

Volume II: Diversity and Inclusion

Policy Number 02.01.08

Last Revised Tuesday, January 27, 2009

Responsible Office

- » **Policy Administrator** Vice Chancellor for Diversity and Inclusion
- » Diversity and Inclusion
- » **Contact** (508) 856-2179

Campus Forms, Guidelines and Procedures

► Guidelines

- » [Notice of Nondiscrimination \(~link/3d615897727142d185c2823ad0480e90.aspx\)](#)

Policy Statement

The University of Massachusetts Medical School (UMMS) is committed to providing a learning and working environment that is safe for employees, students, visitors, volunteers, vendors or anyone who conducts business on behalf of UMMS. The University will not tolerate hostility and/or violent acts on its campuses or any other facility owned, leased or controlled by UMMS. This policy includes actual violent conduct as well as verbal threats and intimidation. Additionally, UMMS will not tolerate retaliation against any person who brings a complaint of hostility or violence in good faith, or serves as a witness in the investigation of a complaint.

Reason for Policy

This policy is intended to guide employees, students, volunteers, vendors or anyone who conducts business on behalf of UMMS both in preventing acts of hostility and violence and in responding to them if/when they occur on the University campus or any other facility owned, leased or controlled by UMMS.

Entities Affected By This Policy

This policy applies to all employees, students, volunteers, vendors or anyone who conducts business on behalf of the University in the course of working for the University and/or when they are present on University property. (Any employee working in the UMass Correctional Health Program must follow the reporting guidelines of the Department of Corrections. This policy shall not supersede those guidelines but act as a supplement to those guidelines.)

Related Documents

UMMS Policy [HR 06.06.08, Supporting Victims of Domestic Violence \(/Policies/Policies-listing-page/hr/Labor-and-Employee-Relations-Union-Contracts/Supporting-Victims-of-Domestic-Violence/\)](#)

UMMS Policy [HR 06.06.02, Corrective Action \(/Policies/Policies-listing-page/hr/Labor-and-Employee-Relations-Union-Contracts/Corrective-Action/\)](#)

University of Massachusetts BOT Policy T96-136 Principles of Employee Conduct

UMMS Policy [DEOO 02.01.04 Discrimination \(Hostile Work Environment\) \(~link/3d615897727142d185c2823ad0480e90.aspx\)](#)

Scope

1. An employee, student, volunteer, vendor or anyone in the course of working for or serving the University and/or while present on University property who believes that they or someone else is in imminent danger; should immediately contact the Department of Public Safety.
2. An employee who witnesses or becomes concerned about safety because of hostile and/or violent behavior, as defined below (see number five) is strongly encouraged to notify her/his manager and/or the Diversity and Inclusion Office (DIO); a student must notify the Diversity and Inclusion Office; a volunteer, vendor or contractors must notify his/her school contact.
3. A manager or faculty member who becomes aware of hostile or violent behavior must notify the Diversity and Inclusion Office. The employee's department and the DIO will treat the information as confidential to the extent possible. (Wherever there is imminent danger, the manager or faculty member should immediately contact the Department of Public Safety.)
4. The Assistant Vice Chancellor for Diversity and Inclusion will initiate an investigation of the complaint of hostile or violent behavior. During the course of the investigation the Assistant Vice Chancellor for Diversity and Inclusion will convene the Risk Assessment Team to determine the proper course of action that may include suspension or leave of absence while an investigation is being conducted. In the event the complaint is deemed valid, UMMS shall take appropriate disciplinary action up to and including termination or dismissal against any employee, student, vendor, or those authorized to conduct business on behalf of the University.
5. If the University learns of an incident of hostile or violent behavior by an employee, student, volunteer, vendor, or those authorized to conduct business on behalf of the University, that took place outside UMMS, and where the behavior has a direct relationship to the safety of the organization or the employee's continuing professional responsibilities the Assistant Vice Chancellor for Diversity and Inclusion will in consultation with the Risk Assessment Team cause an investigation into whether the employee, student, volunteer, vendor, or contractor poses a risk to the University community and, if so, take appropriate action to protect the worksite.

