
UCLA Policy 132: Workplace Violence Prevention

Issuing Officer: Administrative Vice Chancellor
Responsible Dept: Campus Human Resources
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4/24/1998

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I. PURPOSE & SCOPE

UCLA is committed to providing a safe work environment for faculty, staff, students, and visitors – one that is free from Violent Behavior and Threats of harm. UCLA prohibits Violent Behavior and Threats of harm affecting the workplace and such behavior violates both law and University policy.

This Policy defines the scope of Workplace Violence, identifies unacceptable behavior that will be treated as a violation of this Policy, and establishes the process to report these behaviors.

This Policy applies to all members of the University community, including faculty and other academic personnel, staff, students, volunteers, contractors, and visitors.

II. DEFINITIONS

For the purposes of this Policy:

Workplace Violence includes a spectrum of behaviors that generates a reasonable concern for safety from violence, where a link exists between the behavior and the physical safety of employees and others (such as volunteers, contractors, and visitors), whether the behavior occurs on- or off-campus.

Workplace Violence behavior includes:

Disruptive Behavior is conduct that prevents normal campus activities or workplace functions, and may act as “warning signs” to possible violence, this includes but not limited to, verbal outbursts, excessive displays of anger, vandalizing University property, or any behavior that instills reasonable fear or generates sufficient evidence for concern that a person might act out violently.

Domestic Violence is abusive or Violent Behavior between individuals who have an ongoing or a prior intimate or family relationship that poses a threat to the workplace, this includes dating violence.

Stalking is behavior in which a person repeatedly engages in a course of conduct directed at another specific person, who places that person in reasonable fear of his or her safety or the safety of others, this includes, the use of technology to commit this behavior.

Threat is any physical, written, or verbal conduct, whether direct, indirect or conditional, that conveys the intent or is reasonably perceived to convey the intent to cause physical harm or to place someone in fear of his or her safety or the safety of others.

Violent Behavior involves physically aggressive acts against a person or a physical action intended to damage property.

III. POLICY STATEMENT

UCLA maintains zero tolerance for Workplace Violence. The University will respond promptly to all reports of Workplace Violence, and will take appropriate action to prevent, correct, and if necessary, discipline behavior that violates this Policy. Faculty, staff, student, volunteer or visitor found to commit or threaten acts of Workplace Violence is in violation of this Policy and will be subject to disciplinary actions under University policies or as applicable, collective bargaining agreements, and may be subject to criminal prosecution.

Any member of the UCLA community who is subjected to, witnesses, or has knowledge of Workplace Violence or actions that could be perceived as violent or threatening, or has reason to believe that such actions may occur, are strongly encouraged to immediately report such actions to the appropriate authorities as outlined in this Policy.

It is prohibited for any person to bring or possess a loaded or unloaded firearm or other weapon on UCLA campus or off-campus property, owned or operated by the University; any area adjacent to such property; or to an official activity of or program conducted by the University, unless such use or possession is with the written permission of the UCLA Police Chief, see UCLA Policy 131, Weapons on Campus. All criminal conduct must be reported immediately to the UCLA Police Department.

Retaliation

This Policy prohibits retaliation against any person who reports Workplace Violence in good faith, assists someone with a report of Workplace Violence, or participates in any manner in an investigation or resolution of a Workplace Violence report. The University's Whistleblower Protection Policy, including provisions regarding retaliation may apply in this context.

The University will defend and indemnify University employees, acting within the scope of their employment, in any civil action arising from a good faith report of Workplace Violence required or encouraged under this Policy.

Temporary Restraining Order (TRO) or Injunction

A University community member who has suffered unlawful violence (i.e., assault, battery, or stalking as prohibited in California Penal Code 646.9) or a credible threat of violence reasonably likely to be carried out in the workplace (See California Civil Procedure Code 527.8) and is seeking to obtain or has obtained a TRO or injunction shall notify UCPD.

