

UC Davis Policy and Procedure Manual

Chapter 390, Emergency Management and Campus Security

Section 30, Disruptive Behavior in the Workplace

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Responsible Department: Human Resources

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I. Purpose

This policy describes the resources and processes available to address disruptive, threatening, or violent behavior in the workplace, including definitions and procedures for reporting and responding to reports. UCDHS departments, refer to UCDHS Hospital Policies and Procedures Section 1616. The purpose of the policy is to provide a means to quickly address workplace behavior that threatens the safety, or is disruptive, of the workplace.

Employees or students found to have engaged in disruptive behavior may be subject to discipline for misconduct or corrective action for performance deficiencies pursuant to separate policies (see VII, below). Incidents or complaints that involve allegations of sexual harassment or discrimination should also be reported under the applicable policy (see Section 380-12 or 380-15).

II. Definitions

The definitions provided here are intended to assist individuals in identifying disruptive behavior that should be reported so that it can be promptly and effectively addressed.

Disruptive behavior—aggressive behavior or conduct that may adversely affect the campus or workplace, may generate reasonable concern for personal safety, or may result in physical injury, including but not limited to the following:

- A. Bullying—offensive or malicious behavior through persistent actions typically meant to undermine, intimidate, or demean the recipient.
- B. Domestic violence—abusive or violent behavior between individuals who have an ongoing or prior intimate or familial relationship that is disruptive to the workplace.
- C. Intimidation—behavior that is intended to frighten, coerce, or induce duress.
- D. Property damage—intentional damage to property owned by the University, its employees, students, visitors, or vendors.
- E. Threat—expression of intent to cause physical or mental harm, which may be direct, indirect, conditional, or veiled.
- F. Violent behavior—unwanted physical contact such as hitting, kicking, pushing, shoving, throwing objects, or the use of a weapon.

III. Policy

The University is committed to providing and maintaining a safe and secure environment free from all forms of violence or disruptive behavior.

- A. The University shall respond promptly and effectively to address reported disruptive behavior.
- B. The University shall develop programs to prevent disruptive behavior from occurring and provide resources to individuals affected by disruptive behavior.

IV. Procedures

- A. Reporting
 - 1. Disruptive behavior that is violent or criminal in nature that requires immediate intervention

shall be reported to the UCD Police Department by calling 911.

2. Disruptive behavior that is not an emergency or urgent in nature shall be reported to any of the following:
 - a. The supervisor or appropriate department head.
 - b. The Violence Prevention Hotline, 747-3854.
 - c. Student Judicial Affairs, 752-1128.
 - d. Academic Personnel, 752-2072.
 - e. Employee and Labor Relations, 754-8892.
 - f. A non-student employee holding one of the following positions:
 - 1) Academic or graduate adviser.
 - 2) Non-volunteer coach for sports teams.
 - 3) Student affairs staff member in the residence halls.
3. The University shall protect the identity of individuals reporting disruptive behavior to the extent permitted or required by law and University policy, but may need to make disclosures to complete a fair review of the matter.

B. University response

1. Disruptive behavior that is non-threatening or non-violent.
 - a. The supervisor, department head, or other appropriate official shall take appropriate action to stop reported disruptive behavior in the workplace that is non-threatening or non-violent.
 - b. If further assistance is required, the supervisor shall contact the appropriate office identified in IV.A.1, above, to request advice or report the behavior.
2. Threatening or violent behavior
 - a. Any supervisor, department head, or other official who receives a report of alleged threatening or violent behavior shall call the Workplace Violence Hotline or consult with the Workplace Violence Response Team (http://www.hr.ucdavis.edu/Elr/er/wv_info).
 - b. The team shall review the complaint to determine appropriate response to address the behavior.
3. When necessary, individuals engaging in disruptive behavior may be suspended, put on investigatory leave, or excluded from University properties as appropriate. (See Section 390-20 or the applicable personnel policy or collective bargaining agreement for procedures.)

V. Roles and Responsibilities

A. Employees

1. Are expected to conduct themselves with civility and respect for the rights and welfare of others in the workplace and on University properties.
2. Shall report disruptive behavior that they experience or witness.

B. Supervisors

1. Are responsible for providing training and implementing sound practices to ensure a safe and secure working environment.

2. Shall consult with appropriate campus resources or members of the Workplace Violence Response Team when receiving reports of disruptive behavior.
 3. Shall implement appropriate corrective or disciplinary action in accordance with applicable procedure or collective bargaining agreement.
- C. Workplace Violence Hotline
1. Provides a confidential means to report disruptive behavior and prompt evaluation of the issue.
 2. As appropriate, conveys the matter to the Workplace Violence Response Team.
- D. Workplace Violence Response Team
1. Is composed of representatives from Human Resources, Campus Counsel, Academic Personnel, Student Judicial Affairs, Police Department, Occupational Health Services/Risk Management, and the Academic and Staff Assistance Program.
 2. Assesses potential threats of disruptive behavior.
 3. Serves as a campus resource to assist in preventing and providing an appropriate response to reports of disruptive behavior.

VI. Further Information

- A. For information on preventing and responding to workplace violence, contact the UCD Police Department Crime Prevention Unit (752-6589) or the Academic and Staff Assistance Program (752-2727).
- B. Additional information is available at <http://www.hr.ucdavis.edu/Elr/Er/Violence>.

VII. References and Related Policies

- A. UCD Policy and Procedure Manual (<http://manuals.ucdavis.edu/PPM/about.htm>):
 1. Section 280-05, Procedures for Student Complaints of Prohibited Discrimination or Arbitrary Treatment.
 2. Section 380-12, Sexual Harassment Policy.
 3. Section 380-15, Staff Complaints of Discrimination.
 4. Section 390-20, Maintenance of Order.
- B. Academic Personnel Manual (<http://manuals.ucdavis.edu/APM/apm-toc.htm>):
 1. Section 015, Faculty Code of Conduct and UCD-015, Procedures for Faculty Misconduct Allegations.
 2. Section 150, Non-Senate Academic Appointees, Corrective Action and Dismissal.
- C. Personnel Policies for Staff Members: Policy and UCD Procedure 62, Corrective Action (<http://manuals.ucdavis.edu/spp/spp-toc.htm>).
- D. UC Collective Bargaining Agreements (<http://ucnet.universityofcalifornia.edu/labor/bargaining-units/index.html>).
- E. Administration of Student Discipline (<http://sja.ucdavis.edu/files/asd.pdf>).
- F. Principles of Community (<http://occr.ucdavis.edu/poc/>).