



3.930A Addendum: Workplace Violence Prevention

I. Policy

It is the RCUH's policy to provide a safe work environment for all employees and individuals in the workplace. We maintain zero tolerance for violence in the workplace. **"Violence"** is defined to include physically harming another; shoving; pushing; harassment; verbal, written, or physical intimidation; coercion; brandishing weapons; and threats or talk of violence. This policy also includes horseplay (e.g., even the talk of violence or joking about violence will not be tolerated) where another individual feels threatened by such talk.

If anyone displays any violence in the workplace or threatens violence in the workplace, he/she may be subject to immediate disciplinary action (including possible termination from employment).

Retaliation is prohibited: The RCUH prohibits retaliation against any employee who has made a good-faith complaint of intimidation, harassment, or threat of violence or who has cooperated with or been a witness during the investigation of such a complaint.

II. Responsibilities

A. RCUH Employee

1. Attend Workplace Violence Prevention training at least once every two (2) years.
2. Report any workplace violence concerns as soon as possible to the RCUH Director of Human Resources at (808) 956-6965.

B. Principal Investigator

1. Attend Workplace Violence Prevention training at least once every two (2) years.
2. Report any workplace violence concerns as soon as possible to the RCUH Director of Human Resources at (808) 956-6965.
3. Take prompt and appropriate actions to ensure the safety of all employees.

III. Applications

This policy applies to all RCUH employees regardless of status, FTE, or employment category.

This policy also provides guidance to Principal Investigators and/or designees who employ individuals through the RCUH.

IV. Details of Policy

- A. Access to Property Shall Be Limited to Individuals With a Business Need** – Access to each respective project property shall be limited to those with a legitimate business

interest. As necessary, Principal Investigators may impose additional access restrictions or controls on employees and the public.

- B. Terminated Employees and Employees on Suspension Are Restricted From Project Location** – Employees on a disciplinary suspension without pay or terminated employees are prohibited from entering the project or RCUH property without authorization from the Principal Investigator.
- C. Personal Weapons at the Workplace Are Strictly Prohibited** – At no time will anyone be allowed to bring any personal weapons to work or onto the project or RCUH property. **EXCEPTION:** Employees who have obtained RCUH authorization for the use of firearms on the job and those firearms which have been qualified and documented under RCUH Policy 3.940 Firearms.
- D. Projects Are Subject to Inspections** (due to investigation of violation of this policy) – Desks, telephones, and computers are considered company/project property. If necessary, the RCUH reserves the right to enter or inspect an employee's work area, including, but not limited to, desks, lockers, computers, and computer storage disks, with or without notice.
- E. Electronic Equipment and Communications Shall Be Used for Project Business Only** – Project and/or RCUH fax machines, copiers, phones, email, and other forms of electronic communications are for business purposes. Personal business should not be conducted through these business systems unless authorized by Principal Investigator or local project policy. See Policy 3.480 RCUH Electronic Communications.

Under conditions approved by the RCUH Director of Human Resources, telephone conversations may be overheard and voice mail messages may be retrieved in the process of monitoring customer service. Any private conversations overheard or private messages retrieved during such monitoring constituting threats against other individuals will result in disciplinary action (including possible termination from employment).

V. Procedures

A. Procedures on Reporting Potential Workplace Violence Issues/Concerns

1. Individuals Responsible for Reporting Workplace Violence Incidents: It is **everyone's** (i.e., Principal Investigators, supervisors, and employees) business to prevent violence in the workplace. Each individual can help by reporting what was observed in the workplace that would indicate that a co-worker is in trouble. First-hand witnesses are in a better position than anyone to know what is happening in the workplace.
2. Workplace Violence Issues Must Be Immediately Reported to RCUH: Any employee who believes that the actions or words of a co-worker, customer, client, vendor, or third party constitute intimidation, harassment, or a threat of violence should report it as soon as possible to the RCUH Director of Human Resources at (808) 956-6965.

- B. Principal Investigator/Designee Must Take Immediate Action to Ensure Safety of Employees** – Principal Investigators and project supervisors must take prompt and appropriate actions to ensure the safety of their employees.
- C. RCUH Will Conduct an Investigation** – All complaints of intimidation, harassment, or threats of violence will be investigated promptly and will be kept confidential to the extent possible.
- D. Violations of This Policy** – Any employee who is found after appropriate investigation to have engaged in any intimidation, harassment, or threat of violence to another employee will be subject to appropriate disciplinary action, up to and including termination and possible criminal investigation/charges.

VI. Contact

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VII. Related Policies/Links

[Policy 3.480 RCUH Electronic Communications](#)

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