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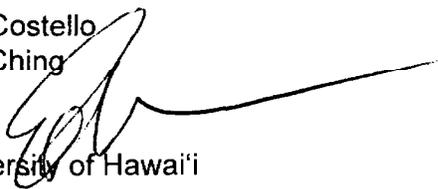
UNIVERSITY OF HAWAII

PRESIDENT, UNIVERSITY OF HAWAII

**EXECUTIVE MEMORANDUM NO. 03-01**

March 17, 2003

**TO:** Vice President and University General Counsel Kirimitsu  
Vice President and Chief Financial Officer Sloane  
Chancellor Englert  
Interim Vice President McClain  
Interim Vice President Neubauer  
Senior Vice President and Chancellor Tsunoda  
Chancellor Tseng  
Chancellor Pearman  
Director Callejo  
Vice President Costello  
Vice President Ching

**FROM:** Evan S. Dobbelle   
President, University of Hawaii

**SUBJECT: AMENDED EXECUTIVE POLICY - WORKPLACE NON-VIOLENCE**

I am hereby officially amending Executive Policy E9.210, Workplace Non-Violence, which is available on the World Wide Web. The University of Hawaii has amended this policy to include a statement indicating that a decision by an employee to report an incident of workplace violence will always be supported by management. The State of Hawaii's policy regarding workplace non-violence requires inclusion of this provision in each agency's policy.

Please ensure that appropriate offices are notified.

Attachment

c: Executive Administrator and Secretary to the Board Iha

Prepared by the Office of the Senior Vice  
President for Administration.

This replaces E9.210 dated June 2001.

UNIVERSITY OF HAWAI'I

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EXECUTIVE POLICY - ADMINISTRATION

March 2003

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E9.210 WORKPLACE NON-VIOLENCE

I. Introduction

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.

Recognizing the increasing incidence of violence in the workplace, the State of Hawai'i implemented a Workplace Non-violence Policy to increase awareness and protect its employees and the public against violence. Similarly, the University believes that students, faculty, staff, and visitors to the campus must be able to learn and work in a safe environment.

II. Policy

The University of Hawai'i has adopted a policy of prohibiting any work related or workplace violence against its students, faculty, staff, and visitors. Prohibited violent acts involve physical attack, property damage, as well as verbal statements that express or suggest the intent to cause physical or mental harm to another person. More specifically, violent behaviors include but are not limited to hitting, pushing and shoving; throwing or breaking objects; theft; shouting or yelling; threatening gestures or remarks; disruptive or hostile actions; abusive

or belligerent language; sabotage of equipment; repetitive unwanted phone calls, notes or emails, etc.

All incidents must be reported and will be addressed immediately according to statutes, rules, collective bargaining agreements, or policies. Employees should report all incidents to their supervisors. The decision to report an incident will never be questioned and will always be supported by management. The supervisor is responsible for addressing the complaint immediately in accordance with statutes or University policies.

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. The University fully supports the efforts of the State of Hawai'i and is committed to a workplace free of violence.

**Weapons:** The possession or use of lethal weapons on University premises is strictly prohibited, unless specifically authorized by the Senior Vice President/Chancellor. Lethal weapons include but are not limited to firearms, ammunition, spear guns, explosives, and dangerous substances. Any person found in violation may be subject to the provisions of state law, University policy, and the Student Conduct Code.

Retaliation against witnesses, victims, etc., is prohibited. This prohibition will be strictly enforced, and appropriate disciplinary action shall be subject to the appropriate collective bargaining agreement.

This Workplace Non-Violence Policy shall not be applicable to Employees in Bargaining Unit 01 who shall be subject to the Unit 01 Collective Bargaining Agreement in regards to workplace safety.

### III. References

- A. Section 396-6, Hawai'i Revised Statutes
- B. Federal OSHA 29 U.S.C. 654(a)(1) Act
- C. State of Hawai'i Policy on Workplace Non-Violence
- D. Collective Bargaining Agreements

E. Campus Student Conduct Codes

IV. Office of Human Resources

- A. Develop and maintain, in consultation with campus representatives and the Offices of Student Affairs, Legal Affairs, University Relations and Campus Security, the University's non-violence in the workplace policy and procedures.
- B. Assist in the provision and coordination of training and referrals to counseling services.
- C. Advise colleges/campuses regarding the Statewide and University policies on non-violence as it relates to labor relations, workers' compensation, etc.
- D. Receive quarterly reports summarizing the workplace violence incident reports for transmittal to the State Department of Human Resource Development. (Attachment 1)

The appropriate campus security programs shall be responsible for maintaining accurate incident reports.

V. Prevention

The process of preventing workplace violence involves:

- A. Careful screening of employees, beginning with responsible care at the time of hiring. The screening process should include a review of the applicant's work and educational history with start and end dates, reference and background checks, and ensuring that the applicant certifies to the accuracy and correctness of his/her application, etc.
- B. A training program which addresses violence and its various manifestations in the workplace. Employees, including administrators and supervisors, should receive training addressing both proactive and reactive measures to address workplace violence.
- C. Physical security of the facilities such as 1) building access, 2) lighting, 3) access to help

systems, and 4) availability and quality of security personnel.

#### VI. Campus Crisis Management Team (CCMT)

- A. A senior executive for each campus shall establish a campus crisis management team for the respective campus or program to respond to incidents of workplace violence. In addition, the senior executive shall support the State of Hawai'i and University of Hawai'i policies prohibiting violence in the workplace and support and/or provide training on workplace non-violence. Finally, the senior executive must promote awareness to enhance the student's, faculty and staff's individual responsibilities for the prevention of workplace violence.
- B. Membership on the CCMT should include those needed to provide immediate assistance to the campus in the event of a workplace violence incident:
1. Senior Executive of the campus
  2. Human Resources representative
  3. Legal Affairs
  4. Student Affairs
  5. Campus Security
  6. University Relations

#### VII. Post-Incident Management

Once the incident has been brought to closure, post-incident management must occur. Good post-incident management can go far in assisting the involved unit and the institution as a whole to return to normalcy.

Such post-incident management may include post-trauma intervention which may require therapy (e.g., employee counseling), contact with the family or witnesses after the close of the incident, communication with the campus community, witness debriefing, assisting employees with insurance claims, follow-up counseling, dealing with the media, etc.

#### VIII. Re-Establishment of Normality

After dealing with the post-incident management, the University will establish normality as soon as possible,

including returning employees to work as soon as possible, making appropriate reassignments as soon as possible, providing continuing support for either individuals and their families, and providing information to bring closure to those directly involved as well as the University community as a whole.