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I. POLICY STATEMENT

The University of Maine System Office is committed to providing a safe environment in its operations and activities, while promoting civility and mutual respect within the System Office community.

The System Office will not tolerate violence against or by any member of the System Office community, including employees and visitors, that is committed at System Office locations, in vehicles, or wherever a System Office employee is conducting UMS business. The System Office will take reasonable measures to prevent and respond to incidents of workplace violence.

As part of this policy, the System Office will not tolerate domestic violence in the workplace. This includes harassment and violent or threatening verbal or physical behavior that may result in injury or otherwise places a person’s safety and productivity at risk. All employees need to recognize the seriousness of domestic violence and its effect on the workplace. Domestic violence affects people from all walks of life and can adversely affect the well-being and productivity of employees who are victims or perpetrators, as well as co-workers and others.

The System Office seeks to support its employees who are victims of any type of workplace violence and to reduce the impact of violence on employee safety and productivity. The System Office will provide educational information, referrals, and other resources related to recognizing, reporting, and responding to workplace violence.

Any System Office employee who violates this policy or uses any UMS resources to threaten or harass another person may be subject to disciplinary action, up to and including termination, and/or civil and criminal prosecution. A visitor who violates this policy may be removed from the property and reported to police authorities.

The Associate Director of Human Resources has been assigned responsibility for implementation of this policy.

This policy has been adopted in conjunction with Board of Trustees Policy 414: Campus Violence, which is available at http://www.maine.edu/system/policy_manual/CampusViolence.php.
II. DEFINITIONS

**Domestic violence**: Abusive or coercive behavior that serves to exercise control and power in an intimate relationship. The behavior can be physical, sexual, verbal and/or emotional. Domestic violence can occur between current or former intimate partners who have dated, lived together, or been married. It can occur in opposite-sex and same-sex relationships. Domestic violence is sometimes also referred to as intimate partner violence, relationship abuse, or dating violence. The workplace effects of domestic violence may include lost productivity, increased absenteeism, turnover, and health care costs.

**Perpetrator**: A person who commits violence, including domestic violence as defined above.

**Support Persons**: Designated System Office employees who have been trained to handle disclosures of domestic violence or workplace violence and to provide appropriate information and referrals.

**University of Maine System Office (System Office)**: Includes 16 Central Street, Bangor, Maine and all other System Office locations or workplaces.

**Victim**: A person who is subject to violence, including domestic violence.

**Workplace violence**: Any physical assault, or threatening or harassing verbal or physical behavior, occurring on UMS property, in UMS facilities or vehicles, or while conducting UMS business. It includes, but is not limited to, threatening or harassing communication or gestures, harassment of any nature such as stalking, beating, stabbing, shooting, sexual assault, punching or striking.
III. REPORTING AND RESPONSE PROCEDURES

Reporting

Any employee who experiences or witnesses violent behavior or impending violence should immediately call law enforcement for emergency help. If safe to do so, the person should also warn others who may face imminent risk.

Any employee who experiences, witnesses, or has information about an alleged threat or violent act in the workplace or anywhere that a System Office employee is conducting UMS business should immediately contact the Associate Director of Human Resources, a Support Person (see below) and/or the employee’s supervisor.

Any employee who experiences domestic violence is urged to seek support from a Support Person (see below), the employee’s supervisor or the Associate Director of Human Resources. Support Persons are not obligated to file a formal report unless there is an imminent risk to the workplace.

All supervisors and administrators who become aware of workplace threats or violence must immediately contact the Associate Director of Human Resources to report this information.

Urgent Threats – If violence is occurring or appears imminent:

Call 911 or 9-911.

Once you are safe, contact the Associate Director of HR (currently Sally Dobres, 973-3372, sallyd@maine.edu), your supervisor, or a Support Person listed below.

Emerging or Potential Threats – For all other actual or potential threats of violence, including domestic violence:

Contact the Associate Director of HR (currently Sally Dobres, 973-3372, sallyd@maine.edu), your supervisor, or a Support Person listed below.
Response and Assistance to Perpetrators

Any employee who is a perpetrator of violence, including domestic violence, is encouraged to voluntarily seek assistance from any of the resources listed at the end of this policy or from the confidential Employee Assistance Program.

If any employee is concerned that a co-worker is a perpetrator, the employee should notify any Support Person, the employee’s supervisor or the Associate Director of Human Resources, who will determine the appropriate course of action. The employee is discouraged from confronting the co-worker directly.

