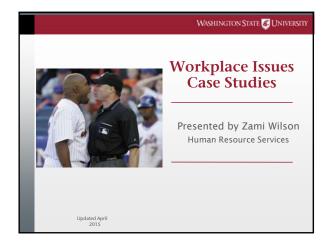
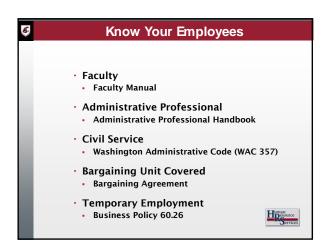
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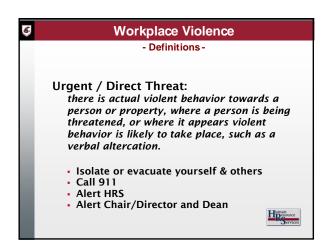


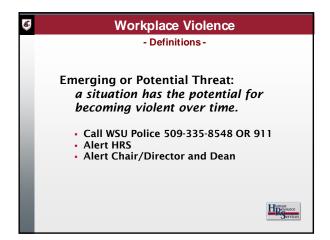
• Revised Code of Washington (RCW) • Washington Administrative Code (WAC) • Civil Service Rules • State Ethics Rules • Personal Use of State Resources • WSU Strategic Plan • Procedures, Records and Forms • Business Policies and Procedures Manual (BPPM) • Safety Policies and Procedures Manual (SPPM) • Executive Policy Manual (EPM)

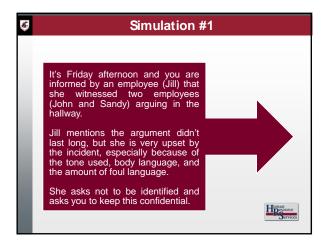


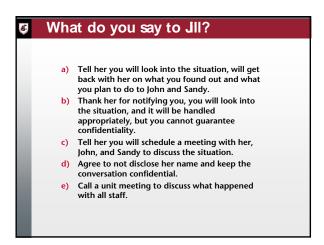
Ð.	Workplace Violence
	- Policy -
	While on University property or while conducting University business all employees are prohibited from subjecting any individual to any violence or threat of violence, including workplace bullying.
	Workplace Violence Definition: Any physical assault, threatening, or intimidating behavior, or abusive conduct occurring in the work setting.

Workplace Violence - Policy Reporting Incidents: - Review WPV Checklist located on: - HRS website - Safe Environment - All employees are expected to report incidents of violence or potential violence. HRS is responsible for investigating the incident and recommending appropriate action; and if applicable coordinate with WSU-Police. HRS reports information to the Appointing Authority.









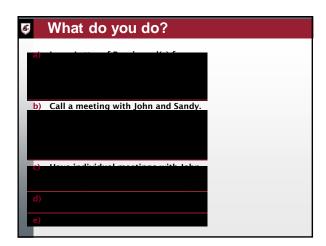


What do you do? - John and Sandy Disagreement Fact Finding Questions: • What day/time did this occur? • Where did this occur? • Names of other witnesses? • What initiated the argument? • Was it an argument, what was said, how loud were the voices, how close where they standing, etc.?

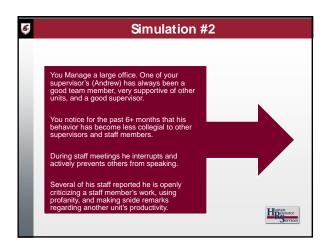
What do you do? - John and Sandy Disagreement You Learn: • The incident occurred on Thursday around 2:00pm. • Students were in the hallway changing classes. • Two other staff members witnessed the incident (Frank and Tony). You interview them and discover: • John and Sandy were in the middle of the hallway; • Initially they were several feet apart, but got closer as the students came into the hallway; • Students had to walk around them to get to class; • Sandy was very animated with arm gestures; • John and Sandy's voices started off a normal tone and then Frank stated they began "yelling" at each other and Tony stated they raised their voices to be heard; • Foul language was used by both parties.

What do you do? - John and Sandy Disagreement • You pull your supervisory notes on John and Sandy to review any previous concerns. - John had received a counseling letter for inappropriate behavior 2 years ago. - Sandy was verbally counselled for arriving late to work twice in the last month. - Both have received meets expectations on their last performance reviews.

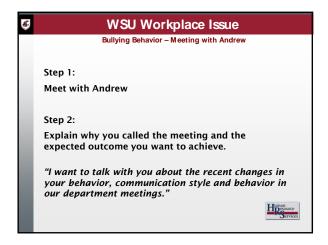


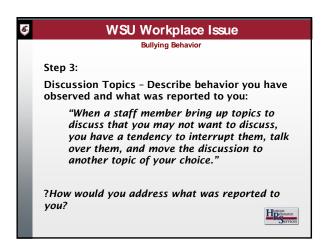


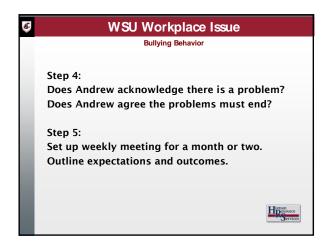
Workplace bullying refers to repeated, unreasonable actions of individuals (or a group) directed towards an employee (or a group of employees), which intimidate, degrade, humiliate, or undermine; or which create a risk to the health or safety of the employee(s).
 Workplace bullying often involves an abuse or misuse of power. Bullying behavior creates feelings of defenselessness and injustice in the target and undermines an individual's right to dignity at work.