6. In addition, it is the responsibility of the individual employee, student, volunteer, vendor or those authorized to conduct business on behalf of the University to report any allegation and or conduct of hostile and/or violent behavior that the reporter reasonably believes may have an impact on the individual's ability to perform his/her current job duties.
7. If an employee, student, volunteer, vendor or those authorized to conduct business on behalf of the University are determined to have created a potentially hostile situation, The Assistant Vice Chancellor for Diversity and Inclusion in collaboration with the Risk Assessment Team will assess whether the individual has had appropriate remediation and/or fitness for duty before returning to the University. The remediation and/or fitness for duty evaluation must be approved by the University.
8. When necessary, the Department of Public Safety shall notify the appropriate law enforcement agency of any acts of violence and/or violations of restraining orders that take place on any University owned, leased or controlled site. If an employee is not located at the University campus and becomes subjected to a potentially hostile or violent situation, they should immediately notify the local police. All incidents of hostile or violent behavior at offsite locations should be reported (after notification of the local police) to the UMMS Department of Public Safety.

Responsibilities

**All
employees,
students,
vendors or
those
authorized
to conduct
business
on
behalf of
the
University**

Will refrain from any hostile or violent behavior in the workplace as defined in this Policy. Will report any instances of imminent danger to the Department of Public Safety.

**All
managers
and faculty
members**

Will report any complaints of hostile or violent behavior in the workplace to the Department of Public Safety. Will assist in the investigation of all such complaints.

**Diversity
and
Inclusion
Office**

Will investigate all complaints of hostile or violent behavior in the workplace. Will consult with the Department of Public Safety and refer issues as appropriate. In the event a complaint is found to be valid, will work in collaboration with the Risk Assessment Team to determine appropriate disciplinary action to be taken. If informed of off-site hostile or violent behavior will in collaboration with the Risk Assessment Team determine what, if anything needs to be done to protect the worksite. If informed of the issuance of a restraining order will consult with the Risk Assessment Team to determine what, if anything needs to be done to protect the worksite.

**Public
Safety**

Will consult with the Risk Assessment Team and take appropriate action to assist employees, students, vendors and those authorized to conduct business on behalf of the University. Where necessary, notify the appropriate law enforcement agency of any acts of violence and/or violations of restraining orders that take place on any Medical School site.

**Human
Resources**

Will consult with the Risk Assessment Team and if a matter is referred to it, collaborate on appropriate disciplinary action.

**Employee
Assistance
Program**

Will consult with the Risk Assessment Team and if a matter is referred to it, coordinate initiatives for assessment of fitness for duty.

Procedures

Name

Number

Procedure Name

Number

Definitions

Hostile or Violent Behavior

Hostile or violent behavior includes, but is not limited to, behavior that creates a work environment that a reasonable person would find intimidating, threatening, abusive, or violent. Examples of such behavior include, but are not limited to:

- » Verbal threats, intimidation, or coercion;
- » Physical assaults or attempted physical assaults
- » Sexually inappropriate behavior
- » Any unauthorized use or possession of firearms, explosives, knives, or other devices, machinery, or material(s) that could be used, and/or could be threatened, as a weapon in the workplace;
- » Abusive, obscene and/or coercive language or conduct; and,
- » Grossly negligent or reckless conduct that a reasonable person would foresee as resulting in injury to persons or property.

Risk Assessment Team

The Risk Assessment Team is an interdepartmental team of University leaders who assemble to review the facts of a potentially hostile and/or violent situation and determine the appropriate steps necessary to make an adequate assessment of the risk for danger.

After the risk assessment is completed, the Risk Assessment Team makes recommendations for an appropriate course of action that is consistent with UMMS policy and practices.

The Risk Assessment Team includes but is not limited to: the Department of Public Safety, the Employee Assistance Program, the Associate Vice Chancellor for Diversity and Equal Opportunity and the Associate Vice Chancellor for Human Resources or their designees and any other institutional representative needed to assess the potential risk and make appropriate recommendations.

Forms/Instructions

In support of this form the following forms are included:

Name	Number
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Appendices

In support of this policy, the following appendices are included:

Name	Number
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