

## Workplace Violence Prevention Plan

Arizona State University – California Worksites

Effective Date: July 1, 2024

### Application

**Location.** This plan applies to all Arizona State University employees while they are working in the State of California at a facility owned, leased, operated, or controlled by Arizona State University. It does not apply to employees when they are teleworking from a location of their choosing that is not under the control of Arizona State University.

**Subject.** This plan applies to workplace violence, which includes all of the following acts, regardless of whether or not an injury results:

- The threat or use of physical force against an employee that results in, or has a high likelihood of resulting in, injury, psychological trauma, or stress.
- An incident involving a threat or use of a firearm or other dangerous weapon, including the use of common objects as weapons

Workplace violence does not include lawful acts of self-defense or defense of others.

### Plan

**Prohibition.** Workplace violence is prohibited on all university-owned or -operated property. Relevant university policies include:

- ABOR Policy 5\_301: Jurisdiction, Philosophy, Purpose, and Limitations Upon Code of Conduct Coverage and Violations of Law and Code of Conduct Regulations, <https://public.powerdms.com/ABOR/documents/1491961>.
- ABOR Policy 5-303: Prohibited Conduct, <https://public.powerdms.com/ABOR/documents/1491965>.
- ABOR Policy 5-304: Sanctions, <https://public.powerdms.com/ABOR/documents/1491966>.
- ASU Policy ACD 204-01: Code of Ethics, <https://public.powerdms.com/ASU/documents/1541094>.
- ASU Policy SPP 801: Employee Conduct and Work Rules, <https://public.powerdms.com/ASU/documents/1560471>.
- ASU Policy SPP 814: Violence in the Workplace, <https://public.powerdms.com/ASU/documents/1560477>.
- ASU Policy SSM 104-02: Handling Disruptive, Threatening, or Violent Individuals on Campus, <https://public.powerdms.com/ASU/documents/1560490>.

Retaliation against employees for reporting workplace violence, reporting concerns about workplace violence, or participating in investigations of workplace violence is prohibited.

**Reporting.** Any employee who experiences or witnesses workplace violence, or who receives information that workplace violence has occurred, should:

- Call 911 if the situation is life-threatening.
- Immediately report the incident to the ASU Police Department (480-965-3456) or the ASU Employee Assistance Office (480-965-2271)
- The department to which the report is made (the ASU Police Department or the Employee Assistance Office), will report the matter to the appropriate Threat Assessment Team.
- If an employee was injured, the injury should also be reported to the employee's supervisor, who should then report to ASU Environmental Health and Safety (<https://cfo.asu.edu/workplace-community-safety>) for assistance with workplace injury procedures.

Any employee may report concerns about workplace violence to the Behavioral Response Team at [BRTeam@asu.edu](mailto:BRTeam@asu.edu) or 480-884-2727.

Any employee who experiences retaliation as a result of reporting workplace violence, reporting concerns of workplace violence, or participating in an investigation of allegations of workplace violence should report the retaliation to the Office of Human Resources at [hresc@asu.edu](mailto:hresc@asu.edu) or 1-855-278-5081.

In addition, any individual may make an anonymous report of any safety issue, including workplace violence allegations or concerns, to the ASU Campus Safety and Compliance Hotline at <https://secure.ethicspoint.com/domain/media/en/gui/56745/index.html> or by phone at 877-786-3385. More information about the ASU Hotline is available at <https://cfo.asu.edu/asu-hotline>.

**Preventative measures.** Upon receiving a report of workplace violence, the university will consider whether to recommend measures to prevent further violence and will work with relevant university employees and departments to implement preventative measures as warranted. This evaluation will be led by the Threat Assessment Management Team. Examples of possible preventative measures include making changes to work schedules or locations, restricting access to work locations, excluding individuals from the work location, or providing additional security resources.

**Supportive measures.** Upon receiving a report of workplace violence, the Threat Assessment Management Team will also communicate with the employee who experienced the workplace violence regarding support available through the university or community partners. This communication will generally be handled by the Community Resource Navigator and/or the employee's supervisor, but may be handled by others if

appropriate. Examples of possible supportive measures include counseling services, security resources, leave or reassignment of duties, victim advocate services, and referral to community organizations.

**Investigation of reports of workplace violence.** The Threat Assessment Management Team will coordinate an investigation into the allegations of workplace violence, with the involvement of ASU Environmental Health and Safety, the Office of Human Resources, and the Office of General Counsel. All employees must cooperate with any investigation of allegations of workplace violence.

Investigative records may be confidential under university policies governing personnel or student records or for safety reasons. However, the employee(s) who experienced the workplace violence will be informed of: (1) whether the investigation found that an act of workplace violence occurred and (2) any measures that will be taken by the university to address that employee's safety or obtain restitution or recovery for any injuries or losses they experienced.

**Identification of workplace violence hazards.** ASU Environmental Health and Safety (<https://cfo.asu.edu/ehs>) is responsible for conducting inspections to identify workplace safety hazards, including those associated with workplace violence, and recommending measures to address such hazards. The ASU Police Department (<https://cfo.asu.edu/police>) is responsible for emergency response and notification systems, conducts crime prevention activities, and works with both local law enforcement and private security contractors.

