OLD DOMINION UNIVERSITY
University Policy

Policy #6501
WORKPLACE VIOLENCE PREVENTION POLICY

Responsible Oversight Executive: Vice President for Human Resources
Date of Current Revision or Creation: September 30, 2011

A. PURPOSE

The purpose of this policy is to provide a safe working environment for University employees by establishing preventive measures, determining disciplinary action for policy violations, and providing assistance and support to victims of workplace violence.

B. AUTHORITY

Virginia Code Section 23-9.2:3, as amended, grants authority to the Board of Visitors to establish rules and regulations for the institution. Section 6.01(a)(6) of the Board of Visitors Bylaws grants authority to the President to implement the policies and procedures of the Board relating to University operations.

Virginia Code Section 23-9.2:10, as amended requires all public colleges and universities to have policies and procedures in place for the prevention of violence on campus, including assessment and intervention with individuals whose behavior poses a threat to the safety of the campus community.

Commonwealth's Department of Human Resource Management Policy 1.80 – Workplace Violence

Commonwealth's Department of Human Resource Management Policy 2.30 – Workplace Harassment

C. DEFINITIONS

Prohibited Conduct - Behaviors including, but not limited to, intentionally:

- Injuring another person physically;
- Engaging in written, electronic, verbal or physical behavior that creates a reasonable fear of injury to an identifiable person;
- Engaging in written, electronic, verbal or physical behavior that subjects an identifiable individual to extreme emotional distress;
- Defacing or damaging property;
- Threatening to injure an individual or to damage property;
- Committing injurious or threatening acts related to sexual misconduct, stalking, dating or domestic violence, or sexual harassment;

- Brandishing a weapon or firearm; and
- Retaliating against any individual who, in good faith, reports a violation of this policy.

Third Parties - Individuals who are not State employees, such as 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 surrounding perimeters, such as parking lots, field locations, and alternate work locations, and travel to and from work assignments.

Workplace Violence - Any physical assault, threatening behavior, prohibited conduct or verbal abuse occurring in the workplace on property owned or controlled by the University.

D. SCOPE

This policy applies to all employees, volunteers, and employees of affiliated organizations. Employees include all staff, administrators, faculty, full- or part-time, classified or non-classified persons, and students who are paid by the University. Affiliated organizations are separate entities that exist for the benefit of the University and include the Foundations, the Community Development Corporation, and the Alumni Association.

E. POLICY STATEMENT

Old Dominion University prohibits workplace violence. Individuals engaging in prohibited conduct shall be subject to disciplinary action under the appropriate policies, up to and including dismissal.

It is the responsibility of every employee to take any prohibited conduct seriously and to report acts of violence or threats to the appropriate authorities as set forth in this policy.

F. PROCEDURES

In all cases, any individual who feels he or she is in immediate danger should call 911. He or she may also contact the ODU Police Department (ODUPD) (757-683-4000) or the Norfolk Police Department (757-441-5610).

1. Responsibilities

   Department heads, directors, and supervisors are responsible for responding to complaints of prohibited conduct, communicating the policy to all employees under their supervision, ensuring that facilities are as safe as feasible, identifying and providing violence prevention training to employees as appropriate, and ensuring that all employees are aware of how to report potential threats.

2. Implementation

The Office of Human Resources will coordinate employee-related preventive measures, including conducting criminal conviction checks in accordance with University policy, providing awareness programs to new employees, coordinating referrals to the employee assistance program, advising employees and managers, making referrals and providing assistance in case management to the Threat Education, Assessment and Management Team, and coordinating with other University and community resources to support victims of violence.

The Office of Human Resources shall establish a mechanism for employees to report violations of this policy in a manner that protects the safety and anonymity of reporting persons and shall communicate this policy to all employees.

The Vice President for Human Resources shall appoint a Coordinator responsible for overall implementation of a workplace violence prevention program. The Coordinator shall, with the assistance of the Workplace Violence Prevention Committee, develop and implement a plan to address and prevent workplace violence.

3. Workplace Violence Prevention Committee

As part of a larger, institution-wide commitment to a safe workplace, the Vice President for Human Resources or designee will chair a campus-wide Workplace Violence Prevention Committee, which will be appointed by the President and responsible for:

a. Conducting an annual review to identify potential or existing risks, including gathering and analyzing reports and data to identify high-risk departments, activities, or locations;

b. Recommending and implementing employee awareness and training programs on workplace violence, to include the following:

   - training for supervisors and managers to recognize conditions that might contribute to workplace violence and to properly address these situations;
   - training for employees to enable them to properly recognize and to respond to potentially violent situations in the workplace; and
   - notifying the University community of resources and services available in response to workplace violence and the potential for domestic violence.

c. Implementing plans and protocols for responding to credible threats and acts of violence (crisis management plan);

d. Reviewing periodic summary reports from the ODUPD, the Office of Human Resources, and other offices;

e. Communicating internally with employees regarding workplace violence prevention programs; and

f. Evaluating the effectiveness of the University's workplace violence prevention programs.

G. RESPONSIBLE OFFICER

Employee Relations Manager, Office of Human Resources

H. RELATED INFORMATION

Commonwealth's Department of Human Resource Management Policy 1.60, Standards of Conduct

Old Dominion University Board of Visitors Policy 1013 – Firearms, Weapons and Certain Related Devices

Old Dominion University Board of Visitors Policy 1014 – Threat Assessment

Old Dominion University Board of Visitors Policy 1530 – Student Disciplinary Policies and Procedures

University Policy 3012 – Safety and Security Policy

University Policy 3230 – Sexual Harassment Policy

University Policy 6330 – General Harassment Policy

University Policy 4600 – Sexual Misconduct Policy

Disruptive Behavior Policy for Faculty and Administrators

POLICY HISTORY
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Policy Formulation Committee (PFC) & Responsible Officer Approval to Proceed:

/s/ Kathy Williamson — September 15, 2011
Responsible Officer Signature — Date

Policy Review Committee (PRC) Approval to Proceed:

/s/ Donna W. Meeks — August 23, 2011
Policy Review Committee (PRC), Chair Signature — Date

Executive Policy Review Committee (EPRC) Approval to Proceed:

/s/ September Sanderlin — September 22, 2011
Responsible Oversight Executive Signature — Date

University Counsel Approval to Proceed:

/s/ James D. Wright — September 25, 2011
University Counsel — Date

Presidential Approval:

/s/ John R. Broderick — September 30, 2011
President — Date

Policy Revision Dates: September 30, 2011

Scheduled Review Date: September 29, 2011