Workplace Violence Policy

(Policy BAS-008)

I. Purpose of the Policy

The University of California, Santa Cruz (university) can best achieve its mission of teaching, research, and public service when employees work in an environment that supports the free exchange of ideas and constructive methods of conflict resolution. Intimidation, threats, and acts of violence impede effective communication and undermine employee wellbeing, the sense of community, and the university’s ability to achieve its mission. Moreover, these destructive behaviors erode the rights of employees to a violence-free workplace under California law and university policy.

The purpose of this policy is to codify the university’s commitment to a violence-free workplace.

II. Definitions

**Act of Violence:** Any act/behavior committed against one’s self, another person or the property of another, the result of which causes bodily injury, however slight, to the other person or damage to said property.

**Behavioral Intervention Team (BIT):** A multidisciplinary, rapid response team for evaluating incidents of potential or actual workplace violence within the UCSC community. The specific functions of the BIT are to: (1) collect information on the incident, (2) assess the potential for escalation to violence, and (3) advise individuals and university offices on providing a coordinated campus response.

**Imminent Danger:** Any condition or practice that could reasonably be expected to cause death, or serious physical harm to one’s self or another person, or substantial damage to property.

**Intimidation:** Any act/behavior which is intended to injure, frighten, coerce, or induce duress.

**Property Damage:** Any intentional damage to property, including property owned, leased, or otherwise controlled by the Regents of the University of California on behalf of the University of California, Santa Cruz, or its employees, students, visitors, vendors or others.
Threat of Violence: Any behavior which threatens another person or which threatens damage to the property of another, under such circumstances that would cause the target to reasonably fear for their safety, the safety of others or damage to said property. Such behavior (which can be written, verbal, or physical) constitutes a threat without regard to whether the party communicating the threat has the present ability to carry it out and without regard to whether the expression is contingent, conditional, or future.

Workplace: Any location owned, leased, or otherwise controlled by the Regents of the University of California on behalf of the University of California, Santa Cruz, or any location where a university employee is acting in the course and scope of employment. This includes, but is not limited to buildings, grounds, and surrounding perimeters, including parking lots, field locations, classrooms, and residence halls. It also includes vehicles when those vehicles are used for university business.

III. Detailed Policy Statement

1. Intimidation, threats of violence, and acts of violence are prohibited in the University of California, Santa Cruz workplace.

2. No person shall possess or have control of any firearm (California Penal Code section 626.9), deadly weapon, prohibited knife (California Penal Code section 626.10) or explosive device in the University of California, Santa Cruz workplace, except as required in the lawful course of business or as authorized by the UC Santa Cruz Chief of Police.

3. Anyone who is subject to, witnesses, or has knowledge of a suspected violation of this policy, or who has reason to believe that such a violation may occur, is urged to report the suspected violation to the appropriate authority as specified in the Getting Help section of this policy.

4. Any behaviors of concern related to violence or threats of violence may be reported to and evaluated by the Behavioral Intervention Team.

5. This policy prohibits retaliation against any person who reports policy violations in good faith; who assists someone else with such a report; or who participates in an investigation or resolution of a report.

6. UC Santa Cruz employees who intentionally make false reports of violations of this policy may also be subject to corrective action.

7. For information on resources, how to report a policy violation, as well as examples of prohibited behavior under this policy, refer to the UC Santa Cruz

UC Santa Cruz Policy

Business and Administrative Services  sclatham@ucsc.edu, 459-3778
The scope of this policy does not specifically address sexual harassment and sexual violence. Incidents or complaints that involve allegations of sexual harassment or sexual violence should also be reported under the UC Policy on Sexual Violence and Sexual Harassment. The UC Santa Cruz Title IX Office can provide assistance.

Compliance
Any individual found to be in violation of this policy may be subject to disciplinary action in accordance with applicable academic personnel, staff personnel, or Student Code of Conduct policies, including collective bargaining agreements and/or federal, state, and local laws. Such individuals may be barred from university property and activities.

IV. Getting Help

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<thead>
<tr>
<th>If you need help with ...</th>
<th>Contact</th>
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<tr>
<td>... an emergency or you feel you or others are imminent danger</td>
<td>University Police, 911</td>
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<td>...reporting non-emergency policy violations</td>
<td>Supervisor and/or Staff - Manager, Employee &amp; Labor Relations, Staff Human Resources, Jennifer Schiffner, 459-1930, <a href="https://shr.ucsc.edu/index.html">https://shr.ucsc.edu/index.html</a></td>
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<td>Student Employees - Director, Career Center, Barbara Silverthorne, 459-4590, <a href="https://careers.ucsc.edu">https://careers.ucsc.edu</a></td>
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<td>Students – Dean of Students Office, 459-4446, <a href="https://deanofstudents.ucsc.edu">https://deanofstudents.ucsc.edu</a></td>
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<td>.... contacting the Behavioral Intervention Team (BIT)</td>
<td>Associate Vice Chancellor, Risk and Safety Services, Jean Marie Scott, 459-3031, <a href="https://risk.ucsc.edu">https://risk.ucsc.edu</a></td>
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V. Applicability and Authority

This policy on workplace violence applies to all individuals in the UC Santa Cruz workplace, including employees, students, visitors, and others.

This policy supersedes the document titled Workplace Violence Policy and Procedures dated 7/1/2006.

The Vice Chancellor Business and Administrative Services is the campus authority for the Workplace Violence Policy, with implementation authority delegated to the Associate Vice Chancellor, Staff Human Resources and the Associate Vice Chancellor, Risk and Safety Services.

This policy was reviewed and approved by Campus Provost/Executive Vice Chancellor Tromp on x/x/20xx. This policy will be reviewed every five years.

VI. Related Policies/References for More Information

Related Policies and Procedures

UC Santa Cruz Violence in the Workplace Handbook
Student Policies and Regulations Handbook
UC Policy on Sexual Violence and Sexual Harassment
UC Santa Cruz Whistleblower Protection Policy

Related Delegations

Delegation of Authority to Confirm Withdrawal of Consent to Remain on Campus, SCDA-SPS001, dated 8/7/1997

References

UC Guidance on Bullying and Abusive Conduct
UC Santa Cruz Abusive Conduct & Bullying in the Workplace
UC Statement of Ethical Values
VII. Revision History

January 25, 2018: Updated the purpose of the policy, revised and added definitions, updated the policy statement, separated policy from Violence in the Workplace Handbook, added a getting help section, added an applicability and authority section, added related policies and references as well as a revision history.

July 1, 2006: Updated warning signs, added strategies to de-escalate threatening behavior.

May 1, 2000: New policy