**Corrective measures.** Individuals who engage in workplace violence may be subject to removal from university property, may be ordered not to return to university property, and may be referred to criminal authorities for prosecution. Employees or students who engage in workplace violence may also be subject to disciplinary or other corrective action as provided in university policy. The university may also take other appropriate action, internally or externally, to address, prevent, and obtain restitution or recovery for acts of workplace violence.

**Resources.** Arizona State University provides multiple resources to support the safety of its employees, whether from workplace violence or other safety concerns. These include:

- Live Safe mobile app for real-time access to alerts and advisories and to security services (<https://cfo.asu.edu/livesafe-mobile-app>)
- Emergency response planning and information (<https://cfo.asu.edu/emergency>)
- Emergency notifications and Clery timely warnings (<https://cfo.asu.edu/campuscrime>)
- Environmental health and safety resources and plans (<https://cfo.asu.edu/workplace-community-safety>)
- Training and safety assessments available through the ASU Police Department

- Safety support for faculty and staff available through the Behavior Response Team (<https://cfo.asu.edu/behavior-response-team>)

**Records.** ASU Environmental Health and Safety will maintain a log of all workplace violence incidents that includes the following information:

- Date, time, and location of the incident
- The type of violence, using the following definitions:
  - Type 1: workplace violence committed by a person who has no legitimate business at the worksite, including violent acts by anyone who enters the workplace or approaches workers with the intent to commit a crime.
  - Type 2: workplace violence directed at employees by customers, clients, patients, students, inmates, or visitors.
  - Type 3: workplace violence against an employee by a present or former employee, supervisor, or manager.
  - Type 4: workplace violence by a person who does not work in the workplace but who has or is known to have a personal relationship with an employee.
- A detailed description of the incident.
- The type of individual who committed the violence (such as client, customer, friend or family of client or customer, stranger with criminal intent, coworker, supervisor or manager, partner or spouse, parent or relative, or other)
- A classification of circumstances at the time of the incident (such as whether the employee was completing job duties, working in poorly lit areas, rushed, working during a low staffing level, isolated or alone, unable to get help or assistance, working in a community setting, working in an unfamiliar or new location).
- The type of incident, including whether it involved a physical attack without a weapon, a physical attack with a weapon or object, a threat of physical force, a threat of the use of a weapon or other object, a sexual assault, a threat of sexual assault, an animal attack, or other.
- The consequences of the incident, including whether security or law enforcement was contacted, their response, and the actions taken to protect employees from a continuing threat or from any other hazards identified as a result of the incident.
- The name and job title of the person completing the log entry and the date on which it was completed.

Names and other identifying information of employees should not be included in the log, and the log should not contain any medical information. This log will be maintained for at least five years following the date of the incident.

**Training.** All employees assigned to a California worksite operated by the university will be trained annually regarding the workplace violence prevention plan, including how to report workplace violence. This training will cover:

- The plan and where to obtain a copy.

- The definitions and requirements of California Labor Code Section 6401.9
- How to report workplace violence incidents or concerns to the employer or law enforcement without fear of reprisal.
- Workplace violence measures specific to the employee's jobs, corrective measures implemented by the employees, how to seek assistance to prevent or respond to violence, and strategies to avoid physical harm.
- The requirement to log violent incidents and how to obtain logs of training and violent incidents.

Records of the training will be made and kept for one year and will include dates, contents of the training, names and qualifications of persons conducting the training, and names and titles of all attendees.

Additional training will be provided when a new or previously unrecognized workplace violence hazard has been identified and when changes are made to the plan.

**Annual Review.** This plan will be reviewed annually and revised as needed. The Threat Assessment Management Team is responsible for initiating the review of this plan and coordinating any revisions. The annual review will include a review of the log of workplace violence incidents.

**Responsible Parties.** The Threat Assessment and Management Team (<https://cfo.asu.edu/threat-assessment-and-management-team>) has the primary responsibility for (1) posting and otherwise distributing the plan to employees, (2) conducting annual training regarding the plan, (3) investigating allegations of workplace violence and associated retaliation, (4) coordinating preventative, supportive, and corrective measures, and (5) maintaining records of reports of workplace violence.

The Office of Human Resources may involve other staff or departments in implementing the plan as appropriate in a given situation. This may include:

- ASU Police Department (<https://cfo.asu.edu/police>).
- ASU Office of Human Resources (<https://cfo.asu.edu/hr>), including the Behavioral Response Team, the Community Resource Navigator, and the Employee Assistance Office.
- ASU Environmental Health and Safety (<https://cfo.asu.edu/ehs>).
- Office of the Executive Vice President, Chief Financial Officer and Treasurer, Assistant Vice President of Risk and Resilience.
- Office of the University Provost, Vice Provost for Academic Personnel (<https://academicpersonnel.asu.edu/>).
- Dean of Students (<https://eoss.asu.edu/dos>).
- Office of General Counsel (<https://ogc.asu.edu/>).

The contact for any questions regarding this plan is the Community Resource Navigator, Rosie McSweeney, who can be reached at [BRTeam@asu.edu](mailto:BRTeam@asu.edu).

Questions about resources available to support safety planning and training should be directed to the Assistant Vice President of Risk and Resilience and chair of the Threat Assessment Management Team, Michael Anderson, who can be reached at [michael.j.anderson.1@asu.edu](mailto:michael.j.anderson.1@asu.edu).