

Workplace Violence Policy

Approved By: Cabinet Approved 7.2.2024 Responsible Official: Director of Public Safety (918) 444-2468	History: New Related Policies: Employee Handbook Sectionxxx Additional References: Report Concern: https://www.nsuok.edu/ReportConcern.aspx
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Purpose:

To ensure a safe and secure environment for all members of the university community, including students, faculty, staff, and visitors, this policy aims to prevent and address incidents of workplace violence, promote a culture of reporting concerns, and facilitate appropriate response measures.

Northeastern State University is committed to fostering a safe, inclusive, and collaborative environment. All members of the university community are expected to familiarize themselves with this policy, actively participate in its implementation, and contribute to the overall safety and well-being of the campus.

Scope:

This policy applies to all individuals associated with Northeastern State University, including employees, students, contractors, and visitors. It covers incidents that occur on university property, during university-sponsored events, and/or in any other circumstances that may impact the university community.

Response and Intervention:

The university is committed to a swift and effective response to reports of workplace violence. There are two teams used to accomplish this.

An ad-hoc assessment team will meet in response to situations when an employee may be exhibiting conduct or behavior that is self-destructive or threatening to others. This team will assess reported concerns, coordinate necessary interventions, and implement appropriate measures to address and mitigate potential threats. The university may involve external law enforcement, mental health professionals, and/or other relevant authorities as needed.

The Behavioral Intervention Team (BIT) is a multidisciplinary team trained in to identify, assess, and respond to individuals of concern. The goal of BIT is to provide resources and support in order to help individuals be successful in the university community and to keep the campus safe. The BIT meets weekly and works mainly with students, but can address other concerns within the campus and/or from the community.

Disciplinary Action:

Violations of this Workplace Violence Policy may result in disciplinary action, up to and including termination of employment. The severity of the disciplinary action will depend on the nature and circumstances of the violation.

Annual Training:

The university shall conduct annual training sessions on workplace violence prevention and response. These sessions will cover topics such as recognizing warning signs, de-escalation techniques, reporting procedures, and emergency response protocols. All employees are required to participate in these training sessions to foster a collective commitment to maintaining a safe environment. Training will be based on departmental needs.

Protective Orders:

Individuals associated with Northeastern State University are obligated to promptly inform the University Police if a protective order is issued against them (respondent) or if they obtain one (plaintiff). If an employee or students becomes aware of protective orders issued against others associated with the university they should report it to the University Police. The University Police will work in coordination with relevant departments to implement appropriate safety measures and ensure the well-being of all parties involved.

Involuntary Separation:

In cases of involuntary separations from employment, the Director of Human Resources will bring the relevant cases to the President or their designee. The President may call together an ad-hoc assessment team for a threat assessment. This group will assess potential risks and implement appropriate measures to mitigate any threats to the university community.

Reporting:

To report concerns related to workplace violence, individuals can contact one or more of the following:

- Human Resources: 918-444-2233 or 918-444-2234
- University Police: 918-444-2468
- Report Concern Link: The university website provides a "Report Concern" link at the bottom of every webpage, which serves as an accessible and anonymous channel for reporting workplace violence concerns.

Roles and Responsibilities:

- Director of Public Safety:
 - Oversees the implementation and enforcement of this policy.
 - Coordinates annual training programs on workplace violence prevention and response.
 - Manages threat assessments for involuntary separations.
- University Police:
 - Receives and investigates reports of workplace violence.
 - Collaborates with relevant departments to assess and address threats.
 - Notifies appropriate authorities about protective orders issued against individuals associated with the university.
- Director of Human Resources:
 - Brings relevant cases of involuntary separations to the President or their designee for a threat assessment.
 - Collaborates with key personnel as directed to address potential risks and implement appropriate measures.
- Employees (including Student Workers):

- Have the responsibility to report any concerns related to workplace violence promptly.
- Participate in annual training sessions to enhance awareness and preparedness.
- Cooperate with investigations and follow university guidelines for reporting.
- Students, Contractors, and Visitors:
 - Report any concerns related to workplace violence promptly.
 - Cooperate with investigations and follow university guidelines for reporting.

Definitions:

- Behavioral Intervention Team (BIT)- Interdisciplinary team that includes: Student Affairs, University Police, Advising, and Residence Life.
- Protective Order: A legal order issued by a court to protect an individual from harm or harassment by another individual.
- Report Concern Link-This link takes individuals directly to a confidential online reporting system designed to collect information about potential threats or incidents. The university ensures that all reports will be taken seriously, investigated promptly, and appropriate actions will be taken to address and mitigate the reported concerns. The confidentiality of individuals reporting concerns will be respected to the fullest extent permitted by law.
- Threat Assessment: A systematic process of evaluating potential threats and determining the level of risk they pose to the university community. This includes assessments conducted in cases of involuntary separations from employment to identify and mitigate potential risks.
- The ad-hoc threat assessment team shall form in response to individual threats as they arise. The members are appointed by the President or their designee in response to the individual nature of each threat, and meet at the direction of the President or their designee. The ad-hoc team may include: Director of Human Resources, Director of Counseling Services, Director of the Department of Public Safety, University Legal Counsel, Vice President with supervisory responsibility of

the employee who may be exhibiting conduct or behavior that is self-destructive or threatening to others.

- Workplace Violence: Any act or threat of physical violence, harassment, intimidation, or other threatening behavior that occurs in the workplace.