



# REPORTING WORKPLACE VIOLENCE

*If you encounter workplace violence, take the appropriate action(s) listed below.*

## **VIOLENCE IN PROCESS or IMMEDIATE THREATS** **Dial 911 (UNC Public Safety)**

- ✓ Provide dispatcher with details about perpetrator and location.
- ✓ Isolate or evacuate yourself and other people if in danger.
- ✓ Once you are safe, call **919-843-3444** to report the situation to Employee & Management Relations.

### **Examples of Immediate Threats:**

- Fighting
- Destruction of property
- Direct or veiled threats to kill/harm self or others
- Person displays a gun, knife, or other instrument that could cause harm
- Person makes a statement that they will go get a weapon
- Person is out of control by yelling, screaming, flailing arms, or throwing dangerous objects

## **POTENTIAL THREATS** **Dial 919-843-3444** **Office of Human Resources** **Employee and Management Relations**

- ✓ Provide Employee and Management Relations with details about behaviors, statements, or actions that have raised concern.

### **Examples of Potential Threats:**

- Preoccupation with violence or weapons
- Confrontational, angry, unpredictable, or agitated behavior
- Frequent changes in personality, mood or behavior
- History of violent, reckless, or antisocial behavior
- Blames others; accusations of being persecuted by others
- Great emotional stress about failing to achieve
- Marked decline in personal grooming
- Marked decline in work or academic performance
- Frequent or increased use of work time for personal activities
- Absenteeism
- Increased stress in personal life
- Substance Abuse

## **BEHAVIORS PROHIBITED BY POLICY**

- Bullying
- Intimidation
- Stalking
- Threats
- Physical Attacks
- Property Damage
- Domestic and/or Family Violence

## **PREVENTIVE/ONGOING ACTIONS**

- ✓ Communicate the Policy to all new supervisors and employees.
- ✓ Train all supervisors on the warning signs of workplace violence.
- ✓ Set expectation that all acts of workplace violence must be reported.
- ✓ Safety Assessments are available from UNC Public Safety.

## **FOR MORE INFORMATION**

### **Visit HR Website:**

<http://hr.unc.edu>

Keyword: Workplace Violence

**Contact Employee & Management Relations:**  
919-843-3444

**Contact ComPsych Employee Assistance Program (24 hr service):**  
877-314-5841