

WORKPLACE VIOLENCE PREVENTION POLICY

PURPOSE

The purpose of this policy is to:

- Communicate the institutional commitment to a Violence free workplace;
- Outline the procedures for reporting incidents; and
- Describe the role of the 2-Stop Team.

POLICY STATEMENT

It is the policy of The University of Texas MD Anderson Cancer Center (MD Anderson) to promote a safe environment free from Violence and the Threat of Violence. This policy prohibits direct or indirect Threats or acts of violent behavior. Any individual, who fails to comply with this policy, including knowingly making a false report or false accusation, failing to comply with a mandatory safety plan, or retaliating against an individual for 2-Stop activities, may be disciplined, up to and including termination.

SCOPE

Compliance with this policy is the responsibility of all faculty, trainees/students, and other members of MD Anderson's workforce.

TARGET AUDIENCE

The target audience for this policy includes, but is not limited to, all faculty, trainees/students, and other members of MD Anderson's workforce.

DEFINITIONS

2-Stop Incident: Any act of Violence or perceived Threat of Violence.

2-Stop Team: A team of professionals authorized to investigate, make determinations, and take action to assist in resolving incidents of Violence and Threats of Violence. The 2-Stop Team is comprised of representatives from The University of Texas at Houston Police Department at Houston (UTP-H), Risk Management, Employee Health, Employee Assistance Program, an off-shift administrator and Human Resources. The 2-Stop Team has the authority to invite, as needed, representatives from other areas to participate in 2-Stop activities (e.g., Faculty Academic Affairs, Trainee and Alumni Affairs, Patient Advocacy, etc.).

Policy Violation: A confirmed incident of Violence or Threat of Violence.

Threat: A communicated intent to inflict physical or other harm on a person or on property. Threats may be oral, written, physical or electronic, and typically fall into three categories:

- **Direct:** Threats against a specific target, sometimes describing methods for committing Violence.
- **Conditional:** Threats that are contingent upon a certain set of circumstances.
- **Veiled:** Threats that are vague and subject to multiple interpretations.

Violence: Includes, but is not limited to, intimidating, threatening or hostile behavior, physical or verbal abuse, harassment, stalking, vandalism, arson, sabotage, use of Weapons, possession of Weapons, the Threat of any of the above, or any other act inconsistent with this policy.

Weapon: Any instrument or object used in injuring or harming a person or property. Weapons are classified as follows:

- **Weapons of Choice:** Objects designed for the purpose of causing harm to others or to property.
- **Weapons of Opportunity:** Objects designed for some other primary use, but used to cause harm or injury. Such Weapons of Opportunity can be a person's hands, arms, legs, or other articles, such as paperweights, letter openers, tools, or chairs.

PROCEDURE

1.0 Prevention

- 1.1 Employee orientation to this policy and other related procedures.
- 1.2 Workforce training to recognize Threats, report incidents, and take appropriate action to prevent occurrences.
- 1.3 Supportive resources to employees and to work teams who have been involved in a 2-Stop Incident subject to this policy.

2.0 Responsibilities

- 2.1 Managers and supervisors have first-line responsibility and accountability for promoting a work environment free from Violence or Threats. Managers and supervisors should review the warning signs of potentially violent behavior and take appropriate action to address any Policy Violation. Policy Violation may lead to disciplinary action up to and including termination (see [Disciplinary Action Policy \(UTMDACC Institutional Policy # ADM0256\)](#), [Appearance and Demeanor Policy \(UTMDACC Institutional Policy # ADM0261\)](#), and [Fitness for Duty Policy \(UTMDACC Institutional Policy # ADM0274\)](#)) and cancellation of contracts with vendors and contractors (see [Rider 106 Premises Rules](#)).
- 2.2 Employees: Have the responsibility to conduct themselves in accordance with this and other applicable policies and to cooperate with mandatory safety plans.
- 2.3 The 2-Stop Team: In response to reported incidents, the Team will assess, investigate, make determinations regarding Policy Violation and make recommendations to management.

3.0 Reporting an Incident

- 3.1 To report an incident, call 2-STOP (713-792-7867). The caller should provide the following information, as applicable and available:
- A. A description of the perceived violent behavior;
 - B. Name(s) of individual(s) involved in the incident;
 - C. Name(s) of any witnesses; and
 - D. Location where the incident occurred.
- 3.2 Anyone may report an incident of perceived Violence or Threats of Violence. It is permissible to place the call anonymously.
- 3.3 In the event of imminent bodily harm, individuals reporting should seek protective cover and call 911 as soon as it is possible to do so safely.
- 3.4 Confidentiality - Persons accepting calls and investigating allegations are responsible for maintaining appropriate, applicable confidentiality.

4.0 Investigation

The 2-Stop Team investigates all 2-STOP Incidents submitted by UTP-H to the 2-STOP Team.

5.0 Determination and Penalties

After its investigation, the 2-Stop Team recommends appropriate action. Any individual who knowingly makes false accusations, fails to report violations of this policy, or who fails to cooperate with a mandatory safety plan has committed a Policy Violation and is subject to applicable disciplinary action up to and including termination.

6.0 Action

Management should take appropriate action based on 2-Stop Team recommendations and other relevant information. If management chooses not to follow a recommendation made by the 2-STOP Team, management is responsible for submitting to the 2-STOP Team a written response to the 2-STOP Team recommendation, indicating why the recommendation is not being followed.

7.0 Recordkeeping

The 2-Stop Team is responsible for maintaining 2-Stop records and offense/incident reports.

8.0 Non-Retaliation

Individuals should not experience retaliation because they report a workplace Violence incident, or assist or participate in any manner in an investigation, proceeding, or hearing regarding a 2-Stop Incident.

ATTACHMENTS / LINKS

[Rider 106 Premises Rules.](#)

RELATED POLICIES

[Appearance and Demeanor Policy \(UTMDACC Institutional Policy # ADM0261\).](#)

[Disciplinary Action Policy \(UTMDACC Institutional Policy # ADM0256\).](#)

[Fitness for Duty Policy \(UTMDACC Institutional Policy # ADM0274\).](#)

JOINT COMMISSION STANDARDS / NATIONAL PATIENT SAFETY GOALS

EC.01.01.01:

"The hospital plans activities to minimize risks in the environment of care." *Comprehensive Accreditation Manual for Hospitals (CAMH)*, 2015.

EC.02.01.01:

"The hospital manages safety and security risks." *Comprehensive Accreditation Manual for Hospitals (CAMH)*, 2015.

OTHER RELATED ACCREDITATION / REGULATORY STANDARDS

None.

REFERENCES

None.

POLICY APPROVAL

Approved With Revisions Date: 08/28/2013

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RESPONSIBLE DEPARTMENT(S)

Human Resources