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### UNIVERSITY OF LOUISIANA AT LAFAYETTE VIOLENCE-FREE WORKPLACE POLICY

#### 1.0 INTRODUCTION

- 1.1 Employees and students are the University's most valuable resource and their safety and security are essential to carry out their responsibilities. Every employee and student has a reasonable expectation to perform his/her assigned duties in an atmosphere free of threats and assaults.
- 1.2 Recognizing the increasing incidence of violence in the workplace, the Governor of the State of Louisiana issued an executive order committing the Governor and the State of Louisiana to work toward a violence-free workplace for state employees.
- 1.3 The University of Louisiana at Lafayette fully supports this effort, is committed to a violence-free workplace, and is a Firearms Free Campus.

#### 2.0 DEFINITIONS

- 2.1 Assault - Assault is an attempt to commit a battery, or the intentional placing of another in reasonable apprehension of receiving a battery. (Example: I may have a stick raised and know that I have no intention of striking you, but, based on the circumstances, you have a reasonable apprehension that I plan to strike you.)
- 2.2 Battery - Battery is the intentional use of force or violence upon another; or the intentional administration of a poison or other noxious liquid or substance to another.
- 2.3 Credible Threat - A credible threat is a statement or action that would cause a reasonable person to fear for the safety of him/herself or that of another person and does, in fact, cause such fear.
- 2.4 Intentional - Intentional refers to conduct when the circumstances indicate that the offender, in the ordinary course of human experience, must have considered the criminal consequences as reasonably certain to result from his act or failure to act.
- 2.5 Violence - Violence is the commission of an assault or battery or the making of a credible threat; creating a hostile environment.
- 2.6 Workplace - The workplace is any site where an employee is placed for the purpose of completing job assignments.
- 2.7 Hostile Environment – Abusive behavior that creates an unsafe or threatening environment through actions or words by another individual or group.

#### 3.0 MANAGEMENT RESPONSIBILITIES

The University of Louisiana at Lafayette shall comply with federal and state statutes, rules, regulations and or guidelines in making reasonable efforts to:

- 3.1 hire, train, supervise and discipline employees;
- 3.2 intervene in situations of harassment in the workplace where the employer is aware of the harassment;
- 3.3 ensure employees and/or independent contractors are fit for duty, and do not pose unnecessary risks to others;

- 3.4 provide security precautions and other measures to minimize the risk of foreseeable criminal intrusion based upon prior experience or location in a dangerous area;
- 3.5 maintain an adequate level of security;
- 3.6 establish and implement a written policy and plan dealing with violence in the workplace;
- 3.7 provide employee training on the agency plan, warning signs of potential for violent behavior, and precautions, which may enhance the personal safety of the employee at work;
- 3.8 warn an employee of a credible threat made by another to do harm to that employee;
- 3.9 support the application of sanctions and/or prosecution of offenders, as appropriate;
- 3.10 accommodate, after appropriate evaluation, employees who require special assistance following incident(s) of workplace violence;
- 3.11 cooperate with law enforcement agencies;
- 3.12 establish a uniform violence reporting system with regular review of submitted reports;
- 3.13 initiate procedures to protect from retaliation employees who report credible threats; and
- 3.14 keep up-to-date records to evaluate the effectiveness of administrative work practice changes initiated to prevent workplace violence.

#### **4.0 MANAGEMENT COMMITMENT**

- 4.1 At the University of Louisiana at Lafayette management commitment, including the endorsement and visible involvement of top levels of supervision, provides the motivation and resources to deal effectively with workplace violence, and includes:
  - 4.1.1 assigned responsibility for various aspects of the workplace violence prevention program to ensure that all supervisors and employees understand their roles and responsibilities;
  - 4.1.2 treatment of workplace violence, incidents, complaints and concerns with seriousness, keeping confidential all reports and the identification of parties, except to those who have a legitimate need to know and to the extent required by law.

#### **5.0 EMPLOYEE RESPONSIBILITIES**

At the University of Louisiana at Lafayette:

- 5.1 Any member of the University community who believes that he/she has been the victim of workplace violence shall report this incident to the Director of Personnel Services at 482-6242.
- 5.2 Any member of the University community should report any incidents that create a fear of safety for himself/herself or that of another person to University Police at 482-6447.

#### **6.0 WORKPLACE ANALYSIS**

- 6.1 The process of workplace analysis involves a step-by-step, common-sense look at the workplace to find existing or potential hazards for the occurrence of workplace violence. The workplace analysis entails reviewing specific procedures or operations that

contribute to hazards and specific locales where hazards may develop. The workplace analysis program includes, but is not limited to:

- 6.1.1 analyzing and tracking records;
- 6.1.2 monitoring trends;
- 6.1.3 analyzing incidents; and
- 6.1.4 analyzing workplace security.

6.2 At the University of Louisiana at Lafayette the responsibility for conducting and maintaining workplace analysis is assigned to the Violence in the Workplace Committee.

6.3 The initial workplace analysis for the University of Louisiana at Lafayette shall be performed by designated site coordinator(s) within 45 days of the publication of this policy.

## **7.0 INCIDENT RESPONSE AND EVALUATION**

7.1 The Director of Personnel Services may direct the complainant to one of the following individuals:

- 7.1.1 The Associate Dean of Students, if the complainant is a student
- 7.1.2 The grievance officer charged by the University President with investigating such complaints, if the complainant is an employee
- 7.1.3 Complaints from non-University persons (i.e. visitors, by-standers, etc.) shall be forwarded directly to University Police for investigation.

## **8.0 RECORDS**

8.1 Complaint records associated with violence in the workplace shall remain confidential to the extent practicable and appropriate under the circumstances to protect the privacy of persons involved.

## **9.0 EVALUATION**

9.1 Regular evaluation of this policy shall be conducted as needed by the Violence in the Workplace Committee.

## **10.0 TRAINING AND EDUCATION**

- 10.1 At the University of Louisiana at Lafayette,
  - 10.1.1 All employees, shall have training and instruction on general, job-specific, and work site-specific safety and security practices;
  - 10.1.2 Training and instruction shall be provided within one year of policy implementation and regularly thereafter; and
  - 10.1.3 Training shall begin with orientation of new employees during their regularly scheduled orientation session and regularly thereafter.
- 10.2 UL Lafayette shall provide regular correspondence to all employees on violence in the workplace through safety meeting documentation and other information whenever possible at intervals not to exceed three (3) years.

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