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<i>Subject:</i>	<i>Last Review Date</i>	9/28/11
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Johns Hopkins is committed to providing a safe, healthy and secure workplace and an environment free from physical violence, threats and intimidation. The presence of weapons and the occurrence of violence in the work place are inconsistent with these objectives. It is expected that all employees will report to the work site without possessing weapons and will perform their jobs in a non-violent manner.

Johns Hopkins acknowledges that violence is a form of serious misconduct that undermines the integrity of the employment relationship. Unsolicited physical violence, threats, or intimidation by an employee may result in disciplinary action up to and including discharge, and/or other appropriate action, depending upon the behaviors exhibited and the parties involved.

Incidents involving individuals who are not employed by Johns Hopkins (e.g. volunteers, students, vendors and contractors) will be reported to the institution in which they are affiliated as appropriate, and addressed internally by the department to which the individual is assigned. Incidents involving patients will be referred to the Legal Department and the department in which the incident occurred.

If a manager or supervisor believes, based upon reasonable suspicion, that there is a threat to the personal safety of individuals at the job site, and that the risk of injury is imminent, he or she will immediately call x5-5585 on the East Baltimore Campus or 911 throughout the remainder of Johns Hopkins.

The Faculty and Staff Assistance Program (FASAP), provides consultation, upon request, for the evaluation of any employee involved in a workplace violence incident. The consultation will be initiated when the on-site manager or supervisor contacts FASAP by telephone to request evaluation and assistance in the safe handling of a threatening employee. FASAP will work collaboratively with the on-site manager or supervisor to formulate a disposition that will help safeguard the employee-at-risk and all employees, visitors or patients present at the job site. **For more information on FASAP and the Johns Hopkins Workplace Violence processes visit www.fasap.org.**

The Faculty and Staff Assistance Program (FASAP), the Legal Department, Human Resources and Security assist management in determining if certain behavior indicate that someone is “at risk” for becoming hostile or violent. The best way to do this is to have the employee participate in an evaluation and review by the Risk Assessment Team.

The purpose of the Risk Assessment Team will be to review the facts of the situation and determine the appropriate steps necessary to make an adequate assessment of the risk for danger. The Risk Assessment Teams, after the Risk Assessment is completed, will be responsible for developing a course of action designed to alleviate the potential for danger that is consistent with the level of risk for danger involved.

Enclosed with this document is the JHH/JHHS Workplace Anti-Violence Policy ELR 611; the JHU Policy on Campus Violence, November 2001; and the DRAFT JHU Guidelines for Handling Incidents of Violence in the Workplace, Feb. 2001.

REFERENCE

www.fasap.org

Occupational Safety and Health (Fed-OSHA) Administration: 29 U.S.C. 654 (a) (1)

Maryland Occupational Safety and Health (MOSH)

The Johns Hopkins University Personnel Policy Manual: Section 9, Standards of Conduct and Performance

The Johns Hopkins Hospital Corporate & Administrative Policy Manual: SEC001 Weapons

The Johns Hopkins Health System Human Resources Policy and Procedure Manual: Policy ELR 611 Workplace Anti-violence

RESPONSIBILITIES

Employee

Immediately report to management all incidents of threatening behavior that have occurred both on and off-site, whether the threatening individual is an employee of Johns Hopkins or not.

