



OFFICE OF THE
PRESIDENT
(301) 295-3013

UNIFORMED SERVICES UNIVERSITY OF THE HEALTH SCIENCES
4301 JONES BRIDGE ROAD
BETHESDA, MARYLAND 20814-4712
<http://www.usuhs.mil>



Office of the President
PPM-002-2014

OCT 30 2014

**SUBJECT: Uniformed Services University of the Health Sciences (USU) Workplace
Violence Prevention and Response Program**

A. Issuance and Purpose.

This Presidential Policy Memorandum is issued to establish, to the extent possible, a work environment free from violence, threats of violence, harassment, intimidation or other disruptive behavior. This Memorandum also establishes procedures and processes for reporting and appropriately investigating such incidents.

- B. References.** (a) DoD Instruction 1438.06 (January 16, 2014).
(b) Interagency Security Committee, "Violence in the Federal Workplace: A Guide for Prevention and Response," (April 2013).

C. Applicability.

This PPM applies to all military, civilian, and contractor personnel located at USU.

D. Definitions:

Violent Behavior: The use of physical force or power, threatened or actual, against a person or group that either results in or has a high likelihood of injury, death, or psychological harm to self or others.

Workplace Violence: Any act of inappropriate aggressive behavior that occurs at the worksite including:

- Acts of physical violence.
- Threats of physical violence.
- Harassment, including stalking or giving unwanted attention to another individual.
- Intimidation or bullying.
- Verbal abuse, such as yelling, screaming, or making profane remarks at another individual.

Harassment: Conduct by a person toward another person of an intimidating, threatening, or insulting nature.

Bullying: Unwanted, offensive, or malicious behavior calculated to undermine, humiliate, or demean the recipient or another person. Bullying can be face-to-face or evidenced through electronic transmissions.

E. Policy: It is USU policy that:

1. All USU components will reinforce with their employees the need to maintain a work environment free from violence, threats of violence, harassment, bullying, intimidation and other disruptive behavior. All employees are responsible for promoting a safe work environment and reporting incidents of potential workplace violence.

2. Threatening or intimidating behavior and violence in the workplace are unacceptable conduct and will not be tolerated. All reported incidents will be investigated and appropriate remedial measures will be taken consistent with the nature of the situation.

3. Persons found to have committed such acts may be immediately removed from the USU premises if there is an imminent threat of harm to others and, when appropriate, may be subject to disciplinary action up to and including removal from Federal service, criminal prosecution, or both. Actions concerning removing an individual from the USU premises must be approved by the President, USU or his/her designee, unless there is an imminent threat of harm involving a weapon or a physical altercation.

4. USU employees will comply with this workplace violence prevention and response policy.

5. Situations involving federal civilian employees, military members, all contractors, and students will be appropriately coordinated with the responsible official to prevent violent and intimidating behavior in USU work spaces.

F. Procedures: *See Enclosure 1.*

G. Responsibilities: *See Enclosure 2.*

H. Effective Date: This President's Policy Memorandum is effective immediately.



Charles L. Rice, MD
President

Enclosures:

1. Procedures
2. Responsibilities

Procedures

1. General Provisions

a. These procedures provide general parameters for establishing and promoting workplace violence prevention efforts within USU as well as investigating and addressing concerns and reported incidents.

b. All supervisors and employees must immediately report threats of workplace violence to their management chain and appropriate authorities, as determined by the imminence and seriousness of the situation. Appropriate authorities include Security or Safety personnel, Civilian Human Resources (CHR) Employee Relations personnel, and Employee Assistance Program (EAP) representatives.

c. Information regarding an incident or threat of workplace violence, including but not limited to: 1) names of involved parties; 2) witnesses; 3) reports and investigations of allegations; and 4) specific findings regarding workplace violence situations will be treated in accordance with applicable laws and regulations. Statements and reports may be used as evidence in administrative, civil, and criminal proceedings.

2. Threat Assessment Team

a. This policy establishes a Threat Assessment Team which will be trained to effectively identify workplace violence or threats of workplace violence, assess the risks associated with specific situations that arise, and manage appropriate actions responding to workplace violence situations. Representatives on the Threat Assessment Team include:

- Security
- Human Resources
- General Counsel
- Medical Professionals
- Brigade

3. Annual Training for Preventing and Responding to Violence in the Workplace

a. Supervisors and employees will receive annual training to foster workplace violence prevention and public safety awareness. Training will cover the importance of refraining from making threats or engaging in workplace violence, and timely reporting of all acts or threats of violence to supervisors and appropriate military or civilian authorities.

