



Applies to: Faculty, staff, graduate associates and student employees<sup>1</sup>

**POLICY**

Issued: 03/02/1999  
Edited: 04/15/2014

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 workplace and family and relationship 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.

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

<sup>1</sup> 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. Please refer to University Hospitals Policy and Procedures Manual, Workplace Standards of Conduct, Policy 02-24.

**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. Prohibited items shall not be stored in personal vehicles parked on state-owned and/or leased property. |
| Family and relationship violence | Behavior that is used by one person in a household or relationship to cause harm or gain power and control over another such as physical, sexual or emotional abuse.  |
| 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.g. stalking).
- 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 or family and relationship violence, to the extent allowed by law.
- C. Perpetrators of workplace and family and relationship violence occurring in the workplace may be required to seek and successfully complete training, assessment, counseling or treatment. The Ohio State Employee Assistance Program can provide assessment, counseling and/or referrals to a family and relationship violence perpetrators' treatment program.



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## **PROCEDURE**

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In an effort to promote a safe work environment, employees who are the victims of workplace or family and relationship violence or who believe they may be targets of violence, are encouraged to promptly notify an appropriate administrator, [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 assesses incidents involving imminent danger, violence or other appropriate situations as determined by the Office of Human Resources and advises appropriate next steps for the individual and the unit.
- 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**

Employing units must 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.

- A. 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.
- B. 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 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. Workplace Safety Plans**

Workplace safety plans are to be collaboratively developed between the employing unit and [OHR Employee Relations](#), in response to workplace violence and family and relationship violence. Plans may include and are not limited to changing work stations and telephone numbers and escort for entry to and exit from the building.



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### Responsibilities

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

### Resources

- Assessing the Need for a CAT Meeting, [hr.osu.edu/policy/resources/705CAT.pdf](http://hr.osu.edu/policy/resources/705CAT.pdf)
- Choices for Victims of Domestic Violence 24 hour crisis/shelter (includes youth issues/referrals), 614-224-4663, [choicescolumbus.org](http://choicescolumbus.org)
- Code of Student Conduct, [trustees.osu.edu/rules/code-of-student-contact](http://trustees.osu.edu/rules/code-of-student-contact)
- Employee Accident Report form, [hr.osu.edu/forms/accidentrpt.pdf](http://hr.osu.edu/forms/accidentrpt.pdf)
- Employee Health Services, 614-293-8146
- Guidelines for Investigating Complaints of Discrimination and Harassment, [hr.osu.edu/hrpubs/guidelinesdiscrim.pdf](http://hr.osu.edu/hrpubs/guidelinesdiscrim.pdf)
- Incident Report Form for Workplace Violence, [hr.osu.edu/forms/violenceincident.pdf](http://hr.osu.edu/forms/violenceincident.pdf)
- Office of Academic Affairs, 614-292-5881, [oaa.osu.edu](http://oaa.osu.edu)
- Ohio Domestic Violence Network, 800-934-9840, [odvn.org](http://odvn.org)



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### Contacts

| Subject                                | Office   | Telephone                    | E mail/URL   |
|--|--|------------------------------|--|
| Policy interpretation and consultation | Employee Relations, Office of Human Resources                  | 614-292-2800                 | <a href="http://hr.osu.edu/elr">hr.osu.edu/elr</a><br><a href="mailto:ohrc@hr.osu.edu">ohrc@hr.osu.edu</a>   |
| Counseling and employee assistance     | Ohio State Employee Assistance Program, The OSU Health Plan    | 614-292-4472<br>800-678-6265 | <a href="http://osuhealthplan.com/members/ohio-state-employee-assistance-program-eap">osuhealthplan.com/members/ohio-state-employee-assistance-program-eap</a> |
| Counseling for students                | Counseling and Consultation Service                            | 614-292-5881                 | <a href="http://ccs.ohio-state.edu">ccs.ohio-state.edu</a>   |
| Health System employee issues          | Employee Relations, Medical Center Human Resources             | 614-293-4988                 |  |
| Imminent danger; police issues         | University Police  | 614-292-2121                 | <a href="http://ps.ohio-state.edu">ps.ohio-state.edu</a>   |
| Legal issues                           | Office of Legal Affairs  | 614-292-0611                 | <a href="http://legal.osu.edu">legal.osu.edu</a>   |
| Sexual violence issues for students    | Sexual Violence Education and Support, Student Wellness Center | 614-292-4527                 | <a href="http://swc.osu.edu">swc.osu.edu</a>   |

### History

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