

SUBJECT: Violence Free Workplace Policy

**VIOLENCE FREE WORKPLACE
INTRODUCTION**

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3 Employees are the State's most valuable resource and their safety and security are essential to
4 carrying out their responsibilities. Every employee has a reasonable expectation to perform
5 his/her assigned duties in an atmosphere free of threats and assaults.
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7 Recognizing the increasing incidence of violence in the workplace, the Governor of the State of
8 Louisiana has issued Executive Order MJF 97-15 effective March 5, 1997, committing the
9 Governor and the State of Louisiana to work toward a violence free workplace for state
10 employees.
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PURPOSE

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13 An employee expects to perform his/her assigned duties in an atmosphere completely free of
14 threats and assaults. It is the purpose of this policy to ensure the highest standard of safety for
15 all faculty, staff, students and visitors on this campus. LSU Eunice also realizes the reality of
16 domestic violence in our society, and how it can affect employees and their work. The
17 University will take all reasonably available steps to protect all such persons from all potential
18 violence.
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DEFINITIONS

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21 Assault is an attempt to commit a battery or the intentional placing of another in reasonable
22 apprehension of receiving a battery. (Example: I may have a stick raised and know that I have
23 no intention of striking you, but, based on the circumstances, you have a reasonable
24 apprehension that I plan to strike you.)
25

26 Battery is the intentional use of force or violence upon another or the intentional administration
27 of a poison or other noxious liquid or substance to another.
28

29 Credible Threat is a statement (verbal or written) or action that would cause a reasonable
30 person to fear for the safety of him/herself or that of another person and does, in fact, cause
31 such fear.
32

33 Prohibited Items are firearms and other dangerous weapons as described in PS-66, the
34 University's Policy Statement on the Possession Of Firearms and Other Dangerous Weapons
35 By LSU Eunice Employees Within Its Facilities and Premises.
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37 Intentional refers to conduct in which the circumstances indicate that the offender, in the

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38 ordinary course of human experience, must have considered the criminal consequences as
39 reasonably certain to result from his act or failure to act.

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41 Violence is the commission of an assault or battery or the making of a credible threat.

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43 Workplace is any site where an employee is placed for the purpose of completing job
44 assignments.

45
46 Workplace Violence is violence that takes place in the workplace.

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48 Domestic Violence – A pattern of coercive behavior that is used by one person to gain power
49 and control over another which may include physical violence, sexual, emotional and
50 psychological intimidation, verbal abuse, stalking, use of electronic devices, to harass and
51 economic control. Domestic violence occurs between current or former intimate partners- adults
52 or adolescents, between people of all racial, economic, educational, religious backgrounds, in
53 heterosexual and same sex relationships, living together or separately, married or unmarried, in
54 short term or long-term relationships. Domestic violence is a major cause of injury to women,
55 although men also may be victims of such violence.

56 Batterer, Perpetrator, or Abuser – The individual who commits an act of domestic violence,
57 sexual assault or family violence.

58 Batterer's Intervention Programs – Programs batterers attend that are designed to eliminate
59 violence in intimate relationships, stop other forms of abusive behavior and increase victim
60 safety. Inappropriate batterers' intervention programs include, but are not limited to, couples,
61 marriage, or family counseling and anger management courses. These have proven to be
62 ineffective in stopping domestic violence.

63 Survivor or Victim – The individual who is the subject of an act of domestic violence, sexual
64 assault or family violence.

65 Employees – This policy applies to all LSU Eunice employees who work on LSU Eunice's
66 campus.

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68 **MANAGEMENT RESPONSIBILITIES**

69 LSU Eunice shall comply with federal and state statutes, rules, regulations and/or guidelines in
70 making reasonable efforts to:

- 71 1. hire, train, supervise and discipline employees;
72 2. intervene in situations of harassment in the workplace where the employer is aware of

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- 73 the harassment;
- 74 3. ensure employees and/or independent contractors are fit for duty, and do not pose
- 75 unnecessary risks to others; thus striving to create a workplace environment that is safe
- 76 from all forms of violence, including domestic violence, and which supports victims of
- 77 domestic violence to understand and access services, information and protections
- 78 available to them.
- 79 4. provide security precautions and other measures in order to minimize the risk of
- 80 foreseeable criminal intrusion based upon prior experience or location in a dangerous
- 81 area;
- 82 5. maintain an adequate level of security;
- 83 6. establish and implement a written policy and plan dealing with violence in the workplace.
- 84 7. provide employee training on the University's plan, warning signs of potential of violent
- 85 behavior, and precautions which may enhance the personal safety of the employee at
- 86 work;
- 87 8. the Vice Chancellor for Student Affairs will warn an employee of a credible threat made
- 88 by another to do harm to that employee;
- 89 9. support the application of sanctions and/or prosecution of offenders, as appropriate;
- 90 10. accommodate, after appropriate evaluation, employees who require special assistance
- 91 following incident(s) of workplace violence;
- 92 11. cooperate with law enforcement agencies;
- 93 12. establish a uniform violence-reporting system with regular review of submitted reports;
- 94 13. initiate procedures to protect employees, who report credible threats, from retaliation;
- 95 and
- 96 14. keep up-to-date records in order to evaluate the effectiveness of administrative and
- 97 work-practice changes initiated to prevent workplace violence.
- 98
- 99

