

**California Polytechnic State University**  
San Luis Obispo

**WORKPLACE VIOLENCE PREVENTION PROGRAM  
GUIDELINES**

**Policy**

California Polytechnic State University, San Luis Obispo (Cal Poly) is committed to maintaining an environment free of any form of violence in the workplace.

**Definition of Workplace Violence**

Workplace violence includes, but is not limited to, intimidation, threat of violence and or act of violence.

**Intimidation:** An intentional act toward another person, the result of which causes the other person to reasonably fear for his/her safety or the safety of others.

**Threat of violence:** An intentional act that threatens bodily harm to another person or damage to the property of another.

**Act of violence:** An intentional act that causes bodily harm to another person or damage to the property of another.

**Implementation**

The Administration and Finance Division will oversee the Workplace Violence Prevention Program.

**Procedures**

To address incidents of workplace violence and to ensure speedy and effective resolution of these incidents, the University has established the following process for an individual that has knowledge of, has witnessed, or been subject to workplace violence.

1. Immediately report the situation to University Police if there is a sense of fear for your safety or the safety of others.
2. If he/she is an employee (including faculty, staff and student assistants) the individual should report the situation to his/her supervisor or Human Resources as soon as possible. If the individual is a student, he/she should report the situation to Office of the Vice President of Student Affairs as soon as possible.
3. Human Resources and/or Office of the Vice President of Student Affairs will immediately consult with the Vice President for Administration and Finance on all incidents and, if appropriate, members of the Incident Response Team will be convened.

## **Responsibilities and Appointments**

### **General**

It is everyone's responsibility to conduct themselves in such a way as to contribute to an environment that is free of violence, intimidation and threat. No individual shall be subjected to reprisal, retaliation, or disciplinary action for reporting acts pursuant to these guidelines. Periodic training will be made available for employees to attend. The University will also determine appropriate sanctions, including discipline, in situations where malicious and/or false allegations of violent conduct, threats or intimidation are confirmed.

### **Executive Director for Human Resources**

The Executive Director for Human Resources acts as the chairperson for the Advisory Committee and is responsible for overall coordination of the University's Workplace Violence Prevention Program.

The Executive Director for Human Resources will:

- Summon members of the Incident Response Team (IRT), as needed.
- Work with the Cal Poly Public Affairs office in the release of information to the media and others with appropriate information.
- Convene the Advisory Committee on Workplace Violence Prevention at regular intervals.

### **University Administrators and Supervisors**

Once an administrator or supervisor has knowledge of workplace violence under his or her administrative jurisdiction, the administrator or supervisor must take timely steps to deal with the matter appropriately by consulting with Human Resources.

Program administrators are responsible for taking positive steps to educate and sensitize employees and students with respect to this issue. Administrators and supervisors are encouraged to attend workshops on the issue of workplace violence and prevention and to make training opportunities accessible to their staff.

### **University Police**

University Police will take an active role in addressing acts of campus violence by providing immediate intervention in crisis situations, coordinating appropriate support services in situations of on-going safety concerns and by providing notification to the applicable human resources office of reports of acts of violence, intimidation and threat.

### **Human Resources**

Human Resources will investigate allegation and determine if action needs to be taken by either Human Resources or Academic Personnel. Human Resources will be responsible for appropriate personnel documentation.

### **Human Resources Coordinator (ASI), Safety Fitness and Training Administrator (Corporation) and University Training Officer (State)**

These positions will be responsible for the development and implementation of programs and training (i.e., new employee training, etc.).

### **Office of the Vice President of Student Affairs**

Office of the Vice President of Student Affairs will investigate allegation, consult with Human Resources and determine if action needs to be taken.

### **Workplace Violence Prevention Advisory Committee**

The Advisory Committee on Workplace Violence Prevention shall have overall responsibility for the following:

1. Monitoring and assessing campuswide efforts to address issues of workplace violence.
2. Developing, and recommending modification of University guidelines and procedures related to workplace violence.
3. Reviewing and recommending programs and training (i.e., employee orientation, etc.).

### **Incident Response Team**

The Executive Director for Human Resources, as Chair of the Workplace Violence Prevention Advisory Committee, may call together the Incident Response Team. There may be times when only one or two team members will be called to respond. Functions of the team include the following:

1. Assist with intervention.
2. Provide a broad perspective on how to handle a problem.
3. Maintain confidentiality.
4. Make recommendations to the Vice President of Administration and Finance for future actions based upon a post-incident evaluation.

The members of an Incident Response Team shall be individuals from the following nominating authorities:

- Executive Director, Human Resources
- Chief, University Police
- Risk Manager
- Director, Health & Counseling Services
- Director, Judicial Affairs
- Executive Director, University Housing
- Associate Vice Provost, Academic Personnel
- Director, Human Resources, Corporation
- Human Resources Coordinator, ASI
- Director, Public Affairs
- Director, Emergency Operations

[Approved by President's Management Staff on June 10, 2009]