

FLORIDA	OFFICIAL
POLYTECHNIC	UNIVERSITY
UNIVERSITY	POLICY

Subject/Title: Workplace Violence
FPU Policy Number: FPU-6.0024P
<input checked="" type="checkbox"/> New Policy <input type="checkbox"/> Major Revision of Policy <input type="checkbox"/> Minor Technical Revision of Policy
Date First Adopted: June 24, 2015
Date Revised:
Responsible Division/Department: Human Resources
Initiating Authority: Gina DeIulio, Vice President and General Counsel

A. APPLICABILITY/ACCOUNTABILITY: This policy applies to all members of the University community including but not limited to, University personnel, students, visitors, guests and individuals on University property.

B. POLICY STATEMENT:

1. Violent acts and threats of violence prohibited. The University is committed to a safe workplace and learning environment. The University prohibits violent acts and threats of violence (as defined in Florida Statutes Chapter 784 Assault, Battery and Culpable Negligence) which disrupt the orderly operation of the University. Any such violent acts or threats shall be responded to as follows.

2. The Threat Assessment Team Duties. The Threat Assessment Team (“TAT”) evaluates violent acts or threats which disrupt the operations of the University (“violent acts or threats”). The TAT may also assist in efforts to prevent workplace violence by providing training, education, or intervention and by fostering communication.

3. TAT Members.
 - a. Permanent Members: Permanent members of the TAT include representatives from: Human Resources, the Office of Counseling & Disability Services, the Department of Public Safety & Police, Marketing and Communications, Student Affairs and the General Counsel’s Office. The permanent members provide a rapid response to workplace violence incidents by assessing the disruptive behavior in question, recommending steps that will prevent further violence, and ensuring that the victims and others affected by the acts of violence or threats are informed of the University and community resources available to them.

 - b. Non-Permanent Members: Non-permanent members of the TAT may include representatives from the units of the University most impacted by the violent acts or threats and other representatives that the Chair of the TAT deems appropriate, such as the Office of Academic Success. If the disruptive individual is a University employee, the Chair may include the Vice President or supervisor of the disruptive individual on the TAT.

4. Confidentiality. Student information is protected by federal and state law and whenever practical, student names should not be revealed. Records, if any are produced by the TAT, should be shared only on a need to know basis, as determined by the Chair of the TAT in consultation with the General Counsel. The members of the TAT shall keep confidential information shared in the TAT meetings confidential.
5. Official University Comments on Workplace Violence. Unless otherwise permitted by the President, only the President, the Board Chair, the Chief of Police or his designee, and the designated University spokesperson are authorized to make official University comments regarding incidents of workplace violence or campus disruptions.
6. Discipline. Discipline of disruptive individuals will be handled consistent with University regulations, policies and applicable law.
7. Obligation to report violent acts or threats. The University follows a “see something, say something” approach. All University employees and students learning of or witnessing acts of violence or threats disrupting the operation of the University are required to immediately report such to the Department of Public Safety & Police. Employees must make such reports regardless of the relationship of the employee to the person who made the threat or committed the act of violence.
8. No retaliation. No individual, acting in good faith, shall be subjected to retaliation or disciplinary action for reporting acts of violence or threats pursuant to this policy.
9. Victims’ rights. The rights of victims and witnesses are protected in accordance with University policies and State victims’/witnesses’ rights statutes.
10. Training and education. Employees and students may be required to attend training on workplace violence.

C. PROCEDURES:

1. Reporting acts of violence or threats. All acts of violence or threats are reported immediately to the Department of Public Safety & Police at (863) 874-8888, or in case of an emergency dial 9-1-1.
2. University Public Safety & Police response. The University Department of Public Safety & Police shall notify the TAT Chair and the Department of Student Affairs of an act of violence or of a threat and provide a copy of the report, when available. If appropriate, the Chair of the TAT shall call a meeting of the TAT.
3. TAT response. The TAT evaluates the situation and the University Department of Public Safety & Police’s report and recommends actions.
4. Incident Aftermath. After an act of violence or a threat which disrupts the University’s operations occurs, the University will strive to return the campus to its usual customary

state as soon as is reasonably possible. The University Department of Public Safety & Police will inform the known victims and witnesses of their rights. Depending upon the nature and extent of psychological trauma experienced by the employees or students, a representative from Human Resources, the Counseling Center or the University Department of Public Safety & Police may meet with affected employees and/or students and provide them with accurate and pertinent information surrounding the incident to allay anxieties of the unknown and prevent false rumors from developing and recommend or provide information on where to obtain professional services.

POLICY APPROVAL

Policy No.: 6.0024P

Regina St. Aubin

Initiating Authority

6.24.15

Date

Keith Wharton

6-22-15

Date

Policies & Procedures Review Committee Chair

Mandy

6/24/15

Date

President/Designee

Approved by FPU BOT, if required

Date