

8.9 Workplace Violence

Workplace violence is an attempt, threat, or actual conduct of endangering the health or safety of campus community members (faculty, staff, administrators and students) or visitors. It also includes any threatening statement, harassment, or behavior that gives a campus community member or visitor reasonable cause to believe that his/her health or safety is at risk. Safety and security are personal and shared responsibilities. The collective involvement of every member of the University community is essential. Everyone is called on to report inappropriate behavior immediately to public safety (ext. 5911).

The University strives to provide a safe campus and workplace for the entire University community. To ensure a safe workplace and to reduce the risk of violence, all employees should review, understand, and comply with the provisions of this workplace violence policy.

Prohibited Conduct

Loyola does not tolerate any type of workplace violence committed by employees against other employees, students, visitors, vendors, or contractors. Employees are also prohibited from making threats or engaging in violent activities. This list of behaviors, while not inclusive, provides examples of conduct that is prohibited:

- causing physical injury to another person;
- making threatening remarks;
- derogatory comments made about a person's race, gender, religion, sexual orientation that would be perceived by a reasonable person as threatening;
- making veiled comments that would be perceived by reasonable persons as threatening;
- aggressive or hostile behavior that creates a reasonable fear of injury to another person or subjects another individual to emotional distress;
- intentionally damaging employer property or property of another employee; and
- possession of a weapon while on company property or while on company business.

Reporting Procedures

Any immediately dangerous situation must be reported to the campus police (ext. 5911) or state, county or city police (911).

Incidents of alleged domestic violence, dating violence, stalking, as well as harassment based on protected classifications, are addressed using the Harassment and Discrimination Policy and Procedures in section 8.6 of this Manual. For additional information on the University's response to sexual assault, including domestic violence, dating violence and stalking, refer to section 19 of the Clery Report found at <http://www.loyola.edu/departments/publicsafety/reporting/annual-security-report>.

Any potentially dangerous situation must be reported to a supervisor/department chair or the human resources office. Reports can be made anonymously and all reported incidents will be investigated. Reports or incidents warranting confidentiality will be handled appropriately and information will be disclosed to others only on a need-to-know basis. All parties involved in a situation will be counseled and the results of investigations will be discussed with them. The University will actively intervene at any indication of a possibly hostile or violent situation. A single serious employee violation of this policy may result in termination without warning.

Risk Reduction Measures

Hiring: The human resources office takes reasonable measures to conduct background investigations to review candidates' backgrounds and reduce the risk of hiring individuals with a history of violent behavior.

Blue Light Emergency Notification Stations are positioned throughout the property (see Section 7.23)

Individual Situations: While Loyola does not expect employees to be skilled at identifying potentially dangerous persons, employees are expected to exercise good judgment and to inform the human resources office if any employee exhibits behavior which could result in a potentially dangerous situation. Such behavior includes:

- discussing weapons or bringing them to the workplace;
- displaying overt signs of extreme stress, resentment, hostility, or anger;
- making threatening remarks;
- sudden or significant deterioration of performance; and
- displaying irrational or inappropriate behavior.

Employees at Risk: The human resources office will inform the campus police of any individuals who have been determined to be at risk for becoming victims of violence because they were subject to harassment, violence, or threats from an employee. Human resources will work quickly to discipline any employee threatening another and campus police will design a plan with at-risk employees to prepare for emergency situations. Departments are encouraged to develop specific protocol to suit their own unique situations and clients should an individual become violent in the workplace.

Enforcement

Threats, threatening conduct, or any other acts of aggression or violence in the workplace will not be tolerated. Any employee determined to have committed such acts will be subject to disciplinary action, up to and including termination. Non-employees engaged in violent acts on the employer's premises will be reported to the proper authorities and fully prosecuted.