

WORKPLACE VIOLENCE PREVENTION PLAN PEPPERDINE UNIVERSITY

Pepperdine University is committed to providing a safe and secure work environment for its employees. This is why we maintain a robust Emergency Operations Committee and a multi-disciplinary Threat Assessment Team who work with the Department of Public Safety and all other areas of the University. This Workplace Violence Prevention Plan (the “Plan”) complies with applicable laws to help identify potential hazards and attempt to prevent workplace violence.

DEFINITIONS *(Defined by the State of California)*

- **Serious injury or illness:** Any injury or illness occurring in a place of employment or in connection with any employment that requires inpatient hospitalization for other than medical observation or diagnostic testing, or in which an employee suffers an amputation, the loss of an eye, or any serious degree of permanent disfigurement, but does not include any injury or illness or death caused by an accident on a public street or highway, unless the accident occurred in a construction zone.
- **Threat of violence:** Any verbal or written statement, including, but not limited to, texts, electronic messages, social media messages, or other online posts, or any behavioral 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.
- **Workplace violence:** Any act of violence or threat of violence that occurs in a place of employment (not including lawful acts of self-defense or defense of others), including, but not limited to, the following:
 - The threat or use of physical force against an employee that results in, or has a high likelihood of resulting in, injury, psychological trauma, or stress, regardless of whether the employee sustains an injury.
 - An incident involving a threat or use of a firearm or other dangerous weapon, including the use of common objects as weapons, regardless of whether the employee sustains an injury.
- **Types of workplace violence:**
 - **Type 1 violence (Outsider):** Workplace violence committed by a person who has no legitimate business at the worksite, and includes violent acts by anyone who enters the workplace or approaches employees with the intent to commit a crime.
 - **Type 2 violence (Student/Visitor):** Workplace violence directed at employees by customers, clients, patients, students, inmates, or visitors.
 - **Type 3 violence (Employee):** Workplace violence against an employee by a present or former employee, supervisor, or manager.
 - **Type 4 violence (Significant Other):** 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.

UNIVERSITY RESOURCES AND PLANS TO PREVENT AND RESPOND TO WORKPLACE VIOLENCE

The University has multiple resources and plans in place to prevent and respond to workplace violence, examples including: trained public safety personnel; partnerships with local law enforcement; mass communication notification systems

(Everbridge); a multidisciplinary threat assessment team; an emergency information page; evacuation and shelter-in-place plans; access control systems; and ongoing training, among others. Additionally, University representatives (including those from departments such as Public Safety, Emergency Services, Insurance and Risk, the Threat Assessment Team, the Emergency Operations Committee, etc.) meet on an on-going and as needed basis to identify and correct potential hazards to increase safety by reviewing facilities, programs, protocols, communications, and systems. Such identifications and increased safety measures will be recorded in the Workplace Violence Hazard Identification and Correction log maintained by the Department of Public Safety.

PROCEDURES: WORKPLACE VIOLENCE HAZARD IDENTIFICATION

Inspections for workplace violence hazards may include, but are not limited to, assessments of:

- Violence surveillance measures, such as mirrors and cameras
- Procedures for reporting suspicious persons or activities
- Effective locations and functioning of emergency buttons and alarms that warn others of actual or potential workplace violence danger, or that summon assistance
- Posting of emergency telephone numbers for law enforcement, fire, and medical services
- Designated safe areas where employees can go in an emergency
- Adequacy of workplace security systems, such as door locks, entry codes or badge readers, security windows, physical barriers, and restraint systems
- Frequency and severity of threats, hostile situations, or verbal abuse that may lead to violent acts
- Employees' training in safely handling threatening or hostile service recipients
- Employee escape routes
- Access to and freedom of movement within the workplace by non-employees, including recently discharged employees or persons with whom one of our employees is having a dispute
- Any prior violent acts, threats of physical violence, verbal abuse, property damage or other signs of strain or pressure in the workplace

