
Subject	Abusive, Threatening and Violent Behavior in the Workplace
Index Number	HR-435
Section	Health and Safety
Subsection	General
Category	Human Resources
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References

N/A

Applicable To

All employees, students/residents, volunteers and independent contractors of GUNDERSEN.

Detail

It is the policy of GUNDERSEN to maintain a work environment free from disrespectful, abusive, intimidating, threatening, and violent acts by individuals. This includes, but is not limited to disrespectful, abusive, intimidating, threatening or hostile behavior, physical abuse, vandalism, arson, sabotage, use of weapons, carrying weapons of any kind onto GUNDERSEN property, or any other act which in management's opinion is inappropriate to the workplace.

Employees who engage in abusive, threatening, and/or violent behavior in the workplace or at GUNDERSEN sponsored events may be disciplined up to and including termination of employment. In addition, bizarre or frightening comments regarding violent events will not be tolerated and may result in disciplinary action up to and including termination of employment.

Definition(s) --

1. ABUSIVE BEHAVIOR:
 - a. The improper treatment of an individual by another in the workplace or on GUNDERSEN premises through belligerent, mean spirited, malicious or disparaging remarks.
 - b. Examples:
 - i. Behaving in a rude or disrespectful manner toward another person with the intent to do emotional harm.
 - ii. Spreading malicious or defamatory rumors about another person with the intent to injure their reputation.
2. INTIMIDATING AND/OR THREATENING BEHAVIOR:
 - a. Unacceptable behavior, either verbal or nonverbal, with the intent to instill fear or inhibit speech or action.
 - b. Examples:
 - i. Explicit verbal or nonverbal threats of physical harm
 - ii. Stalking
 - iii. Prank phone calls or hang-ups
 - iv. Physical or verbal hostility
 - v. Threatening notes or emails
3. VIOLENT BEHAVIOR:

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- a. Physical acts of aggression with the intent to violate, damage, or injure another person or thing.
 - b. Examples:
 - i. Obvious aggressive acts such as hitting, kicking, choking, pushing, biting, sexual assault.
 - ii. Sabotaging equipment.
 - iii. Destroying GUNDERSEN equipment or property.
 - iv. Throwing things or hitting walls or objects.
 - v. Using weapons or equipment to harm others.
 - vi. Hostage situations.
 - vii. Committing or attempting to commit murder, rape, or arson.

Implementation

GUNDERSEN strongly encourages the reporting of all incidents involving abusive, threatening, or violent behavior to promote and ensure a safe and healthy work environment for all employees.

1. Employees who feel they have been subjected to behavior prohibited by this policy are encouraged to immediately report the incident to their supervisor; a Human Resource Operations Manager; the Director, Employee and Labor Relations or the Executive Director, Human Resources; or the Legal Department. Complaints will be investigated. Based upon the results of the inquiry, appropriate disciplinary action up to and including termination of employment may be taken against the offender if deemed appropriate.
2. GUNDERSEN reserves the right to conduct, without notice, searches and inspections of employees, employees' personal property, or GUNDERSEN provided materials. Examples include, but are not limited to lunch pails, boxes, thermoses, purses, lockers, desks, personal computer files, cabinets, file drawers, packages, or vehicles.
3. Any illegal and unauthorized articles discovered may be taken into custody and may be turned over to the appropriate law enforcement authorities.
4. Any employee who refuses to submit to a search or is found in possession of prohibited articles may be subject to disciplinary action up to and including termination of employment.
5. To the greatest extent possible, an effort will be made to maintain an employee's confidentiality during any investigatory process. However, the safety and health of the workforce will be a priority over an individual's right to privacy.
6. If the incident involves patients, clients, or visitors, the employee shall contact the Security Department.

RESPONSIBILITY:

Manager, Supervisor:

- Maintains a positive, respectful, and safe work climate and does not tolerate any inappropriate behavior in the workplace.

Human Resources:

- The protocol for investigating a complaint under this policy will be the responsibility of the Human Resource Operations Manager or the Director, Employee and Labor Relations, with assistance from one or more of the following areas:
 - Security
 - Employee Assistance
 - Employee Health Services
 - Administration
 - Legal Counsel
 - Occupational Health Services

Employee:

- Reports policy violations to their supervisor; a Human Resource Operations Manager; the Director, Employee and Labor Relations; the Executive Director, Human Resources; or the Legal Department.
- Contacts Security and/or proper law enforcement authorities if there is thought to be an imminent and/or serious threat to the safety and health of others.