

SDSU Research Foundation

Workplace Violence Prevention Plan (WVPP)

SB553 Compliant

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Introduction

SDSU Research Foundation (SDSURF) aims to provide a working environment that minimizes the potential for workplace violence and other safety/security risks. Violence in the workplace poses a significant threat to the safety and wellbeing of our employees and the general public. It is the responsibility of all employees to help minimize workplace violence. This policy establishes procedures to minimize the threat of violence in the workplace and provides guidelines for responding promptly and effectively to workplace violence.

Note: The following are notable exemptions to this plan:

- Places of employment where there are fewer than 10 employees working at any given time and that is not “accessible to the public.
- Employees teleworking from a location of the employee’s choice, which is not under the SDSURF’s control.

Purpose

The purpose of this plan is to:

- Identify the names and job titles of the persons responsible for the implementation and maintenance of the Workplace Violence Prevention Program (WVVP).
- Highlight how employees can report violent incidents, threats, or other workplace violence concerns, and how to respond to reports.
- Reinforce against unlawful retaliation for reporting, in good faith, violent incidents, threats, or other workplace violence concerns, and participating in any related investigations of such reports.
- Outline procedures to respond to actual or potential workplace violence emergencies.
- Detail training requirements about this plan, including the frequency of training.
- Outline procedures to identify and evaluate workplace violence hazards.
- Communicate post-incident response and investigation processes.

Definitions

Workplace violence refers to any act of violence or threat of violence that occurs in a place of employment. It includes, regardless of whether an employee sustains an injury, the threat or use of physical force against an employee that results in or is likely to result in injury, trauma, or stress, as well as incidents involving a threat or use of a firearm or other dangerous weapon.

A “**threat of violence**” means any verbal or written statement, including, but not limited to, texts, electronic messages, social media messages, or other online posts, or any behavior or physical conduct that conveys an intent, or that is reasonably perceived to convey an intent to cause physical harm or to place someone in fear of physical harm, and that serves no legitimate purpose.

There are four common types of workplace violence:

- **Type 1:** Workplace violence committed by a person who has no legitimate business at the worksite, including violent acts by anyone who enters the workplace or approaches workers with the intent to commit a crime.
- **Type 2:** Workplace violence directed at employees by customers, clients, patients, students, inmates, or visitors.
- **Type 3:** Workplace violence against an employee by a present or former employee, supervisor, or manager.
- **Type 4:** Workplace violence committed in the workplace by a person who does not work there but has or is known to have had a personal relationship with an employee.

Workplace violence does not include lawful acts of self-defense or defense of others.

Roles and Responsibilities

The team below has the authority and responsibility for implementing and maintaining the provisions of this WVPP for SDSURF.

Responsible Person	Job Title/Position	WVPP Responsibilities	Contact
Jaroslav Zeman	Enterprise Risk Management Officer	<ul style="list-style-type: none"> • Plan review and update • Reporting workplace violence • Responding to workplace violence • Identification and evaluation of workplace violence hazards • Post-incident response and investigations in coordination with Human Resources • Record keeping of non-confidential data <ul style="list-style-type: none"> ○ Maintaining violence incident log for each incident 	619-594-3550 jzeman@sdsu.edu
Melinda Swearingen	Director of Human Resources	<ul style="list-style-type: none"> • Plan review and update • Reporting workplace violence • Responding to workplace violence • Identification of and evaluation of workplace violence hazards • Post-incident response and investigations 	619-594-1087 mswearingen@sdsu.edu

		<ul style="list-style-type: none"> • Record keeping of confidential data <ul style="list-style-type: none"> ○ Create and maintain records of workplace violence hazard identification, evaluation, and correction ○ Maintain records of workplace violence incident investigations 	
Gregory Darbonne	Sr. Training and Compliance HRBP	<ul style="list-style-type: none"> • Training and development • Create and maintain training records 	619-594-1087 gdarbonne@sdsu.edu
Eric Elson	Director of Facilities Planning & Management	<ul style="list-style-type: none"> • Plan review • Reporting workplace violence • Responding to workplace violence • Emergency response procedures • Identification of and evaluation of workplace violence hazards 	619-597-0961 eelson@sdsu.edu
Teresa Loren	Controller/Director of Financial Services	<ul style="list-style-type: none"> • Plan review • Reporting workplace violence • Responding to workplace violence • Emergency response procedures • Identification of and evaluation of workplace violence hazards 	619-594-3141 tloren@sdsu.edu
Steve Torok	Director of Sponsored Research Development	<ul style="list-style-type: none"> • Plan review • Reporting workplace violence • Responding to workplace violence • Emergency response procedures • Identification of and evaluation of workplace violence hazards 	619-594-4478 steve.torok@sdsu.edu
Cody Lee	Communications Officer	<ul style="list-style-type: none"> • Communications regarding workplace violence 	619-594-5410 celee@sdsu.edu

