

	MOREHOUSE SCHOOL OF MEDICINE	POLICY NUMBER	
		EFFECTIVE DATE	October 1, 2012
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	<u>SUBJECT</u> WORKPLACE VIOLENCE PREVENTION POLICY	SUPERSEDES	

PURPOSE

Morehouse School of Medicine (“MSM” or “School”) is committed to providing a safe and secure workplace and learning environment for all employees, students, residents, and visitors. This policy confirms the School’s commitment to prevent, reduce and manage violence to provide a safe environment in which to work and learn.

APPLICABILITY

This policy applies to students, residents, employees, vendors and visitors at all MSM-owned, controlled or leased premises, including satellite locations, at any location at which School business is conducted, or at which employees, students, vendors or visitors represent MSM, including while attending off-campus meetings, conferences, or while riding in MSM-owned or leased vehicles.

POLICY

MSM does not tolerate behavior, whether direct or through the use of its facilities, property or resources that:

- Is violent;
- Threatens violence;
- Harasses or intimidates others;
- Interferes with an individual’s legal rights of movement or expression; or,
- Disrupts the workplace, the academic environment or the School’s ability to provide service to the public.

Violent or threatening behavior can include: physical acts, oral or written statements, harassing email messages, tweets or Facebook postings, harassing telephone calls, gestures and expressions or behaviors such as stalking.

Individuals who engage in violent behavior may be removed from the premises, and may be subject to dismissal or other disciplinary action, arrest and/or criminal prosecution.

Violence in the workplace includes relationship violence that intrudes into the workplace that endangers a person in the relationship or others in the workplace. Relationship violence is physically, sexually, and/or psychologically abusive behavior that a household member or dating partner uses to establish and maintain control over another person.

GUIDELINES

A. Procedures for Reporting Violence or Threats of Violence

1. An individual who observes violence taking place or feels there may be an immediate threat to someone's safety should call MSM's Department of Public Safety at (404) 752-1794 or dial 911. Any individual who becomes aware of a display of violent, abusive or threatening behavior, or a threat by another employee, student, resident, or visitor, must also report such behavior to his/her manager, Residency Program Director, Assistant Dean of Graduate Medical Education/DIO or the Associate Dean of Student Affairs.
2. In other than an emergency, any employee should contact the Human Resources Department, (404) 752-1600, or MSM's Department of Public Safety, (404) 752-1794 for consultation or assistance if they believe there is an emerging potential threat to someone's safety or to property.
3. All employees (faculty and staff) should report any violation of this policy to a manager or Department Chair/Head and should complete a [Workplace Violence Incident Reporting Form](#). Managers or Department Chairs/Heads are required to report any violations to the Human Resources Department immediately. The employee may be requested to document his/her experience and observations in order to facilitate the handling or resolution of the situation.
4. All students should report any violation of this policy to the Associate Dean of Student Affairs, (404) 752-1651 and should complete a [Workplace Violence Incident Reporting Form](#). The Associate Dean of Student Affairs is required to report any violations to the Office of the Dean and Human Resources Department immediately. The student may be requested to document his/her experience and observations in order to facilitate the handling or resolution of the situation.
5. All residents should report any violation of this policy to his/her Residency Program Director or the Assistant Dean of Graduate Medical Education/DIO, (404) 756-1373 and should complete a [Workplace Violence Incident Reporting Form](#). The Residency Program Director and the Assistant Dean of Graduate Medical Education/DIO are required to report any violations to the Office of the Dean and Human Resources Department immediately. The resident may be requested to document his/her experience and observations in order to facilitate the handling or resolution of the situation.

B. Confidentiality

MSM will maintain the confidentiality of investigations of workplace violence to the extent possible. MSM will act on the basis of anonymous complaints where it has a reasonable basis

to believe that there has been a violation of this policy and that the safety and well-being of members of the School community would be served by such action.

C. Retaliation

Retaliation against anyone acting in good faith who has made a complaint of workplace violence, who has reported witnessing workplace violence, or who has been involved in reporting, investigating, or responding to workplace violence is a violation of this policy. Those found responsible for retaliatory action will be subject to discipline, up to and including termination of employment.