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Security	<p>Notify your supervisor if a co-worker (or other individual at the worksite) is exhibiting threatening (verbal or physical) behavior.</p> <p>Notify your supervisor if you are in a personal situation that could possibly lead to violence or a threat of violence at the workplace.</p> <p>Receives reports alleging workplace violence or criminal acts. Dispatch personnel as appropriate. Investigate all such reports.</p> <p>Provide training, consultation and/or assistance to management as necessary.</p> <p>Provide a member to the Risk Assessment Team.</p>
Faculty and Staff Assistance Program	<p>Upon request, provide mental health consultation to Departments for the evaluation of an employee at risk, or for an employee involved in a workplace violence incident.</p> <p>Provide a mental health specialist to the Risk Assessment Team.</p>
Occupational Health Services Human Resources Departments	<p>Perform substance abuse testing.</p> <p>Provide fair and consistent administration of disciplinary policy as appropriate. Consult with and provide advice to management regarding a workplace violence incident.</p> <p>Provide a member to the Risk Assessment Team.</p>
Legal Departments	<p>Conduct thorough background checks on applicants and employees, per policy where appropriate.</p> <p>Review and interpret all applicable laws, e.g., discrimination against the mentally disabled, defamation of character, invasion of privacy. Provide advice and assistance to Human Resources, Security, and management.</p> <p>Provide a member to the Risk Assessment Team.</p>
Department Management	<p>Notify Security of all reports of threatening behavior or situations that may lead to violence.</p> <p>Take the necessary and appropriate disciplinary action against any employee for violation of this policy after consultation with a representative of Human Resources. Attend disposition meeting to review the investigation of the incident provided by Security and assessment from FASAP.</p> <p>Review Johns Hopkins policy regarding workplace violence with staff. Train employees in their respective department on policy content.</p> <p>Acknowledge employees have received, read and understand this policy.</p>
Health, Safety and Environment	<p>Receive and investigate reports of workplace violence, which result in OSHA recordable injuries.</p>

REVIEW CYCLE

Annual

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**Johns Hopkins University
Johns Hopkins Medicine**

Workplace Violence Incident Report

Instructions:

1. Please complete all information to assist the Risk Assessment Team in designing and implementing a successful response to the needs of your work site.
2. Fax the form to: Dr. Michael Heitt, FASAP, at (410) 955-4623

Time and Place:

1. Where did this incident occur: On campus Off campus
Specific location: _____
2. Date of incident: ____/____/____.
3. Time of incident: AM PM
4. Name of person submitting this report: _____
5. Position title of person submitting this report: _____
6. When did you become aware of this incident? _____

Who is Involved in this Incident?

1. Name: _____
Department: _____
Relationship/Position title: _____
2. Name: _____
Department: _____
Relationship/Position title: _____
3. Name: _____
Department: _____
Relationship/Position title: _____
4. Name: _____
Department: _____
Relationship/Position title: _____

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Witness(es):

1. Name: _____
Department: _____
Relationship/Position title: _____
2. Name: _____
Department: _____
Relationship/Position title: _____
3. Name: _____
Department: _____
Relationship/Position title: _____
4. Name: _____
Department: _____
Relationship/Position title: _____

Required Notification:

1. Appropriate department head notified of mobilization of Risk Assessment Team:
Name: _____
Department: _____
Date notified: ___/___/___.
2. Human Resources divisional office notified:
Name: _____
Date notified: ___/___/___.
3. Security notified (when appropriate):
Name: _____
Date notified: ___/___/___.

Signature: _____

Date: _____

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THE JOHNS HOPKINS UNIVERSITY
POLICY ON CAMPUS VIOLENCE

INTRODUCTION

In recent years, the subject of violence on college and university campuses and in the workplace has received increasing attention as violent events have been widely reported in the news media. This policy is intended to guide members of the Johns Hopkins community both in preventing acts of violence and in responding to them when they occur on or in relation to the University's campuses.

POLICY

The Johns Hopkins University is committed to providing a learning and working environment that is safe to all members of the University community. The University will not tolerate violent acts on its campuses, at off-campus locations administered by the University, or in its programs. This policy of zero tolerance extends not only to actual violent conduct but also to verbal threats and intimidation, whether by students, faculty, staff, or visitors to the University.

The University urges individuals who have experienced or witnessed incidents of violence to report them to Campus Security. Alternatively, students are urged to report concerns about violence to the divisional office responsible for student matters, faculty to the divisional office responsible for faculty matters, and staff to the applicable human resources offices.

The University will not permit retaliation against anyone who, in good faith, brings a complaint of campus violence or serves as a witness in the investigation of a complaint of campus violence.

ENFORCEMENT

Information regarding incidents of violent conduct and threats of violence will be investigated, and, if warranted, disciplinary action will be taken in accordance with applicable procedures. The University will notify law enforcement authorities of criminal conduct. In addition, the University may refer individuals accused of violations of this policy for an assessment of the likelihood that they will carry out violent acts. If the continued presence of an individual on campus threatens or disrupts the conduct of University business, the individual may be suspended from participation in University programs or activities pending the outcome of the assessment.

