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<b>SUBJECT:</b>	Workplace Violence Prevention and Response
<b>POLICY NO:</b>	VIII:16
<b>APPLICABLE TO:</b>	All Employees
<b>PAGE NO:</b>	1 of 3
<b>EFFECTIVE DATE:</b>	May 1, 2018
<b>REVISION DATE:</b>	August 1, 2018 (due to name change)

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I. POLICY:

The Hennepin Healthcare Research Institute (HHRI) is committed to providing a safe work environment for staff. Workplace violence and sexual misconduct, including sexual assault, stalking and relationship violence, committed by or against any person while conducting HHRI business is prohibited. Violence, or the threat of violence, by or against any person while at HHRI is unacceptable and may be subject the individual to corrective action, possible criminal charges and/or possible sanctions or restrictions.

Staff members shall promptly report all acts of workplace violence and sexual misconduct to the HHRI Human Resources department who is responsible for developing and aligning incident response action plans to acts of violence and sexual misconduct. HHRI shall not interfere or discourage employees from reporting these acts to law enforcement or the Minnesota Department of Health.

Employee possession, use, or threat of use, of an object as a dangerous weapon, including all firearms, is not permitted at the workplace, or on Hennepin Healthcare System (HHS) property, including while performing HHRI job duties.

II. DEFINITIONS:

**Critical Incident Management Team (CIMT):** The Critical Incident Management Team is a multidisciplinary working group responsible or preventing, identifying, and mitigating threatening behavior and acts of violence and sexual misconduct in the workplace. The team members represent: HCMC Security, Employee Safety, Nursing, Physicians, Human Resources, and other representatives of HHS. The CIMT reports to the HCMC Security Sub-Committee.

**HCMC Security Sub-Committee (SSC):** The HCMC Security Sub-Committee is designated by HHS as the inter-disciplinary group with membership including non-managerial health care works, nonclinical staff, administrators, patient safety experts and other appropriate staff to develop preparedness and incident response action plans to acts of violence. The SSC is responsible for the oversight, development, and implementation of the workplace violence prevention, intervention and response programs and initiatives for HHS. The Security Sub-Committee reports to the Environmental Health and Safety Committee (EHSC).

**Violence and sexual misconduct:** A spectrum of behaviors, including overt acts of physical force, threats, intimidation, stalking, and other conduct, that generates fear or reasonable safety, where a correlation exists between the behavior and the physical safety of employees and others (such as patients, visitors, vendors, etc.), on site, or off-site when related to the organization.

This policy applies to all employees, whether related to conduct engaged in by fellow employees or by others (e.g. outside vendors, visitors, study participants, etc.). Conduct prohibited by this policy is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings and business-related social events.

III. PROCEDURE:

1. Reporting acts of violence and sexual misconduct: To ensure that the above policy is properly implemented, the following procedure has been established and is the authorized administration of the above policy:
  - A. All acts of workplace violence and sexual misconduct including sexual assault, stalking and relationship violence should be promptly reported to their supervisor/manager or to the HHRI Human Resources Department. If the perpetrator is the employee's supervisor, the employee should report the matter to the HHRI Human Resources Department.
  - B. Imminent acts of violence or threats of violence that pose an immediate risk to staff shall immediately be reported following departmental notification procedures.
    - i. Individuals on the HCMC main campus should call 911 and report the violent situation to the Security Operations Center (SOC). Individuals in the Parkside Professional Center should call 612-221-7027.
    - ii. Individuals at a non-main campus location should promptly report the violent situation by calling their respective community 911 and reporting the threat to local law enforcement.
  - C. If the imminent violence or threat is resolved or there was no immediate violence or threat, staff shall promptly report the acts of workplace violence using the Event and Near Miss Reporting portal on Info On-call.
  - D. All HHRI personnel are encouraged to contact Security for any questions, concerns, or to receive counsel on how to respond to any suspected or actual threat or act of violence.
  - E. Any person making a good faith complaint of violence or sexual misconduct in the workplace will not be subject to retaliatory actions by co-workers or supervisors. Any person who receives such retaliation shall report it to their supervisor or to the HHRI Human Resources Department. Any employee found to have harassed another employee because the employee made a report of violence in the workplace shall be subject to immediate discipline up to and including termination.
2. Response/Investigations of acts of violence and sexual misconduct
  - A. All complaints of violence in the workplace will be immediately and thoroughly investigated and appropriate disciplinary action will be taken. The disciplinary action will depend upon the findings of the investigation and upon the severity of the complaint. In those cases where the investigative findings are substantiated, the procedures below will be followed:
    - i. The first substantiated complaint about harassment against an employee will result in a written warning, possible immediate suspension and/or immediate termination depending on the seriousness of the offense.



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- ii. The second substantiated complaint about harassment against an employee will result in dismissal.
- iii. HHRI will take immediate and appropriate corrective action with respect to those persons in violation of this policy.
- iv. HHRI will not tolerate false accusations of harassment or discrimination. Employees making false claims that are intended to harass or embarrass others may be subject to corrective action, up to and including termination.

#### IV. RESPONSIBILITY:

It is the policy of HHRI to listen objectively to any complaint, promptly and thoroughly investigate all complaints, take disciplinary/corrective action where considered appropriate, and assure that any complainant will not be subject to any form of retaliation.