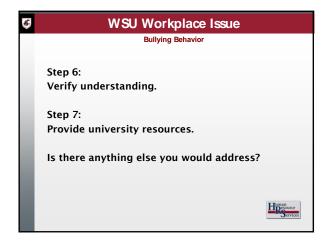
a) Issue Andrew a corrective action letter without first discussing your concerns with him b) Meet with Andrew, discuss what you have observed, and clarify your expectations on appropriate workplace behavior. Refer him to the Employee Assistance Program (EAP). c) Cancel all staff meetings for the next few months. d) Ignore the problem. e) Some of the above.

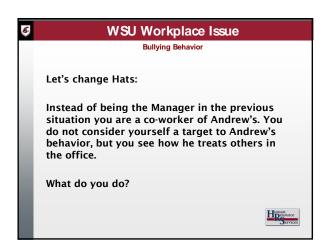






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WSU Workplace Issue

Bullying Behavior

What is often seen in workplace cases where the coworkers is considered a bully or who has bully-like behavior is that they want to be like any other coworker(s), they also want workplace safety, want to belong, be part of a team, perform meaningful work, etc.

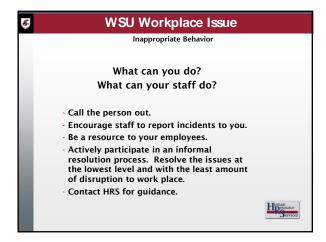
They just are going about it in an inappropriate way.

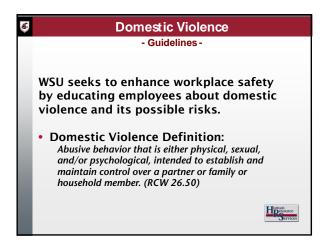
Whether the behavior is a violation of policy, it is inappropriate and unprofessional, and must be addressed.

Inappropriate Behavior Signs to watch for and take action: Excessive criticism (appears different standards) Belittling a person's opinion Keeping a file of mistakes or falsely accusing Yelling, insulting, humiliating or using profanity Socially singling out Spreading destructive gossip and lies Failing to stop the spread of rumors Work sabotage (not performing tasks crucial to another's success) Habit of taking the credit for work of others Blocking ability for training, vacation, or promotion Ask yourself, would people consider the action acceptable?

Bullying and Harassing Behavior Bullying and Harassing Behavior - Is Not: • Expressing differences of opinion; • Offering constructive feedback, guidance, or advice about work-related behavior; • Reasonable action taken by a supervisor relating to the management of an office; • Directing an employee to perform job duties; • Reminding an employee of their work shift; • Reasonable action taken to manage an employee's performance, initiating corrective and/or disciplinary action.

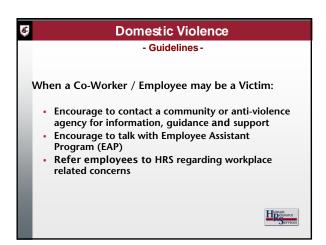
A.	Workplace Bullying
	Informal Complaint Process
	The goal of reporting bullying complaints to a supervisor is to resolve the issue at the lowest level and as quickly as possible.
	Informal Complaint Option(s):
	 Meet with a supervisor and seek advice on addressing concern.
	2. Request a supervisor intervene on your behalf.
	Request an informal meeting with the alleged offender and your supervisor or the alleged offender's supervisor to discuss the concerns.
	Human agencies

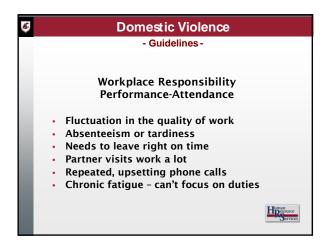




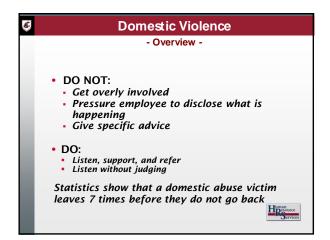


Domestic Violence - Guidelines A victim's workplace is a particular target because the abuser know she/he can find her/his victim. A victim's job is a particular target for the abuser because it is both a perceived and real loss of control.



