



Policy 2017-02: Procedures for Reporting Suspected Workplace Violence Incidents

I. When to report an incident:

In the event of an EMERGENCY, police must be contacted immediately. Call 911. A situation is an “emergency” if an injury has occurred or there is an immediate threat of physical harm or injury.

Any act or incident that fits the definition of workplace violence outlined in this policy must be reported immediately. The [Workplace Violence Incident form](#) must be submitted for all incidents, regardless of whether any injury is sustained.

Even without a specific threat, all members of the workforce must report any behavior regarded as potentially threatening, violent or that could endanger the health and safety of others. The worker, a witness, or supervisor may report the incident, but ultimately it is the responsibility of the manager of that area to assure that the incident is reported.

In accordance with the University wide [Non-Retaliation Policy](#), the University encourages individuals to bring forward information and/or complaints about violations of state or federal law, University policy, rules, or regulations. Retaliation against any individual who, in good faith, reports and/or participates in the investigation of alleged violations, or who assists others in making such a report, is strictly forbidden.

II. How to report an incident:

A supervisor and/or manager must be notified of the incident to address any disruptive workplace behavior(s) in an effort to prevent potential escalation of conduct. Ignoring such conduct is not acceptable.

The [Workplace Violence Incident form](#) must be completed and submitted in accordance with the filing instructions.

If you are unable to access the form electronically, please contact the Employee Resource Center at HR-EmployeeResource@uchc.edu or 860-679-2426 for assistance from 8:00 a.m. to 4:30 p.m. Monday – Friday.

III. Manager and Supervisor Responsibilities:

Any supervisor or manager who receives a complaint, witnesses or becomes aware of potential workplace violence must report it to Human Resources immediately.

Questions and/or concerns may be directed to Employee and Labor Relations at (860) 679- 4375 from 8:00 a.m. to 5:00 p.m. Monday –Friday.

Ignoring such conduct is not acceptable and may subject the supervisor or manager to disciplinary action. Further, he/she must address any disruptive workplace behavior in an effort to prevent potential escalation of conduct.