affairs, the employing unit, and other units when appropriate, such as the Office of Academic Affairs or Office of Student Life.

IV. Creating Workplace Safety Plans

- A. Workplace safety plans are to be collaboratively developed by the employing unit, OHR/WMC Employee Relations and/or OSUPD/WMCS in response to workplace violence or in instances when an employee feels



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targeted by violence. Plans may include, and are not limited to, changing work stations and telephone numbers, and escort for entry to and exit from the work location.

VI. Consequences of Policy Violations

A. Individuals found to engage in behavior in violation of this policy may:

1. Be required to seek and successfully complete training, assessment, counseling, treatment, and/or referrals; and/or
2. Be subject to corrective action, up to and including termination, in accordance with university policies or rules.

B. Criminal charges may also be filed, as appropriate.

Responsibilities

Position or Office	Responsibilities
Crisis Assessment Team (CAT Team)	<ol style="list-style-type: none"> 1. Assess, manage, and provide consultation on incidents involving imminent danger or violence. 2. Determine appropriate action to assist the affected unit. 3. Develop and implement an action plan.
HRPs, anyone supervising faculty, staff, students, or volunteers	<ol style="list-style-type: none"> 1. Utilize available resources to familiarize employees with this policy. 2. Notify OSUPD, WMCS, or 911 and OHR/WMC Employee Relations immediately when they become aware of information that would lead a reasonable person to believe that workplace violence has occurred. 3. Evaluate, document, consult, and seek assistance with any alleged threat. 4. Be alert to possible signs of violence. 5. Develop and implement individualized workplace safety plans in consultation with OSUPD/WMCS and OHR/WMC Employee Relations. 6. Respect the confidentiality and reputation of all parties to the extent possible.
Office of Human Resources Employee Relations/Wexner Medical Center Employee Relations	<ol style="list-style-type: none"> 1. Provide assistance to the employing unit including consultation on the development of individualized workplace safety plans. 2. When staff is involved, evaluate/process requests for corrective action. 3. When a faculty member is involved, when appropriate, refer the matter to the hearing procedure set forth in Faculty Rule 3335-5-04. 4. Activate the CAT as needed. 5. Respect the confidentiality and reputation of all parties to the extent possible.
OSUPD/WMCS (Regional campuses should contact campus security and/or local law enforcement)	<ol style="list-style-type: none"> 1. Participate on the CAT as appropriate. 2. Assist with the development of workplace safety plans as appropriate.

Resources

Forms

Incident Report for Workplace Violence form, hr.osu.edu/wp-content/uploads/form-wp-violence-incident.pdf

Governance Documents

Code of Student Conduct, trustees.osu.edu/index.php?q=rules/code-of-student-conduct

Faculty Rule 3335-5-04,

trustees.osu.edu/rules/university-rules/chapter-3335-5-faculty-governance-and-committees.html

Investigation Guidelines, hr.osu.edu/wp-content/uploads/discrimination-investigation-guidelines.pdf

Sexual Misconduct, 1.15, hr.osu.edu/wp-content/uploads/policy115.pdf

Whistleblower Policy, 1.40, hr.osu.edu/wp-content/uploads/policy140.pdf

WMC Compliance Standards of Conduct,

onesource.osumc.edu/departments/Compliance/Documents/Standards%20of%20Employee%20Conduct/Standards%20of%20Employee%20Conduct.pdf



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WMC Reporting Suspicious or Criminal Activity 04-18, policytech.osumc.edu/dotNet/documents/?docid=52345

WMC Whistleblower Policy 02-48, policytech.osumc.edu/dotNet/documents/?docid=52656

Additional Resources and Training

Assessing the Need for a CAT Meeting, hr.osu.edu/wp-content/uploads/policy705-cat.pdf

How to Respond to an Active Shooter, dps.osu.edu/active-shooter

Office of Academic Affairs Document Guide to Assist Disruptive or Distressed Individuals, <https://oaa.osu.edu/assets/files/documents/911handout.pdf>

University Anonymous Reporting Line, secure.ethicspoint.com/domain/media/en/gui/7689/index.html

University Health Services, 614-293-8146

Workplace Violence Frequently Asked Questions, hr.osu.edu/wp-content/uploads/policy705-faq.pdf

Workplace Violence Online Training, hr.osu.edu/news/2017/08/01/workplace-violence-awareness-online-learning-module/

Contacts

Subject	Office	Telephone	E-mail/URL
Counseling and employee assistance	Ohio State Employee Assistance Program, OSU Health Plan	614-292-4472 800-678-6265	osuhealthplan.com/members/ohio-state-employee-assistance-program-eap
Counseling for students	Counseling and Consultation Service	614-292-5881	ccs.osu.edu
Imminent danger; campus-wide police issues	Ohio State University Police Division	614-292-2121	dps.osu.edu/police
Imminent danger; WMC security issues	Wexner Medical Center Security	614-293-8500	dps.osu.edu/wexner-medical-center-security
Legal issues	Office of Legal Affairs	614-292-0611	legal.osu.edu
Make an anonymous report	University Anonymous Reporting Line	614-866-294-9350	secure.ethicspoint.com
Policy interpretation and consultation; employee issues	Employee Relations, Office of Human Resources	614-292-2800	hr-elr@osu.edu hr.osu.edu/services/elr/
WMC policy interpretation and consultation; employee issues	Employee Relations, Medical Center Human Resources	614-293-4988	EmployeeLaborRelatio@osumc.edu onesource.osumc.edu/departments/HumanResources/Pages/EmployeeandLaborRelations.aspx

History

Issued: 03/22/1999, issued as Workplace Violence
 Edited: 09/06/2002
 Edited: 07/14/2004
 Revised: 01/31/2006, renamed Workplace and Family and Relationship Violence
 Edited: 04/01/2006
 Revised: 09/01/2011
 Revised: 09/01/2015, renamed Workplace Violence
 Interim Revised: 03/20/2017
 Revised: 09/24/2018
 Edited: 10/23/2018