

## BOYCE THOMPSON INSTITUTE

**PROCESS:** Workplace Violence

**SUMMARY:** BTI is committed to maintaining a safe work environment for its employees and others who work at the Institute. For that reason guidelines have been established to aid supervisors and the Human Resources department in defusing and managing events that are violent or have the potential to become violent.

### Physical Acts of Violence

1. In the event of a physical act of violence, the persons involved will be immediately separated. The aggressor(s) will be immediately suspended, pending full investigation. If it is unclear who the aggressor(s) are, all parties may be suspended based on the judgement of the supervisor and/or the Human Resources Director.
1. Human Resources will begin a thorough investigation of all incidents within 24 hours. This includes interviewing all involved, including outside observers. The investigation should take no more than 24 hours to complete, in most cases. A separate investigation file will be maintained by Human Resources, that will include all interviews, signed statements and other documentation.
1. The "Incident Review Team" (Human Resources Director, Employee's Supervisor, and a Management Team Member) will review the investigation completed by Human Resources; and other appropriate data, including employee files. This team will make the final determination on discipline for employee(s). The disciplinary action will become a part of the employee's personnel file.
1. The "Incident Review Team" will consider all evidence and circumstances surrounding the event in determining the outcome. Minimum discipline for a physical act of violence will be a written warning. Suspension, termination and /or prosecution are other options for discipline.
1. Services of the Employment Assistance Program (EAP) will be offered to all parties involved, and may be made mandatory as a "condition of employment" for the aggressor(s) if warranted.
1. The "Incident Review Team" will consider other options for resolving these issues, including mediation by an outside party (ILR School or other private entities). Mediation is intended to reach a common agreement between the parties involved.

### Verbal threats of physical harm, aggressive or hostile behavior, or damage of property

1. Other observations of disruptive behavior as described above should be reported

to your supervisor or human resources immediately.

1. If deemed necessary, the employees involved should be separated. Cooling off time is suggested, including asking the employee(s) to go home for the day.
1. Human Resources or the employee's supervisor (w/HR assistance) will conduct a thorough investigation of all reported incidents. This includes interviewing all involved, including outside observers. The investigation should take no more than 48 hours to complete, in most cases.
1. Human Resources and the supervisor will consider all evidence and circumstances surrounding the event in determining the consequence(s) or additional support needed following the event. Discipline may include verbal or written warning, suspension or termination, based on all the facts surrounding the event and the employee's history with BTI.
1. Services of the Employment Assistance Program (EAP) will be offered to all parties involved, and may be made mandatory as a "condition of employment" if warranted.
1. Mediation by an outside party, such as the ILR school is another possible remedy. Mediation is intended to reach a common agreement between the parties involved.
1. Additional training and/or workshops may also be recommended by Human Resources or the supervisor.