When advised of circumstances warranting intervention, the University will render assistance by contacting local or federal law enforcement agencies as appropriate. Individual members of the University community who receive threats of bodily harm or who are the targets of harassing or stalking behaviors are urged to contact Campus Security and to avail themselves of the services offered by student counseling offices and the Faculty and Staff Assistance Program.

Every effort will be made to respect the privacy of all individuals involved in the matter. However, the necessity to investigate the matter and to cooperate with law enforcement authorities may require the disclosure of otherwise confidential information.

Individuals accused of engaging in incidents of campus violence may seek legal counsel at their own expense. Individuals and their attorneys are reminded that attorneys do not participate in any internal University hearing.

Campus vendors are reminded that their employees who conduct business on University premises must conform their conduct to the requirements of this policy. The University reserves the right to remove from campus vendor employees who engage in acts prohibited by this policy.

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THE JOHNS HOPKINS UNIVERSITY
DRAFT GUIDELINES FOR HANDLING INCIDENTS OF VIOLENCE IN THE WORKPLACE

In furtherance of its policy against campus violence, (this section will be deleted if not implemented at same time as policy) the University provides the following guidelines to respond to incidents of violence in the workplace.

Any member of the University's staff who:

- engages in any act of physical aggression toward an individual, or that results in destruction of university property,
- makes any threat of harm to an identified individual or individuals,
- engages in any conduct involving a weapon, including use of a non-weapon in a threatening manner will be immediately suspended without pay pending review for termination.

Any member of the staff who:

- makes a threat that is vague or not specific as to the individual or individuals at risk,
- engages in behaviors that constitute stalking, harassment or repeated, unwanted attention toward another individual, including by telephone, electronic mail or fax, or
- engages in explosive outbursts that put others around them in fear of harm and/or disruption to the workplace, will be referred for a risk assessment in accordance with the University's workplace violence Risk Assessment protocol. The individual will be suspended without pay pending the outcome of the assessment.

To the extent practical, all such incidents must be discussed with Human Resources staff before any initial action is taken. Before final action is taken, **it must be reviewed with Human Resources staff**. However, the first and foremost concern of the supervisor/manager will be to **immediately** separate the individuals involved. It is likely that assistance from Security will be necessary for this to be accomplished. If the situation permits, the supervisor/manager should interview both staff members as soon as possible after the incident. If the individual is a member of the bargaining unit, the employee must be advised that a shop steward can be present during any interview that may result in disciplinary action.

Individuals who are the recipients of threats of violence or of harassing or stalking behaviors will be referred to the Faculty and Staff Assistance Program and, if appropriate, to Security.

The University encourages individuals who have experienced or witnessed incidents of workplace violence to report the matter to their Divisional Human Resources Office, or in the case of actual physical violence or direct threats, directly to Security. The alleged incident will be investigated.

Individuals involved in alleged incidents of workplace violence may seek legal counsel at their own expense. Individuals and their attorneys are reminded that attorneys may not participate in internal University proceedings.

Supervisor/Manager

The supervisor/manager must **do** the following before suspending the staff member.

- A. Before engaging in discussion with the individual determine if the individual should be denied access to campus or be allowed controlled access to campus.
- B. Advise the staff member why the action is being taken and what campus restrictions may apply.
- C. Provide the staff member with the name and contact information of the Human Resources Manager or Divisional Human Resources Staff Relations representative to call with any questions about the process.
- D. Provide the staff member with the name and contact information of the individual to be called if there are questions regarding benefits.
- E. Request a current telephone number and address in the event the supervisor/manager needs to contact the individual.
- F. Inform the staff member (non-bargaining unit) of the grievance procedure and provide a copy of the grievance form with instructions or advise that a grievance form will be mailed.

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NOTE: If the form is mailed, it will be necessary to identify when the grievance form must be returned to the University. Time should be allowed for mail service.

