

Johns Hopkins Bayview Medical Center Human Resources Policies and Procedures	
	Policy No.: 515 Original Date: Reviewed/Revised Date: 9/16/05 Page 1 of 3
Workplace Violence	

PURPOSE

To provide a safe environment for employees; to assess potential threats of violence; and to establish steps to be taken in instances of workplace violence.

POLICY

The Medical Center is committed to the prevention of workplace violence and the maintenance of a safe and secure working environment for all employees. The Medical Center will not tolerate any type of workplace violence committed by employees, former employees, patients, visitors, vendors, contractors, or others on any Medical Center facility or while engaged in business with or on behalf of the Medical Center.

PROCEDURE

1. Upon observation or knowledge of a disruptive or aggressive person(s) or situation, or threats of violence, or potential violent situations or incidents, employees and/or management should immediately notify their supervisor, Security (0-0333) or the Director of Employee and Labor Relations (0-0433). In the event the Director of Employee and Labor Relations is not available, the Vice President of Human Resources or another Director in Human Resources should be contacted at (0-0444).
2. The Director of Security, Security Supervisor (0-0333), or designee, will interview all relevant parties and assess the situation. The Director of Security will immediately notify the Director of Employee and Labor Relations.
3. The Director of Employee and Labor Relations may elicit assistance from relevant departments consisting of representatives from Security, Human Resources, Risk Management, EAP, Occupational Health and the supervisor of the employee. Those representatives will evaluate threats allegedly made by employees or directed at employees and subsequently determine action steps to be taken.

Johns Hopkins Bayview Medical Center

Human Resources Policies and Procedures

Policy No.: 515
Original Date:
Reviewed/Revised
Date: 9/16/05
Page 2 of 3

Workplace Violence

4. A full investigation will be conducted in conjunction with the Security Department, and the Director of Labor and Employee Relations. Actions will be taken in accordance with applicable Human Resources policies. The employee making the alleged threat will not be permitted to work until the threat has been fully assessed. Employees who are involved in physical altercations will be placed off duty pending investigation.
5. The Director of Security or Security Supervisor, will determine which, if any, of the following steps will be taken in accordance with applicable law:
 - a. Request that the person(s) leave the premises.
 - b. Secure or evacuate area.
 - c. Detain the individual.
 - d. Notify Police.
 - e. Notify appropriate authority in the event that a medical evaluation is necessary.
6. After regular business hours, Security will notify the Vice President, Human Resources and the Clinical Coordinator.
7. Employees are required to cooperate with the investigation. If the employee fails or refuses to do so, he/she is subject to disciplinary action up to and including termination.
8. All employee reports made pursuant to this Policy will be held in confidence to the extent possible without compromising the investigation. The Medical Center prohibits retaliation against any employee for making a good faith report under this policy. Any employee who believes he/she has been the victim of retaliation for reporting workplace violence or cooperating in an investigation should immediately contact the Director of Employee and Labor Relations or designee in the Human Resources Department.

Johns Hopkins Bayview Medical Center Human Resources Policies and Procedures	
	Policy No.: 515 Original Date: Reviewed/Revised Date: 9/16/05 Page 3 of 3
Workplace Violence	

Domestic Violence or Harassment

On-the-job harassment of an employee by an abusive current or former partner may also threaten the safety of the employee as well as co-workers. If an employee believes he/she is experiencing or may experience such behavior while working, the employee should notify his/her supervisor and security.

Where appropriate, individualized workplace safety plans may be developed and implemented. Possible safety measures may include personal escorts to the employee's car or bus stop, temporary relocation of the employee to another work area, changed work hours, increased security to the employee's workplace, and screening of telephone calls.

Employees who are obtaining court orders, including restraining orders, peace orders, or other similar orders of protection, should seek to include the workplace as a protected location within the order. A copy of the court order, as well as a photograph of the potential abuser, should be given to Security. These documents will be kept confidential to the extent possible.

For employees experiencing domestic violence or harassment, the Employee Assistance Program is available. The employee may contact Human Resources for additional information.

Gregory F. Schaffer
President