LOYOLA MARYMOUNT UNIVERSITY  VIOLENCE IN THE WORKPLACE
Human Resources Policies and Procedures Manual

POLICY

Loyola Marymount University strives to maintain a workplace free from violence and threats of harm. Violent or threatening incidents can be prevented through recognition of early warning signs. Adequate response procedures can work to stop violent acts in progress as well as prevent threats from escalating to violence. To ensure an expedient and appropriate response to an actual threat or act of violence, all employees must be informed of whom to notify once they become aware of such an incident.

PROCEDURE

Threatening Behavior

All threatening behavior must be treated as a serious matter. Threatening behavior consists of any words or actions that create a reasonable perception of an intent to harm persons or property. Threatening behavior includes, but is not limited to:

- bringing weapons to the workplace;
- making a verbal threat to harm others or destroy property;
- throwing objects;
- making menacing gestures;
- expressing significant grudges against other employees;
- attempting to intimidate or harass others;
- showing an intense or obsessive interest in an employee (romantic or otherwise) that exceeds the normal bounds of interpersonal interest;
- behavior indicating that the individual is significantly out of touch with reality and that he/she may pose a danger to him/herself or others.

All threatening behavior should be immediately reported to a supervisor, who is responsible for notifying the Assistant Vice President, Human Resources (Westchester), or the Assistant Director, Human Resources (Westchester), or the Director, Human Resources (Law School). The Human Resources representative will conduct an investigation in order to obtain an accurate account of the incident and the circumstances surrounding it. Individuals who may be included in the investigation are:

- Director of Public Safety;
- individual making the threat and his/her supervisor;
- intended victim(s);
- witnesses;
- Senior Vice President of the division involved;
- labor counsel;
- Assistant Vice President, Business Affairs.

Based on the investigation, the Human Resources representative will determine the course of action to be taken. Where appropriate, the perpetrator of the threat may be required to receive counseling or other assistance.\(^1\)

\(^1\) See DISCIPLINE.
Imminently Dangerous Threat or Violence

In situations which escalate beyond threatening behavior, as described above, emergency assistance should be obtained immediately. Under these circumstances, the employee should contact Public Safety (Westchester, x222 and Law School x1121 or 1124) or the L.A.P.D. (911).

After calling for emergency assistance, the employee should contact a supervisor who is responsible for notifying the Assistant Vice President, Human Resources (Westchester), or the Assistant Director, Human Resources (Westchester), or the Director, Human Resources (Law School). The Human Resources representative will conduct an investigation in the same manner noted previously.

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