- G. Advise bargaining unit employees to consult with the shop steward or the union business manager with any questions they may have.
- H. Obtain badges and keys from the staff member. Terminate access to data files and obtain the passwords(s).
- I. Provide the name and contact information of the person in Security to be called if there is a need for the individual to return to campus. Security will advise that a written request for campus access must be made through Security or General Counsel and that a decision is made in consultation with the Risk Assessment Team.
- J. Advise the staff member that arrangements will be made to return personal property if the incident results in termination. Make an inventory of all personal property, with a copy for the employee and a copy to be retained by the supervisor.

NOTE:

- 1. Always be respectful of personal property and ensure that it is carefully stored in sealed boxes of reasonable weights.
- 2. Inventoried and boxed items may be mailed or sent to Security for the owner to pick up.
- 3. Make other arrangements with the employee.

The staff member may be referred to a private counselor for transitional services through the Faculty and Staff Assistance Program.

In the event a grievance is filed, arrangements will be made to conduct it in a safe environment.

Investigation and Risk Assessment

Based on the information available, the supervisor/manager in consultation with Human Resources (and others if indicated) determines that the individual should be suspended without pay pending consultation with the Risk Assessment Team and a possible risk assessment. During this period of time, access to University property should be controlled.

- A. During the period of suspension, it will be the responsibility of the supervisor/manager to conduct or participate in an investigation that will include interviews with the employee (if not done prior to departure) and witness(es) to the conduct. Every effort will be made to respect the privacy of all individuals involved in the matter. However, it is not possible to guarantee the confidentiality of any individual because of the necessity to interview other staff members and witnesses. Human Resources works with the employee and the supervisor to manage workplace concerns and handles the Risk Assessment process.
- B. Security may conduct an investigation of the reported incident. Security in conjunction with Human Resources will conduct an investigation that may include a review of all available records, interviews with the employee, their supervisor and others involved in the incident.
- C. Individuals referred to the Faculty and Staff Assistance Program for an assessment and/or follow up recommendations will be requested to complete a waiver of confidentiality in order to disclose the results of the assessment and compliance with ongoing recommendations. An individual may decline to provide a waiver of confidentiality, however, doing so will result in an incomplete evaluation, which may lead to further disciplinary action, including possible termination.
- D. Depending upon the outcome of the assessment, the following action may be implemented:
 - 1. The individual may be terminated from employment, in which case there are transitional services available through the Faculty and Staff Assistance Program; or
 - 2. The individual may receive other appropriate discipline, and/or
 - 3. The individual may be referred for ongoing treatment as advised by the Risk Assessment Team as a condition of continued employment. (Every effort will be made to make referrals covered by the staff member's health care plans or insurance.) The staff member is responsible for all costs of treatment not covered by the health care plan or insurance.

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FASAP will monitor compliance with ongoing treatment recommendations and will periodically report to the individual's supervisor about the individual's compliance with treatment.

Consultative Model

Based on the information available, the appropriate supervisor/manager may request a review by the Risk Assessment Team before making a decision regarding the employee's actions. The Risk assessment Team will assist the supervisor/manager and Human Resources in the determination of next steps. These steps may include referral for a risk assessment evaluation and further review by the Team or other disciplinary actions up to and including termination.

- A. In consultation with Human Resources, a meeting will be scheduled with the Risk Assessment Team that includes representation from Human Resources; Office of General Counsel; Faculty and Staff Assistance Program and Campus Security. Next steps will be identified and may include an assessment by a Faculty and Staff Assistance Program counselor.
- B. Should the individual be referred to the Faculty and Staff Assistance Program for an assessment and/or follow up recommendations, a waiver of confidentiality will be requested in order to disclose the results of the assessment and compliance with ongoing recommendations. An individual may decline to provide a waiver of confidentiality, however, doing so will result in an incomplete evaluation, which may lead to further disciplinary action, including possible termination.

General Information

If the employee is suspended the following actions should be taken by the supervisor/manager.

- A. Following the employee's departure from university premises, the supervisor/manager must document the suspension with a letter to the employee summarizing the incident and action(s) taken. The letter must also state that it may be necessary for the employee to interview with FASAP.
- B. Upon completion of the investigation and risk assessment, the supervisor/manager should notify the employee of the results that is then followed by a confirming letter.
- C. If necessary, notification should include instructions for the employee to return any remaining University property (uniforms, cell phones, PC's pagers, etc.) and processing of the final paycheck.