



## **Workplace Violence Policy**

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### **I. Purpose**

To outline employee and volunteer expectations related to the threat or action of workplace violence.

### **II. Definitions**

For purposes of this policy, “workplace violence” shall mean any behavior, act or statement that:

- would be interpreted by a reasonable person to be aggressive, intimidating, harassing, unsafe, and includes injurious hazing and,
- which carries an expressed or implied intent to cause harm to a person or property; and
- is related to a UCP activity, property, and/or location.

### **III. Policy**

Workplace violence will be considered a violation of UCP policy and may subject an individual to discipline up to and including termination of employment. Where appropriate, violators may be subject to criminal prosecution. Contractors and their agents are expected to take appropriate actions to deal with incidents of workplace violence.

Every employee or volunteer is responsible for reporting instances of workplace violence in accordance with this policy. Every supervisor, administrator and manager is responsible for responding promptly and thoroughly to allegations of workplace violence in accordance with the terms of this policy.

All persons at UCP should report instances of workplace violence.

All persons should avail themselves of the training and other resources provided by UCP so that they will be able to recognize the warning signs of workplace violence and to appropriately respond to them.

#### **IV. Procedure**

1. In emergency situations, 911 should be called as well as notifying the Chief Executive Officer (CEO) at 207-852-2196. The employee/volunteer should then report the incident to his/her immediate supervisor. It should be considered an emergency situation whenever a fear of violence exists, threats of violence are made, or any type of physical assault is imminent or occurring.

2. In situations where a person witnesses an instance of workplace violence and does not know how to contact the supervisor of those involved in the incident, the Director of Human Resources or Chief Operating Officer should be contacted as well as the police and CEO, if appropriate.

3. In non-emergency situations, workplace violence should be reported first to the Director of Human Resources. If the Director of Human Resources is the instigator of the workplace violence, the incident should be reported to the Chief Operating Officer. If the Chief Operating Officer is the instigator in workplace violence it should be reported to the Chief Executive Officer. If the Chief Executive Officer is the instigator in workplace violence it should be reported to the President of the Board or the Chair of the Personnel Committee. Example of non-emergency situations would be when verbal exchanges are loud, disruptive, and short of duration, and escalation to threatening behavior is a concern.

4. Reported instances of workplace violence will be handled by the Director of Human Resources and immediate supervisor in accordance, in collaboration with the Chief Operating Officer and CEO with applicable UCP conduct policies. Additionally, consultation may occur with local law enforcement and UCP legal representatives about appropriate resolution of instances of workplace violence. Where appropriate, disciplinary action will be administered in accordance with applicable UCP Policies and Procedures.

  
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Scott Tash, CEO

  
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