



Institutional Handbook of Operating Procedures Policy 08.01.04	
Section: Health and Safety	Responsible Vice President: VP of Human Resources
Subject: Human Resources	Responsible Entity: Human Resources//Workplace Violence Prevention Program

I. Title

Workplace Violence

II. Policy

In compliance with the [Texas Penal Code](#), The University of Texas Medical Branch at Galveston ("UTMB") maintains zero tolerance for threats, threatening behavior including brandishing or possessing a weapon (except as authorized by law and in accordance with institutional policies), [workplace violence](#), stalking, or [acts of violence](#) by patients, their family members, visitors, students, volunteers and/or employees, and contractors. Any individual who engages in [threatening or violent behaviors](#) while on property owned or controlled by UTMB may be removed and/or barred from the premises pending the outcome of an investigation.

1. Employees who violate this policy will be subject to disciplinary action which may result in termination.
2. Employees who intentionally bring false charges against any other person will be subject to disciplinary action which may result in termination.
3. Students who violate this policy will be subject to the Student Conduct and Discipline Policies, which may result in dismissal.
4. Visitors who violate this policy will be removed from the premises, may have criminal charges filed through UTMB Police, and will not be permitted to return to the institution other than to receive treatment.
5. Volunteers who violate this policy will be removed from the premises, may have criminal charges filed through UTMB Police, and will be prohibited from further volunteer activity.
6. Contractors or vendors who violate this policy may be subject to cancellation of contracts, may have criminal charges filed through UTMB Police, and will be removed from UTMB premises.
7. Patients who violate this policy may be discharged and removed from UTMB premises after medical and psychological evaluation and may have criminal charges filed through UTMB Police.

Even without an actual Threat of Violence or Act of Violence, employees and students should report any behavior which they regard as threatening or violent to their management.

In order to minimize risk, all employees and students are required to participate in institutionally provided training.

All UTMB supervisors, department administrators, and officials are responsible for responding appropriately and promptly reporting allegations of Workplace Violence.

Any incident of Workplace Violence involving an immediate threat should be reported to the police without delay, while incidents posing a less immediate threat should be reported through the appropriate

Workplace Violence reporting [link](#) within 24 hours of the occurrence.

Managers are encouraged to refer employees who exhibit behaviors demonstrating job stress, anger management, or who may have been the victim of an assault to the Employee Assistance Program. Additionally, this information should be reported to the appropriate departments for further review. Victims of an assault are encouraged to report the incident to police at their discretion.

Faculty are encouraged to refer students who exhibit behaviors demonstrating stress, anger management, or who may have been the victim of an assault to the appropriate Student Affairs Dean, the Student Ombudsman, or the Associate Vice President Student Services.

III. Procedures

A. Reporting Immediate Workplace Violence, Emergencies, or Crimes

Any individual who experiences, is aware of, or witnesses Workplace Violence, or who has reason to suspect that Workplace Violence is occurring or poses danger, should immediately report this behavior to UTMB's Police Department.

B. Reporting Less Immediate Workplace Violence and Threats

All UTMB supervisors shall take appropriate and prompt actions to ensure that a report from a subordinate regarding campus violence is referred to UTMB's Police Department and the appropriate department administrators. UTMB's Police Department and the appropriate department administrators are responsible for responding promptly and thoroughly to allegations of campus violence and reporting all incidents through the regular line of administrative responsibility to all appropriate UTMB officials:

1. On campus, call UTMB Police at extension 2111 or (409) 772-1111
2. Off campus, call local law enforcement agency
3. Describe location and events
4. Notify immediate supervisor or department head
5. Use the designated [event reporting tool](#) to report all incidents related to violence

Retaliation

Any individual who retaliates in any form against an individual who reports an incident of Workplace Violence or a threat of Workplace Violence in good faith or who participates in good faith in an investigation of such a report is subject to disciplinary action up to and including termination, dismissal, and/or expulsion.

Protective Orders

Employees should immediately notify their supervisor and UTMB Police of any protective orders or orders of emergency protection against an individual who might appear in the [workplace](#). Upon receipt of the notification the supervisor should consult with Employee Relations and UTMB Police. UTMB Police will determine and initiate appropriate action in response to receipt of this order.

Students should immediately notify the appropriate Student Affairs Dean, the Student Ombudsman, or the Associate Vice President Student Services of any protective orders or orders of emergency protection against an individual who might appear on campus. Upon notification, these authorities will consult with UTMB Police.

IV. Definitions

Act of Violence: refers to any behavior, intentional or reckless, which results in bodily harm to another person and/or damage to property or threatens the safety of another individual in the workplace.

Threat of Violence: refers to any behavior, intentional or reckless, that by nature would be interpreted by a reasonable person as intent to harm another person or damage property. Threats may include but are not limited to oral, written, or communicated through gestures, conventional mail, electronic mail, fax, or telephonic means and may be direct or implied.

Threatening Situation: refers to an event that has the potential to result in harm to persons or environments. Threatening situations include but are not limited to bomb threats, menacing behavior, terrorist activity, discovery of explosive or suspicious devices, and chemical, biological, or radiological contamination.

Workplace: includes all UTMB facilities and off-campus locations where students, faculty, staff, agents, or contractors are engaged in UTMB business. UTMB considers the workplace to be inclusive of all individuals interacting within the UTMB environment.

Workplace Violence: refers to Threatening and/or violent behavior that can include but is not limited to:

- Physically assaulting an individual, by slapping, hitting, punching, pushing, poking or kicking; or physical threats to inflict physical harm;
- Arson, sabotage, equipment vandalism, damaging or destroying property, throwing or hitting objects;
- Displaying a weapon or an object which appears to be a weapon in a threatening manner; carrying a firearm of any kind onto University owned or controlled property; except parking lots and garages, or using a weapon to harm someone;
- Intimidating or threatening gestures, bullying or hazing;
- Intimidating, threatening, hostile or abusive language directed toward another person that communicates the intention to engage in violence against that individual and leads a reasonable individual to expect that violent behavior may occur;
- Stalking another individual

V. Relevant Federal and State Statutes

[Texas Penal Code, Title 9, Chapter 42](#)

[Texas Administrative Code, Title 22, Part 11, Chapter 217, Rule §217.12](#)

[Texas Family Code §85](#)

[Code of Criminal Procedure Article 17.292](#)

[Texas Penal Code, Title 10, Chapter 46](#)

[Texas Health & Safety Code, Title 4, Chapter 331](#)

VI. Relevant System Policies and Procedures

[Regent's Rules and Regulations, Series 50101](#)

VII. Related UTMB Policies and Procedures

[IHOP - 03.02.09 - Non-Retaliation Policy](#)

[IHOP - 03.01.09 – Discipline, Dismissal and Appeal for Classified Employees](#)

[IHOP – 07.01.03 – Student Conduct and Discipline](#)

[IHOP - 08.02.01 - Threatening Situations](#)

[IHOP - 08.02.04 - Possession of Weapons](#)

VIII. Additional References

[Threatening Situations On Line Training](#)

IX. Dates Approved or Amended

<i>Originated: 08/19/1997</i>	
<i>Reviewed with Changes</i>	<i>Reviewed without Changes</i>

11/12/2013	01/03/2017
08/27/2025	01/13/2020

- X. Contact Information**
UTMB Police Department
(409) 772-2691
- Workplace Violence Prevention
Manager/BIT Coordinator
409-747-1187