

 HAWAII HEALTH SYSTEMS CORPORATION <i>Quality Healthcare for All</i> POLICY	Department: Human Resources	Policy No. HR 0004A
		Supersedes Policy No.
Subject: Workplace Violence/Abuse No-Tolerance	Approved By: <i>Donna McCleary</i> HHSC Board of Directors By: Donna McCleary, M.D. Its: Secretary/Treasurer	Approved Date: January 27, 2022
		Last Reviewed: October 22, 2021

I. PURPOSE:

To establish a policy that prohibits workplace violence and threats of workplace violence.

This policy addresses workplace violence and abuse towards 1) employees, 2) non-employees working on company property, 3) customers, and 4) the general public. It is intended to be a strict no-tolerance policy.

This policy applies to workplace conduct by all HHSC employees, patients and residents, non-employees working or present on company property (e.g., vendors, contractors, independent practitioners, Corporate or Regional Board members, volunteers, and students), and the general public.

If you have any questions or would like more information regarding this policy, contact the Corporate Human Resources Office.

II. DEFINITIONS:

“**Aggression**” means forceful action intended to dominate another person.

“**Assault**” means a violent physical or verbal attack.

“**Bullying**” means a form of aggressive behavior in which an individual intentionally and repeatedly causes another person injury or discomfort. Bullying can take the form of physical contact, words, or more subtle actions.

“**Workplace Violence**” means an act or threat occurring at the workplace that can include any of the following: verbal, nonverbal, written, or physical Aggression; threatening, intimidating, harassing* or humiliating words or actions; Bullying; sabotage; sexual harassment*; physical Assaults; or other behaviors of concern involving staff, licensed practitioners, patients, or visitors.

*Addressed in Policy HR 0003A Non-Harassment.

III. POLICY:

Hawaii Health Systems Corporation’s (HHSC) policy is to provide a work environment free from Workplace Violence and threats of Workplace Violence. HHSC believes that a safe and secure workplace and an environment free from Workplace Violence are fundamental to employee effectiveness. HHSC expects all employees to share in establishing such a workplace, which can result when all employees treat one another with respect and common courtesy.

Workplace Violence and threats of Workplace Violence of any kind are not conducive to 1) a safe work environment, 2) employee job satisfaction, or 3) workplace harmony and efficiency. **Employee Workplace Violence or threats of Workplace Violence against fellow employees, patients and residents, non-employees (e.g., vendors, contractors, independent practitioners, Corporate and Regional board members, volunteers, and students), or the general public is prohibited and will not be tolerated. This prohibition covers physical conduct as well as verbal conduct.**

HHSC also strictly prohibits employees from bringing, possessing, controlling, and/or using any weapons (including, but not limited to, firearms and ammunition, explosives, knives, "brass knuckles," "tazers," chemical sprays, and martial arts devices) on HHSC premises. HHSC will determine if any object is considered a weapon, in its sole discretion. This prohibition includes any weapons that are kept in motor vehicles on HHSC property. If an employee violates this prohibition, he or she is subject to disciplinary action up to and including termination.

Employees who violate this policy will be subject to appropriate disciplinary action in accordance with the collective bargaining agreement and/or HHSC Human Resources Rules. Prevention of Workplace Violence and threats of Workplace Violence is the joint responsibility of the company and all of its employees.

Retaliation in any form against an individual who has made a report of Workplace Violence or threatened Workplace Violence, has provided information related to such complaints, is a witness to Workplace Violence or threatened Workplace Violence, or who has participated in an investigation into such conduct, is absolutely prohibited, will not be tolerated, and will be dealt with severely, up to and including the termination of any person(s) engaged in retaliatory acts and/or any person who knows of an occurrence of retaliation and either fails to stop such acts or fails to report such acts in accordance with reporting procedures set forth in Procedure HR 0004B.

IV. AUTHORITY:

- Occupational Safety and Health Act of 1970, Section 5(a)(1)

V. RELATED PROCEDURE(S):

HR 0004B

VI. RELATED POLICIES:

- HR 0001A Equal Employment Opportunity
- HR 0003A Non-Harassment
- HR 0029A Workplace Disruptive Behavior No-Tolerance

VII. REFERENCE(S):

- Joint Commission Environment of Care Standard EC.02.01.01 EP17, EC.04.01.01 EP1 and EP6; Human Resources Standard HR.01.05.03 EP29; and Leadership Standard LD.03.01.01 EP9
- Guidelines for Preventing Workplace Violence for Health Care and Social Services Workers, OSHA Publication 3148 (2015)