If you need information about obtaining a Workplace Violence TRO or injunction, call UCPD and/or the UCLA Behavioral Intervention Team (BIT) Coordinator at (310) 794-0422. For members of UCLA Health, contact your human resources representative.

UCLA understands the sensitivity of this information and will treat it with appropriate discretion and confidentiality.

IV. REPORTING PROCEDURES

All members of the UCLA community are strongly encouraged to promptly report Workplace Violence to the appropriate authorities as outlined in the table below.

Incidents	Reporting Process
Actual or Imminent Workplace Violence	Call 911 immediately.

Incidents	Reporting Process
<p>UCLA Campus - Threats of Workplace Violence - not imminent or immediate danger</p>	<p>Promptly report to one of the following:</p> <ul style="list-style-type: none"> • Primary Contact <ul style="list-style-type: none"> ○ UCLA Behavioral Intervention Team (BIT) Coordinator at 310-794-0422. • Other Contacts <ul style="list-style-type: none"> ○ UCPD at 310-825-1491; ○ Manager or supervisor not involved with the incident, who in turn shall report the matter promptly to the UCLA Behavioral Intervention Team (BIT) Coordinator or UCPD; ○ Campus Human Resources at 310-794-0860; or ○ University Compliance Hotline at 800-403-4744 or www.universityofcalifornia.edu/hotline and may be made anonymously.
<p>UCLA Health – Threats of Workplace Violence - not imminent or immediate danger</p>	<p>UCLA Health includes Ronald Reagan UCLA Medical Center, Mattel Children’s Hospital UCLA, David Geffen School of Medicine, Santa Monica UCLA Medical Center & Orthopaedic Hospital, UCLA’s Resnick Neuropsychiatric Hospital, the Licensed Clinics, and UCLA Faculty Practice Group.</p> <p>Promptly report to one of the following:</p> <ul style="list-style-type: none"> • Primary Contact <ul style="list-style-type: none"> ○ Director of Security at 310-267-7098. • Other Contacts <ul style="list-style-type: none"> ○ UCPD at 310-825-1491; ○ Manager or Supervisor not involved with the incident, who in turn shall report the matter promptly to the Director of Security or UCPD; ○ David Geffen School of Medicine Employee Relations at 310-794-2626 or 310-794-6802; ○ UCLA Health at 310-825-0500 (ask for Employee Relations) or 310-794-2626 or 310-794-6802 ; or ○ University Compliance Hotline at 800-403-4744 or www.universityofcalifornia.edu/hotline and may be made anonymously.
<p>UCLA Health – Disruptive Behavior Among Employees - not imminent or immediate danger</p>	<p>Promptly report to one of the following:</p> <ul style="list-style-type: none"> • Primary Contact <ul style="list-style-type: none"> ○ Manager or supervisor not involved with the incident, who in turn shall report the matter promptly to UCLA Health Employee Relations or Director of Security. • Other Contacts <ul style="list-style-type: none"> ○ UCLA Health at 310-825-0500 (ask for Employee Relations) or 310-794-2626 or 310-794-6802; or ○ Director of Security at 310-267-7098. <p>Reporting procedures for disruptive behavior of UCLA Health employees are governed by UCLA Hospital System Policy 7313, Disruptive Behavior Among Employees.</p>
<p>Students involved with Workplace Violence– not imminent or immediate danger</p>	<p>Contact Counseling and Psychological Services (CAPS) at 310-825-0768 or the Consultation & Response Team at 310-825-0628. See Faculty & Staff 911 Guide http://migration.studentincrisis.ucla.edu/Portals/36/Documents/911Guide.pdf</p>

V. ROLES AND RESPONSIBILITIES

Safety and security in the University workplace environment are the responsibility of every member of the UCLA community. Specific responsibilities are assigned in order to implement and ensure compliance with this Policy.

A. All Members of the University Community

All members of the University community are strongly encouraged to report incidents of Workplace Violence as outlined in this Policy, and take advantage of campus resources and training on preventing Workplace Violence.