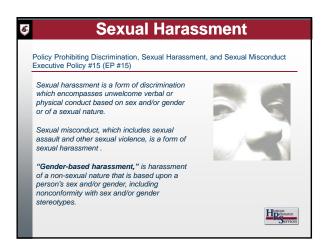


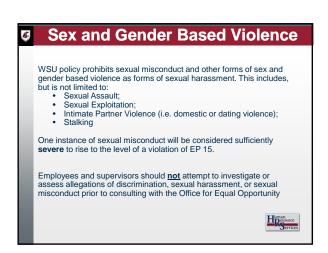




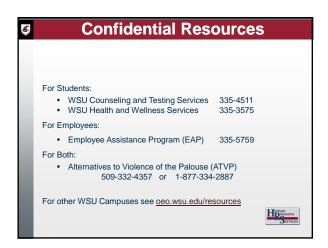


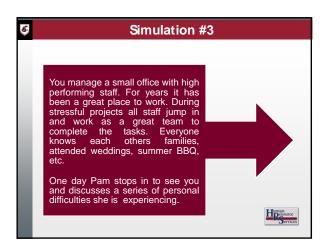
Domestic Violence - Case Study -Victim: 26 year old female UW employee She was killed at work on April 2, 2007 Post Break-up / Pre-incident: March 2007 broke up with Offender 41 years old Offender called her from pay phones was on the run Left threatening messages to victim and her sister · Stole a revolver from a friend · Evaded service on Order of Protection HR unaware: Victim received death threats Victim filed a report & a copy of the Order was given to University Police Human Service Lesson(s) learned





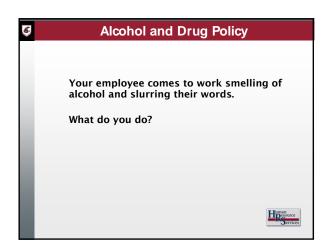
Reporting Requirements WSU employees cannot guarantee confidentiality to students or other employees, unless they have a legally privileged relationship. All WSU employees, including student employees, who have information regarding incidents of sexual harassment or sexual misconduct must report to OEO, the WSU Title IX Coordinator, or a Title IX Co-Coordinator. WSU employees with supervisory authority who have information regarding incidents of other forms of discrimination, must report those to OEO. Under state law (RCW 26.44.030(1)(f)) all administrative, academic, and athletic dept employees, including student employees, are required to report suspected child abuse or neglect to law enforcement or WA State Department of Social and Health Services. All higher education employees are required to report suspected child abuse or neglect to their supervisor within 48 hours and should report to law enforcement. (RCW 28B.10.846).



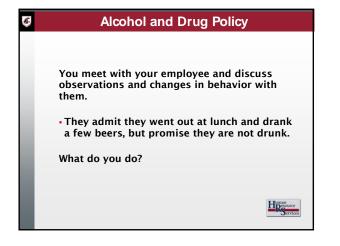


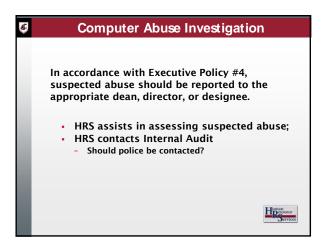
What type of conversation do you have? a) Allow Pam to sit in your office and discuss in great detail all the personal difficulties she is experiencing. This meeting lasts several hours, you sympathize with you and agree to meet with her again to continue the discussion. b) You let her talk, you sympathize with her, and direct her to see a counselor. c) You let her know you care, ask if she is aware of resources, and ask how you can help her manage her workload. d) None of the above. e) All or some of the above.

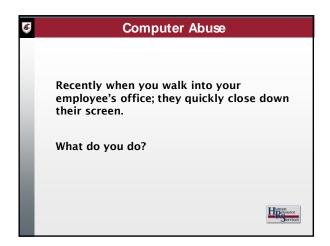
In compliance with the Drug-Free School and Communities Act Amendments of 1989 and the Drug-Free Workplace Act of 1988: - WSU prohibits the unlawful possession, use, or distribution of illicit drugs or alcohol on University-controlled property. - WSU strictly enforces State of Washington laws.

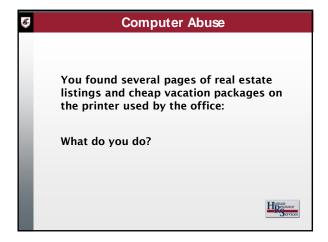


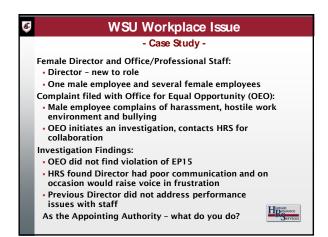
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Workplace Concern Resolution Process This process is designed to provide eligible employees with a responsive process for obtaining a review and resolution of their workplace concerns. Definition: A situation that an eligible employee believe negatively affects his or her workplace environment.

An employee in a lab comes to you and states that a co-worker has a strong offensive odor. They have tried to bring up the topic, but didn't want to hurt their feelings, so may have not really said anything. They explain to you that it has gotten worse over the last few months. How would you address the situation?

• Guidelines are designed to assist employees and supervisors with departmental level expectations / processes; • Should be constantly reviewed • Is it still relevant and reasonable? • "Policy" must go through the formal process and are included in the Universities BPPM. • All guidelines, policies, procedures and expectations must be in written form. • Best to document when issued