Renee Lechner	Director of Sponsored Research Administration	<ul style="list-style-type: none"> • Plan review • Reporting workplace violence • Responding to workplace violence • Emergency response procedures • Identification of and evaluation of workplace violence hazards 	619-594-4349 rlechner@sdsu.edu
Sandra Nordahl	Director of Contracting and Compliance	<ul style="list-style-type: none"> • Plan review • Reporting workplace violence • Responding to workplace violence • Emergency response procedures • Identification of and evaluation of workplace violence hazards 	619-594-4172 snordahl@sdsu.edu
Rachel Raynoha	Chief Information Systems Officers	<ul style="list-style-type: none"> • Plan review • Reporting workplace violence • Responding to workplace violence • Emergency response procedures • Identification of and evaluation of workplace violence hazards 	619-594-1066 Rraynoha@sdsu.edu

Senior Management Team

Michèle G. Goetz	Associate Vice President and CEO	mgoetz@sdsu.edu
Leslie R. Levinson	Chief Financial Officer	llevinson@sdsu.edu
Rachel Raynoha	Chief Information Systems Officer	rraynoha@sdsu.edu
Deb Naylon	Chief Human Resources Officer	dnaylon@sdsu.edu

Employee Involvement

SDSURF has implemented the following policies and procedures to ensure active involvement of employees and authorized employee representatives in the development and implementation of the plan:

- Establishing, evaluating, and preventing workplace violence by identifying potential threats, concerns, hazards, and corrective actions.
 - Managers to meet with employees during department meetings to remind employees to identify and communication any workplace violence-related concerns/hazards.

- Developing and implementing training.
 - It is encouraged that employees participate in the development and implementation of training programs. Any employee input relevant to the needs of this program are incorporated into trainings.

Employee Compliance

All SDSURF employees, including managers and Principal Investigators, are expected to adhere to this plan and are responsible for ensuring they have read this plan and act in compliance with it.

To ensure that employees comply with the rules and safe work practices included in this plan, we will take the following steps at a minimum:

- Inform employees of the provisions of this plan.
- Educate employees about what does (and doesn't) constitute workplace violence, as well as the workplace hazards that are relevant to their specific roles.
- Establish accessible channels for employees to report workplace hazards and violence, including anonymously.
- Provide training to all employees when the plan is created, and as new hazards are identified.
- Conduct post-incident investigations and implement corrective measures.
- Discipline employees who fail to comply with the WVPP.

Reporting Workplace Violence

Reporting Workplace Violence: All employees shall promptly report all threats or acts of workplace violence to their supervisor or manager.

- Employees are encouraged to report indirect or direct threats of violence, acts of violence, and suspicious individuals or activities to their supervisor as soon as possible (or contact University Police, Risk Management and Human Resources, or any member of SDSURF's management team if their supervisor is unavailable). The supervisor is responsible for notifying Risk Management and Human Resources, who will consult with the appropriate resources in order to complete an assessment of the situation.

Employees may report incidents to their management team, Risk Management (sdsurfriskmanagement@sdsu.edu or 619-594-4076), and Human Resources (sdsurfhr@sdsu.edu or 619-594-4139).

- In the case of actual violence, imminent violence, or threat of imminent violence, employees should obtain emergency assistance by immediately contacting University Police at 619-594-1991 or local law enforcement by dialing 911. Employees should not place themselves in peril, nor should they attempt to intervene during an incident. Immediately thereafter, employees should report the incident to their manager, or contact Risk Management at 619-594-4076 and Human Resources at 619-594-4139 if their supervisor is unavailable.

SDSURF strictly prohibits and does not tolerate any form of unlawful retaliation for engaging in any protected activity, including good faith reporting of incidents of workplace violence, or filing, testifying, assisting, or participating in any manner in any related investigation, proceeding, or hearing.

- Prohibited retaliation includes, but is not limited to: demotion, suspension, reduction in pay, denial of a merit salary increase, failure to hire or consider for hire, refusing to promote or consider for promotion; harassing another employee for reporting a violation, denying employment opportunities because of reporting a violation or for cooperating in an investigation, changing someone's work assignments, treating people differently such as denying an accommodation, not talking to an employee when otherwise required by job duties, or otherwise excluding the employee from job-related activities because of engagement in activities protected under this policy.

Communications Regarding Workplace Violence

Managers are responsible for communicating with all employees about workplace violence in a form readily understandable by all employees. All employees are encouraged to inform their managers about workplace hazards and may do so without fear of reprisal.

Our communications efforts include the following:

- New employee orientation, including a discussion of workplace hazards and reporting channels.
- Regularly scheduled training.
- A system through which employees can inform management about workplace hazards, violent incidents, threats, and other workplace violence concerns, which includes anonymous reporting channels.

Responding to Workplace Violence

Following any incident, SDSURF will conduct a thorough investigation, implement necessary security measures, offer necessary support services to those impacted, and take disciplinary action where required along the way. Our response procedures reflect our commitment to maintaining a workplace where safety is paramount, fostering a culture of trust and well-being for all.

Training

All employees, including managers, are required to have training and instruction on this plan, including:

- Knowledge of how to access the most up-to-date version of this plan.
- How employees can participate in the development and implementation of this plan.
- Key definitions.
- How to report workplace violence incidents or concerns.
- Workplace violence hazards specific to an employee's role.
- How to seek assistance to prevent or respond to violence.
- Strategies to avoid physical harm.

