

# EMPLOYEE WORKPLACE VIOLENCE

No.: S-57

Date: December 2003

## Authority:

UWM Administrative Policy S-9 (Student Behavior Cases Impeding the Learning Process)  
UWS 18 Wisconsin Administrative Code, Conduct on University Lands  
UWS Classified Employees Work Rules

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## I. Purpose

UWM is committed to providing a safe and healthy place to work and learn. Consequently it is the policy of UWM that workplace violence in any form is unacceptable. Violence by an employee against any employee, student, vendor or visitor to the University will be cause for disciplinary action up to and including dismissal, and may also result in criminal and/or civil prosecution.

This policy has been created to prohibit employee violence and assist those within the UWM community who are concerned about fear of violence, threats of violence and actual acts of violence in the workplace. It applies to anyone who is employed by or an agent of UWM. It covers all employees while engaged in any activity related to their employment, whether on University property or elsewhere.

Situations involving student violence in the classroom are covered under UWM Administrative Policy S-9, *Student Behavior Cases Impeding the Learning Process* [http://www.uwm.edu/Dept/SecU/acad+admin\\_policies/S9.htm](http://www.uwm.edu/Dept/SecU/acad+admin_policies/S9.htm), and should be referred to the Office of the Dean of Students. Matters that involve student violence outside the classroom should be referred to the University Police and the Office of the Dean of Students.

## II. Prohibited Conduct

Workplace violence within the meaning of this policy may include but is not limited to behaviors or actions that involve the potential for aggression or violence such as;

- Direct or implied threats
- Intimidation including telephone or electronic harassment and stalking
- Pushing, shoving or fighting
- Physical assault
- Unauthorized possession of a weapon
- Damage to property including vandalism

This policy also prohibits making deliberately false or misleading reports of threats or violence. Individuals who make such reports will be subject to disciplinary action up to and including dismissal.

### **III. Resources and Contacts**

A person who believes that he or she has been the target of workplace violence by an employee should report it to the University Police (**229-4627 or from a campus phone 9-911**) and/or to his or her supervisor, manager or an appropriate administrator. Employees who witness incidents of violence should file reports with the University Police and the appropriate supervisor or administrator as soon as possible.

- **In emergency situations always call the University Police**
- **From a main campus phone, dial 9-911**
- **From a cell phone, dial 911 and tell the dispatcher that you are calling from UWM**
- **OR**
- **From a cell phone, dial 229-4627 and tell the dispatcher that this is an emergency**
- **From an off-campus site, dial 911**

Supervisors who receive reports or become aware of concerns or incidents related to employees should also report them to the University Police Department.

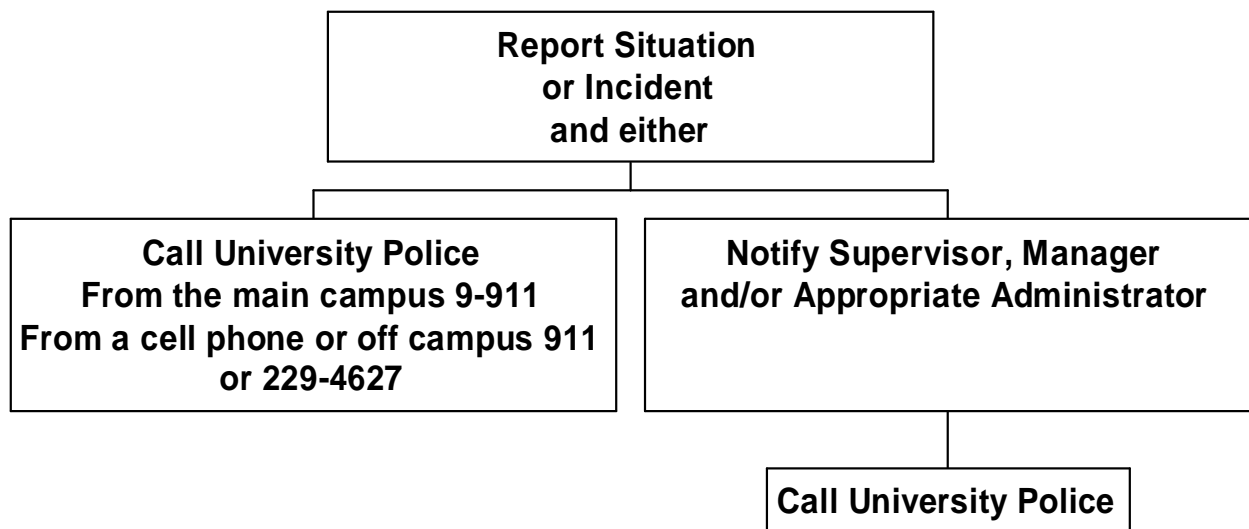
#### **Personal Assistance through the EAP Program**

The UWM Employee Assistance Program (EAP) can assist employees in dealing with the effects of violence in their lives or those of family members. For more information, call the on-campus EAP Coordinator at 229-5419, see the Department of Human Resources (HR) website at [http://www.uwm.edu/Dept/HR/refmaterial/htms/eap\\_intro.html](http://www.uwm.edu/Dept/HR/refmaterial/htms/eap_intro.html), or get assistance immediately by calling the confidential EAP help line or accessing the program directly.

All this information is available through the HR website, [http://www.uwm.edu/Dept/HR/refmaterial/htms/eap\\_symmetry.html](http://www.uwm.edu/Dept/HR/refmaterial/htms/eap_symmetry.html).

**IV. Response (flow chart)**

**Procedure for Dealing with Fear of Violence, Threats of Violence  
and Violent Incidents**



**Issued:**

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University of Wisconsin-Milwaukee

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Date: