

Hawai'i Community College  
Security & Escort Service: 854-1420  
Emergency: 854-1420  
Human Resources: 933-0540  
Student Services: 974-7658

Honolulu Community College  
Security & Escort Service: 271-4836  
Emergency: 284-1270  
Human Resources: 847-9843  
Student Services: 845-9235

Kapi'olani Community College  
Security: 734-9900  
Human Resources: 734-9575  
Student Services: 734-9522

Kaua'i Community College  
Security & Emergency: 245-8230  
Human Resources: 245-8323  
Student Services: 245-8274

Leeward Community College  
Security: 455-0611  
Emergency: 455-0213  
Human Resources: 455-0277  
Student Services: 455-0260

Maui Community College  
Security & Escort Service: 984-3255  
Emergency: 984-3255  
Human Resources: 984-3204  
Student Services: 984-3268  
EEO/AA: 984-3345

Windward Community College  
Security & Escort Service: 235-7355  
Emergency: 235-7403  
Human Resources: 235-7404  
Student Services: 235-7466

Vice President for Community Colleges  
Human Resources: 956-8778  
EEO/AA: 956-4650

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**UH Commission on the Status of Women**

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UNIVERSITY of HAWAII®  
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# Knowing Your Rights, Responsibilities and Resources

UH Policy on  
Workplace  
Non-Violence

### When You Think of Workplace Violence, Do You Think of Physical Assaults?

Did you know that bullying, psychological abuse, verbal harassment and intimidation all fall within the continuum of “workplace violence”?

Did you know that the University of Hawai‘i has a policy that prohibits such behaviors?

### UH Policy

UH Executive Policy E9.210 on Workplace Non-Violence prohibits violence in the workplace and states that:

“The University of Hawai‘i is an institution which encourages the intellectual and personal growth of its students as scholars and citizens and recognizes the need to maintain a safe and secure environment for faculty and staff to fulfill the University of Hawai‘i’s mission of teaching, research and service. In order to maintain an environment where these goals can be achieved safely and equitably, the University promotes civility, respect and integrity among all members of its community.”

“All administrators, faculty, staff, and students are responsible for maintaining a university campus environment that ensures that all members are treated with civility and respect to fulfill the University’s missions and goals.”

### UH Non-Violence Policy Also Covers Threatening and Disruptive Behavior

Threats can be direct. Threats can be implied.

**Examples** (depending on the context)

- Repetitive unwanted phone calls, notes, or emails
- Verbal statements that can be interpreted as threatening or harassing
- Implicit or veiled threats, e.g., “This isn’t over” or “You’ll be sorry if ...”
- General verbal or written threats to people or property, e.g., “You better watch your back” or “I’ll get you”
- Non-verbal threatening actions (e.g., moving closer aggressively)
- Threatening gestures (e.g., waving fists)
- Shouting or yelling
- Using profanity & verbally abusing others
- Refusing reasonable requests for identification
- Stalking
- Behaviors that a reasonable person would interpret as being potentially violent (e.g., throwing things, pounding a desk, kicking a door, sabotaging a coworker’s equipment)

### What You Can Do in These Difficult Situations

Promptly report workplace violence:

- Employees: to your supervisor, director, human resources representative, or campus security
- Students: to your supervisor, housing director, dean, or campus security, as appropriate
- Visitors: to campus security or the offender’s supervisor, as appropriate

Supervisors are responsible for addressing the complaint immediately. Supervisors are encouraged to consult with their respective human resources representative for assistance.

### The Scope of the Policy

The policy covers workplace violence by:

Employees, supervisors, students, customers, vendors, visitors

This can include incidents of domestic violence and sexual assault when they occur in the workplace. See “References” for the University’s Sexual Assault policy and complaint procedures.

(Note: Unit 1 & 10 employees are covered by their respective collective bargaining agreement.)

### Retaliation Is Prohibited

Retaliation against witnesses, complainants and/or victims is prohibited. Complaints of retaliation will be promptly investigated.

### References

- UH Executive Policy E9.210 – Workplace Non-Violence  
[www.svpa.hawaii.edu/svpa/ep/e9/e9210.pdf](http://www.svpa.hawaii.edu/svpa/ep/e9/e9210.pdf)
- UH Executive Policy E1.204 – Sexual Assault Policy & Procedural Guidelines  
[www.svpa.hawaii.edu/svpa/ep/e1/e1204.pdf](http://www.svpa.hawaii.edu/svpa/ep/e1/e1204.pdf)
- Section 396-6 Hawai‘i Revised Statutes; Employer responsibility; safe place of employment; safety devices and safeguards
- Federal OSHA, 29 U.S.C. 654 (a)(1)
- State of Hawai‘i Policy on Workplace Non-Violence; Department of Human Resources Development Policies, and Procedures Manual – Workplace Non-Violence, March 1997
- Collective Bargaining Agreements