



Applies to: Faculty, staff, graduate associates, and student employees.¹

Responsible Office

Office of Human Resources

POLICY

Issued: 03/02/1999

Interim Revised: 03/20/2017

The Ohio State University is committed to providing faculty, staff, and students with an environment that is safe, secure and free from threats, intimidation and violence. This includes providing a supportive workplace in which employees can discuss violence occurring in their lives and seek assistance with those concerns. Our goal is to provide a workplace in which violence of any kind is neither tolerated nor excused.

Purpose of the Policy

To promote an atmosphere that encourages learning and productive employment, quick responsive action will be taken if violence or the threat of violence arises.

Definitions

Term	Definition
Deadly weapon	Any instrument, device or thing capable of inflicting death, and designed or specially adapted for use as a weapon, or possessed, carried or used as a weapon including, but not limited to, a firearm (including unloaded, inoperable or sawed off firearms, starter pistols, zip guns, etc.), knife, club, brass knuckles, martial arts weapon, or stun gun.
Workplace violence	Any act resulting in threatened or actual harm to a person or property in the workplace.

Policy Details

- I. Conduct or Behavior Not Tolerated by the University
 - A. Direct or implied threats.
 - B. Physical conduct that results in harm to people or property.
 - C. Possession of **deadly weapons** on university property.
 - D. Intimidating conduct or harassment that disrupts the work environment or results in fear for personal safety.
 - E. Use of university property or resources such as work time, telephones, fax machines, mail, e-mail, internet, or other means to threaten, harass, or abuse someone.
- II. Consequences of Policy Violations
 - A. Individuals found to engage in behavior in violation of this policy will be subject to corrective action, up to and including termination, in accordance with university policies or rules. Criminal charges may also be filed, as appropriate.
 - B. The university will take reasonable steps to respect the confidentiality and autonomy of the victim in a reported situation of **workplace violence**, to the extent allowed by law.
 - C. Perpetrators of workplace violence may be required to seek and successfully complete training, assessment, counseling, treatment and/or referrals.
- III. Incidents of sexual misconduct, which includes domestic and dating violence and stalking, are handled under [Sexual Misconduct, 1.15](#).

¹ Students who are not graduate associates or student employees are covered by the [Code of Student Conduct](#). This policy does not apply to Health System employees. Refer to University Hospitals Policy and Procedures Manual, Workplace Standards of Conduct, Policy 02-24.



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

PROCEDURE

Issued: 03/02/1999

Interim Revised: 03/20/2017

In an effort to promote a safe work environment, employees who are the victims of workplace violence, or who believe they may be targets of violence, are encouraged to promptly notify an appropriate administrator, [OHR Employee Relations](#), [University Police](#) and/or [Ohio State Employee Assistance Program](#). Confidentiality will be maintained to the extent allowed by law.

I. Crisis Assessment Team (CAT)

A. The Crisis Assessment Team is convened by the Office of Human Resources. The CAT:

1. Assesses, advises on, and manages incidents involving imminent danger, violence, or other appropriate situations as determined by the Office of Human Resources;
2. Determines appropriate actions to assist the affected unit;
3. Conducts investigations as appropriate; and
4. Develops and implements action plans.

B. The team consists of representatives from the Office of Human Resources, [University Police](#), [Ohio State Employee Assistance Program](#), [Office of Legal Affairs](#), and other units when appropriate, such as the [Office of Academic Affairs](#) or [Office of Student Life](#). The CAT is not designed to address workplace issues that should be handled with appropriate procedures at the employing unit level.

II. Evaluating Alleged Threats

A. Employing units 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. If the circumstances do not indicate imminent danger to persons or damage to property:

1. Document the circumstances associated with the event to include a record of information from all involved employees or witnesses, and an evaluation of the circumstances.
2. Contact the Office of Human Resources, Employee Relations, to report the incident and to request guidance and assistance.
3. Promptly develop and implement a plan of action in consultation with OHR Employee Relations.
4. Promptly investigate and initiate appropriate corrective action based upon the individual's degree of involvement.

C. In the event of imminent danger or an incident of violence involving injury to persons or damage to property:

1. Notify police. Regional campuses should contact the appropriate law enforcement agency.
2. Seek assistance for persons needing care.
3. Using the [Employee Accident form](#) or [Incident Report for Workplace Violence form](#), document circumstances associated with the event to include a record of information from all involved employees or witnesses, and an evaluation of the circumstances.
4. Contact OHR Employee Relations to report the incident.
5. Promptly develop and implement a plan of action.
6. Promptly investigate and initiate appropriate corrective action based upon results of the investigation.