4. Reporting and Responding to Workplace Violence Incidents

a. **Reporting Urgent Threats** – An urgent threat is an actual or imminent threat of violent behavior or a verbal altercation that appears to be escalating. In such events:

- Call 777 (If incident occurs on NSAB) or call 911 if incident occurs at an off-base building or facility.
- Once you are safe, call Security at (301) 295-3303 during normal working hours or (301) 295-3308 after working hours to inform Security of the situation.
- Alert your supervisor as soon as possible to the situation.

b. **Reporting Emerging or Potential Threats** – If you believe an emerging situation or threat has the potential to become violent over time because it exhibits one or more of the indications of workplace violence:

- Report the situation to your supervisor.
- Be prepared to detail the facts and circumstances giving rise to the fear of an emerging or potential workplace violence threat.
- When informed about an emerging or potential situation, supervisors must contact Security and a member of the Human Resources Employee Relations staff to properly investigate and manage the incident. Supervisors must also report the event to appropriate management officials in their chain of command. Except for these reporting requirements, information about the incident is to be kept confidential. Management personnel must be alert to situations where a referral to the Employee Assistance Program (EAP) or other medical personnel may be warranted.
- A member or members of the Threat Assessment Team will review the specific circumstances of the emerging or potential threat to ensure that proper case management is implemented. They will be guided by the seriousness and immediacy of the situation.

5. Investigation

- All instances of workplace violence or threats of workplace violence will be thoroughly investigated to determine appropriate remedial actions.
- Disciplinary actions will be taken in accordance with the applicable procedures and provisions of USU Instruction 1010 and the UCMJ. The table of penalties in USU Instruction 1010 provides for a remedy of reprimand to removal depending on the particular facts and circumstances of the incident.
- Investigations will be conducted by Security in close consultation with NSAB and with the assistance of CHR, as well as appropriate personnel. If determined appropriate, by the President, USU, or designee, referral for criminal investigation will be initiated.

Responsibilities

President, USU, is responsible for:

- Establishing policies and procedures in accordance with reference (a).
- Ensuring a planning group is established to evaluate the University's current ability to handle workplace violence incidents and recommend ways to strengthen their response capability.
- Ensuring management officials execute their responsibilities in accordance with the established USU workplace violence prevention program.

Threat Assessment Team is responsible for:

- Establishing consistent approaches for incident prevention and response in accordance with applicable DoD and USU policies and procedures.
- Providing guidance and advice to affected supervisors and personnel during a workplace violence incident.
- Reviewing risks and determining what additional security measures should be put in place after an incident, if any.
- Providing periodic feedback and evaluation of the USU workplace violence prevention program to senior leadership.

Civilian Human Resources is responsible for:

- Providing guidance and assistance to managers and employees on the workplace violence prevention program.
- Ensuring workplace violence prevention training is conducted.
- Investigating workplace violence situations as required.
- Consulting or coordinating with appropriate USU departments or other University officials to administer and implement program requirements.
- Consulting and coordinating with supervisors and managers to determine and/or implement effective remedial administrative or disciplinary measures associated with workplace violence situations.

Security Department is responsible for:

- Performing initial threat assessment and investigating incidents of workplace violence or threats.
- Diffusing immediate threats/danger.
- If immediate threat of violence is realized, implementing measures to remove the offender or diffusing the threat using appropriate law enforcement agencies when necessary.
- Interviewing witnesses, taking statements and protecting physical evidence if necessary.
- Consulting with General Counsel and Civilian Human Resources as the investigation continues and providing physical security support to the University.

- Maintaining an internal tracking system of all threats and incidents of violence.

Employees are responsible for:

- Conducting themselves in a manner consistent with pertinent USU and Federal policies and procedures.
- Refraining from engaging in violent, threatening, or other intimidating behavior.
- Observing the procedures contained in this PPM and promptly reporting workplace violence incidents to supervisors and/or management officials.
- Cooperating in any administrative investigations or inquiries concerning a witnessed workplace incident. Failure to cooperate or providing false information may be the basis for disciplinary or administrative action.
- Notifying supervisors and/or management officials if any individual threat to themselves or others, or if they fear for the physical safety of themselves or others at any USU work location.

Supervisors and managers are responsible for:

- Ensuring subordinate supervisors and employees comply with the established policies and procedures of this PPM and reference (a).
- Displaying appropriate behavior and cultivating/maintaining a work environment that is free of threatening, intimidating, bullying, or harassing behavior.
- Being alert to signs of potential workplace violence and acting promptly to avoid escalation of situations.
- Immediately contacting Security or CHR to discuss any actual, reported, or suspected improper conduct and determine the course of action that is most appropriate.
- Referring employees (either the perpetrator or the victim) to EAP or other medical personnel who specialize in anger management or victim counseling. (Note: Details of the USU EAP program can be obtained from CHR or at the following website: www.bhsonline.com).
- Documenting the facts and circumstances of incidents such as obtaining witness statements.
- Consulting with CHR to obtain advice and assistance before initiating administrative or disciplinary action.