MANAGEMENT COMMITMENT

100 At LSU Eunice, management commitment, including the endorsement and visible involvement

101 of top levels of administration, provides the motivation and resources to deal effectively with

102 workplace and domestic violence, and includes:

- 103 1. organizational concern for the employee's emotional and physical safety and health
- 104 2. commitment to the safety and security of all persons at the workplace,
- 105 3. assigned responsibility for the various aspects of the workplace violence prevention
- 106 program to ensure that all supervisors and employees understand their roles and
- 107 responsibilities;
- 108 4. allocation of authority and resources to all responsible parties;
- 109 5. accountability for involved supervisors and employees;

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- 110 6. referral of employees for debriefing/counseling who have experienced or witnessed
111 assaults and other violent incidents;
112 7. serious treatment of workplace violence, incidents, complaints and concerns, keeping
113 confidential all reports and identification of parties, except to those who have a legitimate
114 need to know and to the extent required by law;
115 8. commitment to nondiscrimination against domestic violence victims in all aspects of our
116 business and operations including the delivery of services to customers; an
117 9. employees who are seeking assistance and guidance with a domestic violence issue
118 should contact the Vice Chancellor for Students Affairs Office.
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EMPLOYEE RESPONSIBILITIES

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121 At LSU Eunice, employees are to report to the Vice Chancellor for Student Affairs or the LSU
122 Eunice Campus Security Office, or both where applicable, all threats or incidents of violent
123 behavior in the workplace which they observe or of which they are informed. Please refer to
124 Exhibit II, "Violent Employee - Symptom Recognition," which may be helpful in identifying
125 potentially violent individuals. Examples of inappropriate behavior which shall be reported
126 include:

- 127 1. an employee or visitor who may be in possession of a firearm or other dangerous
128 weapon in the workplace as described in PS-66;
129 2. intimidation through verbal threats;
130 3. physically touching another employee in an intimidating, malicious, or sexually harassing
131 manner, including such acts as hitting, slapping, poking, kicking, pinching, grabbing, and
132 pushing; and
133 4. physically intimidating others including such acts as obscene gestures, "getting in your
134 face," fist-shaking, and throwing any object.
135 5. Employees' involvement and feedback enable faculty and staff to develop and express
136 their own commitment to safety and security and provide useful information to design,
137 implement, and evaluate the program. At LSU Eunice, employee involvement includes,
138 but is not limited to:
139 6. understanding and complying with the workplace violence prevention program and other
140 safety and security measures;
141 7. participating in employee complaint or suggestion procedures covering safety and
142 security concerns;
143 8. providing prompt and accurate reporting of violent incidents;
144 9. cooperating with the LSU Eunice Campus Security Office and the Vice Chancellor for
145 Student Affairs/Supervisor of Campus Security who reviews violent incidents and
146 security problems and makes security inspections; and

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- 147 10. participating in continuing education covering techniques to recognize and abate
148 escalating agitation, assaultive behavior or criminal intent.

149
150 **INCIDENT RESPONSE AND EVALUATION**

151 Assistance for victimized employees and employees who may be affected by witnessing a
152 workplace-violence incident will be provided. Whenever an incident takes place, injured
153 employees will receive appropriate medical treatment and psychological evaluation, as
154 necessary, in accordance with existing policies.

155
156 An employee who has been threatened or assaulted by another at the workplace will
157 immediately report the situation to his/her supervisor. The supervisor to whom the incident is
158 reported will immediately notify the Vice Chancellor for Student Affairs and/or the LSU Eunice
159 Campus Security Office. In an emergency situation, reporting shall be made immediately to the
160 LSU Eunice Campus Security Office. Employees are required to report to their immediate
161 supervisor or to a member of the Violence-Free Workplace Team all threats or incidents of
162 violent behavior in the workplace which they observe or of which they are informed.