COMPLIANCE, COMMUNICATION, AND REVISION OF THE PLAN

Representatives from the Threat Assessment Team, the Emergency Operations Committee, the Department of Public Safety, and others contributed to the development and implementation of this Plan. The University will revise the Plan as necessary, such as upon identifying a new hazard or safeguard against workplace violence. The Plan will be reviewed in New Employee Orientation, made available on the University's webpages, and shared with all employees on an annual basis. Faculty and staff are encouraged to communicate with the responsible parties regarding any inquiries regarding workplace violence, and may request additional workplace violence prevention training by emailing humanresources@pepperdine.edu. All employees must comply with the [Safe and Secure Workplace policy](#) and this Workplace Violence Prevention Plan. Violating the policy or plan will result in disciplinary action up to and including dismissal and may also result in criminal prosecution.

REPORTING AND RESPONDING TO WORKPLACE VIOLENCE

All employees and supervisors must report any incidents, threats, or other concerns related to workplace violence to Public Safety or Human Resources. The University prohibits retaliation or harassment against anyone who makes a good faith report of workplace violence or a violation of this Plan. The University also prohibits individuals from making intentionally false or misleading reports of violence or threats of violence. Individuals who make such reports will be subject to disciplinary action up to and including dismissal.

The Department of Public Safety maintains Violence Incident Report logs, and, in the event of workplace violence, appropriate parties will conduct a prompt and thorough investigation. The University will investigate the validity of reported claims and the circumstances of all validated claims in a comprehensive manner, consistent with other incidents related to

our campus community. Upon request to the Department of Public Safety, copies of training records, hazard identification logs, and incident logs will be made available to employees upon 15 days of request.

PROCEDURES: WORKPLACE VIOLENCE INVESTIGATION AND RESPONSE

After a workplace incident, the Plan administrator(s) or their designee(s) will implement procedures that may include, but are not limited to, the following actions:

- Visit the scene of an incident as soon as safe, practicable, and appropriate.
- Interview involved parties, such as employees, witnesses, law enforcement, and/or security personnel.
- Review security footage of existing security cameras, if applicable.
- Examine the workplace for security risk factors associated with the incident, including any previous reports of inappropriate behavior by the perpetrator.
- Determine the cause of the incident.
- Obtain any reports completed by law enforcement as available.
- Complete the Violent Incident Report log, including information such as:
 - The date, time, and location of the incident
 - The workplace violence type or types involved in the incident, including whether it involved a(n):
 - physical attack without a weapon, including, but not limited to, biting, choking, grabbing, hair pulling, kicking, punching, slapping, pushing, pulling, scratching, or spitting
 - attack with a weapon or object, including, but not limited to, a firearm, knife, or other object
 - threat of physical force or threat of the use of a weapon or other object
 - sexual assault or threat, including, but not limited to, rape, attempted rape, physical display, or unwanted verbal or physical sexual contact
 - animal attack
 - A detailed description of the incident.
 - A classification of who committed the violence, including whether the perpetrator was a client or customer, family or friend of a client or customer, stranger with criminal intent, coworker, supervisor or manager, partner or spouse, parent or relative, or other perpetrator.
 - A classification of circumstances at the time of the incident, including, but not limited to, whether the employee was completing usual job duties, working in poorly lit areas, rushed, working during a low staffing level, isolated or alone, unable to get help or assistance, working in a community setting, or working in an unfamiliar or new location.
 - A classification of where the incident occurred, such as in the workplace, parking lot, or other area
 - Consequences of the incident, including, but not limited to:
 - Whether security or law enforcement was contacted and their response;
 - Actions taken to protect employees from a continuing threat or from any other hazards identified as a result of the incident;
 - Information about the person completing the log, including their name, job title, and the date completed.
 - A review of all previous incidents.
- Facilitate prevention of similar incidents from occurring and record the findings.

RESPONSIBLE PARTIES

Meghan McGuire, Director of Public Safety, oversees the implementation of the Workplace Violence Prevention Plan. Please direct any questions regarding this Plan to the Department of Public Safety.