Any such training will be conducted through CSU Learn training courses.

Training and instruction about this plan are provided:

- When this plan is first established.
- To all employees annually.
- Whenever new or previously unrecognized workplace violence hazards have been identified; or
- When changes are made to this plan.

To the extent that training is provided when a new or previously unrecognized workplace violence hazard has been identified — or when changes are made to this plan — such training will only cover the new hazards and/or changes to this plan.

Identification and Evaluation of Workplace Violence Hazards

SDSURF will proactively identify and evaluate workplace violence hazards to help ensure the ongoing safety and security of our employees. Our comprehensive approach involves:

- Regular risk assessments conducted by those listed in the Roles & Responsibilities section.
- Inspections that will be conducted when the plan is first established, after each workplace violence incident, and whenever SDSURF is made aware of a new or previously unrecognized hazard.

Additionally, we encourage open communication with employees, providing a platform for any employee to report concerns, observations, or experiences related to workplace violence hazards.

Correcting Workplace Violence Hazards

Workplace violence hazards shall be evaluated and corrected in a timely manner based on the severity of the hazards. Hazards shall be corrected according to the following procedures:

- When observed or discovered; and
- When an imminent hazard exists which cannot be immediately abated without endangering employee(s), we will work to remove all endangered employees from the area except those necessary to address the existing hazard. Employees who are required to address the hazard shall be provided with the necessary protection.

Emergency Response

SDSURF has implemented the following emergency response procedures for dealing with active or potential workplace violence emergencies:

- Evacuation or sheltering plans to respond to actual or potential workplace violence emergencies.
 - https://foundation.sdsu.edu/pdf/facilities_emergency_response_manual.pdf

- Effective means to alert employees of the presence, location, and nature of workplace violence emergencies.
 - https://foundation.sdsu.edu/pdf/facilities_emergency_response_manual.pdf
- How to obtain help from staff, security personnel, or law enforcement.
 - Panic buttons
 - Call 911

Post-Incident Response and Investigations

Any workplace violence incident must be thoroughly investigated. Procedures for investigations shall include:

- Assessment of the incident scene as soon as possible.
- Interviews of all parties involved including employees, security, patrons, and witnesses.
- Reports from law enforcement.
- Examining the location for factors associated with the incident.
- Review of security footage.
- Review of all previous incidents.
- Determining the cause of the incident.
- Taking corrective action to prevent the incident from recurring.
- Recording the findings and taking corrective action.
- Document in the violent incident log.

Violent Incident Log:

The log must include the following information:

- Date/time/location of the incident.
- The workplace violence type or types involved in the incident.
- A detailed description of the incident.
- Classification of the perpetrator (e.g., client, customer, friend, coworker, etc.).
- Classification of circumstances at the time of incident (e.g., working regular job duties, rushed, working during low staffing, isolated/alone, working in unfamiliar or new location, poorly lit area, etc.).
- Classification of the location where the incident occurred.
- Whether security or law enforcement was contacted.
- Actions taken by the employer to protect the employee or other hazards identified because of the incident.
- Information about the person completing the log, including name, job title, and date completed.
- The type of incident.
 - Physical attack without a weapon (e.g. biting, choking, grabbing, hair pulling, kicking, punching, slapping, pushing, pulling, scratching, spitting).
 - Attack with a weapon or other object.
 - Threat of physical force or threat of the use of a weapon or other object.

- Sexual assault or threat (e.g. rape, attempted rape, physical display, or unwanted verbal or physical sexual contact).
- Animal attack.
- Other.

Please contact Risk Management for copies of any of these records by emailing sdsurfriskmanagement@sdsu.edu

Recordkeeping

SDSURF is required to:

- Create and maintain records of workplace violence hazard identification, evaluation, and correction, for a minimum of five (5) years.
- Create and maintain training records for a minimum of one (1) year and include the following:
 - Training dates.
 - Contents or a summary of the training sessions.
 - Names and qualifications of persons conducting the training.
 - Names and job titles of all persons attending the training sessions.
- Maintain a violent incident log for each workplace violence incident and maintain such records for at least five (5) years.
- Maintain records of workplace violence incident investigations for a minimum of five (5) years.
 - The records shall not contain medical information per subdivision (j) of section 56.05 of the Civil Code.

Employee Access to Written WVPP

A copy of SDSURF's WVPP shall be kept in writing and made available and easily accessible to employees, authorized employee representatives, and representatives of Cal-OSHA at all times. This information may be requested by emailing sdsurfhr@sdsu.edu or sdsurfriskmanagement@sdsu.edu.

Employee Access to Records

The following records shall be made available to employees and their representatives, upon request and without cost, for examination and copying within **15 calendar days of a request**:

- Records of workplace violence.
- Training records.
- Violent incident logs.

Plan Review and Update

This plan will be reviewed and updated for effectiveness:

- At least annually.
- When a deficiency is observed or becomes apparent.

- After a workplace violence incident.
- As needed.

Review of the WVPP will include:

- Incident investigations and the violent incident log.
- Control measures in place and the effectiveness of those controls.