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164 Written statements shall be obtained by the Vice Chancellor for Student Affairs or LSU Eunice
165 Campus Security from all involved, including those who witnessed the incident. The statement
166 should answer who, what, when, where, how, and why of the incident while the event is still
167 mentally fresh. The written statements should include names of all parties of the incident,
168 including victims, subjects and witnesses. (See Exhibit I Violence Incident Statement)

169
170 The following actions should be taken in accordance with the severity of the incident:

171 The situation is **not dangerous**:

- 172 1. separate employees and witnesses involved and isolate them until they are interviewed
173 and their statements are taken; and
174 2. document all actions and statements.

175
176 The situation is **dangerous**:

- 177 1. contact the LSU Eunice Campus Security Office 550-1225, 580-0720, and/or 911;
178 2. order all those presenting the danger to leave the facility immediately (unless this action
179 must be taken by police);
180 3. do not attempt to physically remove an individual (leave it to the police); and
181 4. document all actions and statements

182
183 Please refer to Exhibit III, "Personal Conduct to Minimize Violence," for suggestions on how to

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184 defuse potentially violent situations.

185

ALL PHONE THREATS—Bomb, Bioterrorist, etc.

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187 See "LSU Eunice Phone Threat Checklist" (Exhibit IV).

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RECORDS

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Records associated with violence in the workplace need to be kept in a permanent, secure location and in a confidential manner. Vice Chancellor for Student Affairs will evaluate security and methods of hazard control. The following records are important and shall be maintained by the Vice Chancellor for Student Affairs, in accordance with pertinent statutes as part of the violence prevention program:

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1. reports of work injury, including worker's compensation injuries, if necessary;
2. report for each reported assault, incidents of abuse, verbal attack, or aggressive behavior occurring between persons in the workplace;
3. police reports of incidents occurring in the workplace;
4. minutes of safety meetings, records of hazards' analysis, and corrective actions recommended;
5. reports on violence in the workplace training, including subjects covered, attendees, and qualifications of trainers; and
6. other appropriate reports.

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COMMUNICATION

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The University recognizes that in order to maintain a safe, healthy and secure workplace, there must be open communication on these issues among employees, including all levels of supervision. The open communication process includes, but is not limited to

1. periodic review of this policy with all employees;
2. discussions of violence in the workplace during scheduled safety meetings;
3. posting or distributing information on violence in the workplace; and
4. procedures to inform supervisors about violence in the workplace, hazards, or threats of violence

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TRAINING AND EDUCATION

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At LSU Eunice, all employees, including all levels of supervision, shall have training and instruction on general, job-specific, and work site-specific safety and security practices. Training and instruction shall be provided within one year of policy implementation and regularly, thereafter. Training shall begin with orientation of new employees within two months of

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221 employment and regularly, thereafter. At LSU Eunice, workplace-violence training shall be the
222 responsibility of the Vice Chancellor for Student Affairs/Supervisor of Campus Security. General
223 violence-in-the-workplace training and instruction address, but are not limited to, the following
224 areas:

- 225
- 226 1. explanation of the violence in the workplace policy as established by LSU Eunice;
 - 227 2. measures for reporting any violent acts or threats of violence;
228 recognition of hazards including associated risk factors;
 - 229 3. measures to prevent workplace violence, including procedures for reporting workplace
230 hazards or threats to appropriate supervision;
 - 231 4. ways to defuse hostile or threatening situations;
 - 232 5. measures to summon others for assistance;
 - 233 6. routes of escape available to employees;
 - 234 7. procedures for notification of law enforcement authorities when a criminal act may have
235 occurred;
 - 236 8. procedures for obtaining emergency medical care in the event of a violent act upon an
237 employee; and
 - 238 9. information on securing post-event trauma counseling for those employees desiring or
239 needing such assistance.

240

241 The Vice Chancellor for Student Affairs is responsible for the review and administration of this
242 policy.

243

244 SOURCE: Executive Order MJF 97-15; LSU A&M PS No. 102.
245 Saved as: Policy Statement No. 67 – Working Copy 10-18-04

**EXHIBIT I
 VIOLENCE INCIDENCE STATEMENT**

VIOLENCE INCIDENCE STATEMENT			
Date of Incident		Place of Incident	
Time incident began		Time incident ended	
Name of Person Making Statement		Phone	
Title		Work Location	
Detail description of incident. Answer the questions WHO, WHAT, WHEN, WHERE, HOW, and WHY. (continue on plain paper attached sheets, if necessary)			
Report Completed By:		Date	