III. Managing Environments

A. Employing units should:

1. Familiarize employees with this policy and incorporate it into new faculty and staff orientation materials.
2. Schedule workplace violence training for leaders, supervisors, and managers. Provide training on an ongoing basis for faculty, staff, and student employees.
3. Refer individuals to resources available through the Office of Human Resources and the community.
4. Support employees who seek professional help.

IV. Workplace Safety Plans

A. Workplace safety plans are to be collaboratively developed between the employing unit and [OHR Employee Relations](#), in response to workplace violence or for instances when an employee feels targeted by violence. Plans



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

may include and are not limited to changing work stations and telephone numbers and escort for entry to and exit from the building.

V. University Police

A. University Police are key partners in addressing workplace violence and are responsible to:

1. Restore order in a conflict situation.
2. Enforce the law including existing protection orders.
3. Arrange for emergency medical assistance.
4. Participate on a crisis assessment team as appropriate.

Responsibilities

Position or Office	Responsibilities
Employing unit	<ol style="list-style-type: none"> 1. Familiarize employees with this policy and incorporate into your new employee and new faculty orientation materials. 2. Schedule workplace violence training for leaders, supervisors, and managers. Provide training on an ongoing basis for faculty, staff, and student employees. 3. Be alert to possible signs of violence, refer individuals to resources available through the Office of Human Resources and the community, and support employees who seek professional help. 4. Evaluate, document, consult, and seek assistance with any alleged threat, as outlined in this document. 5. Develop and implement individualized workplace safety plans in consultation with OHR Employee Relations. 6. Take reasonable steps to respect the confidentiality and autonomy of the victim to the extent allowed by law.
Faculty, staff, graduate associates, and student employees	<ol style="list-style-type: none"> 1. Be knowledgeable about this policy. 2. Report violations of the policy to an appropriate administrator (e.g. immediate supervisor, department head, human resource officer), University Police, OHR Employee Relations, or the Ohio State Employee Assistance Program. 3. Attend training, assessments, counseling, or treatment as required.
University Police (Regional campuses should contact campus security and/or local law enforcement.)	<ol style="list-style-type: none"> 1. Restore order in a conflict situation. 2. Enforce the law including existing protection orders. 3. Arrange for emergency medical assistance. 4. Participate on a crisis assessment team as appropriate.
Office of Human Resources	<ol style="list-style-type: none"> 1. Provide assistance to the employing unit including consultation on the development of individualized workplace safety plans. 2. Process requests for corrective action. 3. Activate the crisis assessment team as needed. 4. Take reasonable steps to respect the confidentiality and autonomy of the victim to the extent allowed by law.
Crisis Assessment Team (CAT Team)	<ol style="list-style-type: none"> 1. Assess, advise on, and manage incidents involving imminent danger or violence. 2. Determine appropriate action to assist the affected unit. 3. Conduct an investigation as appropriate. 4. Develop and implement an action plan.

Resources

- Assessing the Need for a CAT Meeting, hr.osu.edu/policy/resources/705CAT.pdf
 Code of Student Conduct, trustees.osu.edu/rules/code-of-student-conduct/
 Employee Accident Report form, hr.osu.edu/wp-content/uploads/form-accident-report.pdf
 Investigation Guidelines, hr.osu.edu/wp-content/uploads/discrimination-investigation-guidelines.pdf
 Incident Report for Workplace Violence form, hr.osu.edu/wp-content/uploads/form-wp-violence-incident.pdf
 Office of Academic Affairs, 614-292-5881, oaa.osu.edu
 Sexual Misconduct, 1.15, hr.osu.edu/public/documents/policy/policy115.pdf
 University Health Services, 614-293-8146



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

Contacts

Subject	Office	Telephone	E-mail/URL
Policy interpretation and consultation	Employee Relations, Office of Human Resources	614-292-2800	hr.osu.edu/services/elr/ hr-elr@osu.edu
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
Health System employee issues	Employee Relations, Medical Center Human Resources	614-293-4988	
Imminent danger; police issues	University Police	614-292-2121	dps.osu.edu
Legal issues	Office of Legal Affairs	614-292-0611	legal.osu.edu

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