UH Mānoa Resources

- **Campus Security** (956-6911) emergency and crime prevention services. Blue light security posts.
- **Escort Service** (956-8211) Campus Security provides transportation or a walking escort from dusk to dawn.
- **College or School Dean, Administrator, or Human Resources Specialist.**
- **Office of the Gender Equity Specialist** (956-9977) provides students and employees with advocacy and informal resolutions on gender equity issues, including sexual harassment, assault, stalking.
- **Counseling and Student Development Center** (956-7927) counseling and testing services for students, using a holistic approach to promote wellness and personal success.
- **Women’s Center** (956-8059) a safe space for students to meet; crisis and referral services for sexual assault, partner violence.
- **LGBTI Student Services** (956-9250) crisis response and referral services for harassment cases; Safe Zone training to assist with harassment prevention.
- **Office of the Vice Chancellor for Students** (956-3290) assists students with special problems or concerns such as discrimination, academic grievances, and student conduct code issues.
- **Center for Career Development and Student Employment** (956-7007) assists students with concerns and grievances related to student employment.
- **Student Judicial Affairs** (956-4416) administers Student Conduct Code; committed to upholding student rights and responsibilities to create a safe campus.
- **UHM Human Resources** (956-0712) administers staff labor relations and human resources management.
- **UHM Academic Affairs, Academic Personnel** (956-8447) administers faculty labor relations and academic personnel matters.
- **Matsunaga Institute for Peace and Conflict Resolution** (956-6433) confidential conflict resolution and mediation services referrals.

**UH Commission on the Status of Women**
**UH System Office of Human Resources**
**UH Mānoa Human Resources**

**Office of Equal Employment Opportunity and Affirmative Action**
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An Equal Opportunity/Affirmative Action Institution
This brochure is available in alternate format.
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, yelling
- Using profanity and 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, dean, human resources representative, or campus security
- Students: to your supervisor, housing director, student judicial affairs officer, 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 and 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

  www.svpa.hawaii.edu/svpa/ep/e9/e9210.pdf
- UH Executive Policy E1.204 – Sexual Assault Policy and Procedural Guidelines
  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)
- Collective Bargaining Agreements