B. Managers and Supervisors

Managers and supervisors are responsible for the following:

- Informing employees and other campus community members associated with the department of this Policy and required compliance;
- Notifying employees of campus resources and training on preventing Workplace Violence; and
- Reporting incidents of Workplace Violence as outlined in this Policy.

C. UCLA Behavioral Intervention Team (BIT)

BIT was established to provide oversight, monitor trends, and develop programs to deal with Workplace Violence issues. Members of BIT include:

- UCLA Police Department
- Staff & Faculty Counseling Center
- Insurance & Risk Management
- Campus Human Resources – Employee Relations
- Health System Human Resources – Employee Relations
- Office of Legal Affairs
- Academic Personnel– (Faculty)

BIT responsibilities include:

- Developing and implementing this Policy;
- Managing all reports of Workplace Violence;
- Assisting managers and supervisors in managing risks and interpreting warning signs;
- Developing an action plan for handling potentially violent situations;
- Providing resources to use in threatening situations; and
- Providing options for obtaining post-incident assistance.

VI. ADDITIONAL CAMPUS RESOURCES

Department	Services	Contact	Website
UCPD	Provides safety and security workshops and similar programs for University employees.	310-825-1491	Crime Prevention Brochures and Safety Tips (https://www.ucpd.ucla.edu/prevention-education/brochures)
Staff & Faculty Counseling Center	UCLA's employee assistance program, providing consultation, training, crisis intervention, counseling, and referral services to UCLA departments, staff, and faculty.	310-794-0245	https://ucla.app.box.com/staff-faculty-counseling-bro
Counseling & Psychological Services (CAPS)	A multidisciplinary student mental health center for the UCLA campus.	310-825-0768	www.counseling.ucla.edu

Department	Services	Contact	Website
Consultation & Response Team	Identifies students in crisis, assesses distressed student needs, and directs them to appropriate resources.	310-825-0628 310-825-7291 310-405-5303	www.studentincrisis.ucla.edu http://migration.studentincrisis.ucla.edu/Portals/36/Documents/911Guide.pdf
Office of Ombuds Services	Provides assistance in resolving conflicts, disputes, or complaints on an informal basis for students, faculty, staff, and administrators.	310-825-7627	http://www.ombuds.ucla.edu
Employee Disability Management Services	Evaluates and implements job accommodations for staff and faculty with physical or mental disabilities.	310-794-6948	https://www.irm.ucla.edu/disability-mgt/disability-management
Student Legal Services	Provides legal assistance to current UCLA students, including preparation of documentation for protective orders.	310-825-9894	www.studentlegal.ucla.edu
Title IX Office – Sexual Harassment Prevention	Provides consultation and advice to anyone in the UCLA community regarding rights and responsibilities under Title IX. The Title IX office takes complaints of sexual harassment and sexual violence.	310- 206-3417	http://www.sexualharassment.ucla.edu/

VII. REFERENCES

1. UC Statement of Ethical Values and Standards of Ethical Conduct;
2. UCLA Policy 131, Weapons on Campus;
3. Faculty Code of Conduct;
4. Academic Personnel Manual;
5. Personnel Policies for Staff Members;
6. UCLA Student Code of Conduct;
7. UC Sexual Violence and Sexual Harassment Policy;
8. UCLA Policy 136: Reporting Child Abuse and Neglect;
9. UC Whistleblower Policy;
10. American National Standard – Workplace Violence Prevention and Intervention;
11. California Code of Civil Procedure Section 527.8;
12. California Code of Civil Procedure Section 527.6;
13. Domestic Violence Employment Leave act CAL Labor Code 230.1;
14. The Federal Equal Employment Opportunity Commission (EEOC);
15. California Department of Fair Employment and Housing (DFEH);
16. Hospital System Policy 7313, Disruptive Behavior Among Employees.

Issuing Officer

/s/ Steven A. Olsen

Acting Administrative Vice Chancellor

Questions concerning this policy or procedure should be referred to the Responsible Department listed at the top of this document.
