Knowing Your Rights, Responsibilities and Resources

UH Policy on Workplace Non-Violence

Community College Resources

Hawai‘i Community College
Security & Escort Service: 854-1420
Emergency: 854-1420
Human Resources: 933-0540
Student Services: 974-7658

Honolulu Community College
Security & Escort Service: 271-4836
Emergency: 284-1270
Human Resources: 847-9843
Student Services: 845-9235

Kapi‘olani Community College
Security: 734-9900
Human Resources: 734-9575
Student Services: 734-9522

Kaua‘i Community College
Security & Emergency: 245-8230
Human Resources: 245-8323
Student Services: 245-8274

Leeward Community College
Security: 455-0611
Emergency: 455-0213
Human Resources: 455-0277
Student Services: 455-0260

Maui Community College
Security & Escort Service: 984-3255
Emergency: 984-3255
Human Resources: 984-3204
Student Services: 984-3268
EEO/AA: 984-3345

Windward Community College
Security & Escort Service: 235-7355
Emergency: 235-7403
Human Resources: 235-7404
Student Services: 235-7466

Vice President for Community Colleges
Human Resources: 956-8778
EEO/AA: 956-4650

University of Hawai‘i Community Colleges
Office of Equal Employment Opportunity and Affirmative Action
2327 Dole Street, Rm. 14
Honolulu, Hawai‘i 96822
Telephone: (808) 956-4650
Email: eeocc@hawaii.edu
www.hawaii.edu/offices/cc/ccadmin/eeo.html

University of Hawai‘i
Office of Equal Employment Opportunity and Affirmative Action
2442 Campus Road
Administrative Services Bldg. 1, Rm. 102
Honolulu, Hawai‘i 96822
Telephone: (808) 956-7077
Email: eeo@hawaii.edu
www.hawaii.edu/eeo

UH Commission on the Status of Women
UH Office of Equal Employment Opportunity and Affirmative Action
UH System Office of Human Resources
UH Vice President for Community Colleges

An Equal Opportunity/Affirmative Action Institution
This brochure is available in alternate format.
When You Think of Workplace Violence, Do You Think of Physical Assaults?

Did you know that bullying, psychological abuse, verbal harassment and intimidation all fall within the continuum of “workplace violence”?

Did you know that the University of Hawai‘i has a policy that prohibits such behaviors?

UH Policy

UH Executive Policy E9.210 on Workplace Non-Violence prohibits violence in the workplace and states that:

“The University of Hawai‘i is an institution which encourages the intellectual and personal growth of its students as scholars and citizens and recognizes the need to maintain a safe and secure environment for faculty and staff to fulfill the University of Hawai‘i’s mission of teaching, research and service. In order to maintain an environment where these goals can be achieved safely and equitably, the University promotes civility, respect and integrity among all members of its community.”

“All administrators, faculty, staff, and students are responsible for maintaining a university campus environment that ensures that all members are treated with civility and respect to fulfill the University’s missions and goals.”

UH Non-Violence Policy Also Covers Threatening and Disruptive Behavior

Threats can be direct. Threats can be implied. **Examples** (depending on the context)

- Repetitive unwanted phone calls, notes, or emails
- Verbal statements that can be interpreted as threatening or harassing
- Implicit or veiled threats, e.g., “This isn’t over” or “You’ll be sorry if …”
- General verbal or written threats to people or property, e.g., “You better watch your back” or “I’ll get you”
- Non-verbal threatening actions (e.g., moving closer aggressively)
- Threatening gestures (e.g., waving fists)
- Shouting or yelling
- Using profanity & verbally abusing others
- Refusing reasonable requests for identification
- Stalking
- Behaviors that a reasonable person would interpret as being potentially violent (e.g., throwing things, pounding a desk, kicking a door, sabotaging a coworker’s equipment)

What You Can Do in These Difficult Situations

Promptly report workplace violence:

- Employees: to your supervisor, director, human resources representative, or campus security
- Students: to your supervisor, housing director, dean, or campus security, as appropriate
- Visitors: to campus security or the offender’s supervisor, as appropriate

Supervisors are responsible for addressing the complaint immediately. Supervisors are encouraged to consult with their respective human resources representative for assistance.

The Scope of the Policy

The policy covers workplace violence by:

- Employees, supervisors, students, customers, vendors, visitors

This can include incidents of domestic violence and sexual assault when they occur in the workplace. See “References” for the University’s Sexual Assault policy and complaint procedures.

(Note: Unit 1 & 10 employees are covered by their respective collective bargaining agreement.)

Retaliation Is Prohibited

Retaliation against witnesses, complainants and/or victims is prohibited. Complaints of retaliation will be promptly investigated.

References

- Section 396-6 Hawai‘i Revised Statutes; Employer responsibility; safe place of employment; safety devices and safeguards
- Federal OSHA, 29 U.S.C. 654 (a)(1)
- Collective Bargaining Agreements