EXHIBIT II
VIOLENT EMPLOYEE - SYMPTOM RECOGNITION

Inappropriate behavior is often a warning sign of potential hostility or violence. When left unchecked it can escalate to higher levels. Employees who exhibit the following behaviors should be reported and may be subject to disciplinary action, up to and including termination:

1. Unwelcome name-calling, obscene language and abusive behavior;
2. Threats of verbal abuse directed at co-workers and supervisors;
3. Throwing objects in the workplace regardless of the size or type of object being thrown or whether a person is the target of a thrown object;
4. Physically touching another employee in an intimidating, malicious or sexually harassing manner; that includes such acts as hitting, slapping, poking, kicking, pinching, grabbing and pushing;
5. Physically intimidating others, including such acts as obscene gestures, "getting in your face" and fist-shaking;
6. Unexplained increase in absenteeism;
7. Depression or withdrawal;
8. Explosive outbursts of anger or rage without provocation;
9. Repeated comments that indicate suicidal tendencies;
10. Noticeably unstable emotional responses;
11. Behavior which is suspect of paranoia;
12. Preoccupation with previous incidents of violence
13. Resistance and overreaction to changes in procedures; and
14. Repeated violations of university policies.

EXHIBIT III
PERSONAL CONDUCT TO MINIMIZE VIOLENCE

Follow these suggestions in your daily interactions with people to defuse potentially violent situations. If at any time a person's behavior starts to escalate beyond your comfort zone, withdraw from the situation.

Do

1. Project calmness: move and speak slowly, quietly and confidently.
2. Be a good listener: encourage the person to talk and listen patiently.
3. Focus your attention on the other person in order to demonstrate your interest in what he/she has to say.
4. Maintain a relaxed yet attentive posture. Position yourself at an angle rather than directly in front of the other person.
5. Acknowledge the person's feelings by gestures such as nodding your head.
6. Ask the person to move to a less public, quiet area, if appropriate.
7. Establish ground rules if unreasonable behavior persists. Calmly describe the consequences of any violent behavior.
8. Use delaying tactics which will give the person time to calm down. For example, offer a drink of water in a disposable cup.
9. Be reassuring and point out choices. Identify and deal with specific issues.
10. Accept criticism in a professional manner.
11. Ask for recommendations. Repeat to the person what you believe they are requesting of you.
12. Position yourself so that a visitor cannot block your access to an exit.

Do Not

1. Use styles of communication which generate hostility such as apathy, brush off, coldness, condescension, going strictly by the rules or giving the run-around.
2. Reject all demands from the start.
3. Pose in challenging stances such as standing directly opposite someone, hands on hips or crossing arms. Avoid physical contact, finger pointing or long periods of fixed eye contact.
4. Make sudden movements which can be seen as threatening. (Be sure to notice the tone, volume and rate of your speech.)
5. Challenge, threaten or dare the individual. Belittle the person or make them feel foolish.
6. Criticize or act impatiently toward the agitated individual.
7. Attempt to bargain with a threatening individual.
8. Try to make the situation seem less serious than it is.
9. Make false statements or promises you cannot keep.
10. Take sides or agree with distortions.
11. Invade the individual's personal space. (Make sure there is a space of 3 to 6 feet between you and the person.)

12. EXHIBIT IV

LSU Eunice Phone Threat Checklist

Remain calm. Listen; do not interrupt the caller. Respond in a matter-of-fact manner, asking the caller to repeat what she/he has said to you. Gather as much information as possible. Remember all details of the conversation. Alert campus officials immediately after the caller hangs up. Inform the caller that the bomb or bio-threat (see below) could cause injury or death, such as, "Do you know that what you are doing could cause injury or death?"

Record telephone number of caller _____

Note exact time of call _____

Ask the caller

Where is the threatening item located? _____

If it is a bio-terrorist threat:

- What is the substance? _____
- What does it look like? _____

If it is a bomb:

- When will it explode? _____
- What does it look like? _____
- What kind of bomb is it? _____

How do you know so much about this bomb? _____

How do you know so much about this building? _____

What group do you represent? _____

Where are you now? _____

What is your name? _____

Try to identify the following

Sex: _____ Age: _____ Nationality/Foreign accent: _____

Voice characteristics: _____

Background noises: _____

Other innuendoes as to location of the bomb or biothreat:

Exact words of caller: _____

- Immediately report the incident to the Office of the Chancellor (ext. 203), a Vice Chancellor (ext. 301, 288, or 218), or the Director of the Physical Plant (ext. 291). **Do not share this information with anyone else**; your supervisor will contact the proper authorities.
- If a suspicious object is found, DO NOT TOUCH IT, and clear the area.
- Keep a “running log” of events as they occur.