An employee who engages in threats or violent behaviors on-duty or during work hours will be subject to corrective or disciplinary action, up to and including termination. In cases where there is a connection between off-duty conduct of this nature and the

CONTACTS
For Workplace Violence Incidents and Support

Sally Dobres, Associate Director of Human Resources
(207) 973-3372, sallyd@maine.edu

Support Person
Jeanie Rogers
(207) 973-3350, jrogers@maine.edu

Support Persons and supervisors who receive a disclosure of workplace threats or violence, including domestic violence, will contact the Associate Director of Human Resources for assistance in providing support and information or referrals to the victim or perpetrator, as appropriate.

The Associate Director of Human Resources will convene a threat assessment team, as needed, to evaluate alleged threats and violent acts and to develop and implement a plan for addressing the situation. Members of the team will include individuals with specific areas of expertise, as appropriate and necessary, depending upon the specific circumstances.

Support for Victims

The System Office will offer support to victims of alleged violent or threatening behavior. Support may include referrals to law enforcement, the Employee Assistance Program, and community agencies; workplace safety planning; work leave options; and other appropriate assistance.

Response and Assistance to Perpetrators

Any employee who is a perpetrator of violence, including domestic violence, is encouraged to voluntarily seek assistance from any of the resources listed at the end of this policy or from the confidential Employee Assistance Program.

If any employee is concerned that a co-worker is a perpetrator, the employee should notify any Support Person, the employee’s supervisor or the Associate Director of Human Resources, who will determine the appropriate course of action. The employee is discouraged from confronting the co-worker directly.

An employee who engages in threats or violent behaviors on-duty or during work hours will be subject to corrective or disciplinary action, up to and including termination. In cases where there is a connection between off-duty conduct of this nature and the
individual’s employment with the System Office, the off-duty conduct may lead to corrective action or discipline, up to and including termination.

In addition, an employee who uses any university resource at any time or place to engage in threatening or violent conduct will be subject to corrective action or discipline, up to and including termination.

Protective orders: An employee must disclose to his or her supervisor or the Associate Director of Human Resources that he or she is the subject of any order of protection from abuse or harassment, any court order, or the condition of bail or probation applicable to the employee that includes conditions that may interfere with the employee’s ability to perform job duties, or conditions prohibiting or limiting contact with other employees of the System Office. Failure to provide such information may result in corrective action or disciplinary action up to and including termination.

Confidentiality

The System Office recognizes and respects the need for confidentiality of employees who are affected by domestic violence. To the extent possible, the System Office will maintain the confidentiality of an employee’s disclosure of domestic violence. Support Persons will report disclosures, without identifying information if requested by the discloser except in cases of imminent risk, to the Associate Director of Human Resources. Whenever possible, the employee will be informed of any additional disclosure that may be necessary for the safety of the employee or others in the workplace.

Work Performance

If a victim develops performance problems as a result of violence, the System Office will offer support and will normally offer an opportunity to correct the problems. Supervisors may develop work plans with employees to assist and support them in meeting performance expectations.

Nothing in this policy alters the authority of the System Office to establish performance expectations, counsel employees, impose discipline, reassign duties, place an employee on leave, or take other action as it deems appropriate.
Non-Retaliation

Retaliation against an employee for reporting or participating in an investigation of alleged violent or threatening behavior is a violation of this policy and may result in corrective or disciplinary action, up to and including termination of employment.

Investigations

All reports of incidents will be appropriately investigated. The System Office will promptly report instances of violence to appropriate law enforcement agencies, as required, and fully cooperate with local law enforcement agencies during any investigation.

Investigations by the System Office will be conducted as confidentially as possible to protect the privacy and due process rights of all involved. Consultation with and involvement of other employees, supervisors and others will be strictly limited to those who may have information about the situation, who need to know that a complaint has been made, or who are members of the Threat Assessment Team.
IV. EDUCATION AND RESOURCES

A. Educational Program – The System Office of Human Resources provides System Office employees and supervisors with information and training about workplace violence and this policy and procedure.

B. Resources

Batterer’s Intervention Programs in Maine -  
http://www.maine.gov/corrections/VictimServices/BatIntervent.htm

Domestic Violence Programs in Maine


Maine Coalition to End Domestic Violence – Provides contact information for domestic violence programs throughout Maine, 1-866-834-HELP, http://mcedv.org/

Spruce Run [Penobscot County] – 1-800-863-9909, http://www.sprucerun.net/

Culturally Specific Organizations Providing Domestic Violence Services in Maine


Penobscot Indian Nation Domestic Violence and Sexual Assault Services Program – 1-207-631-4886


Sexual Assault Programs in Maine

Maine Coalition Against Sexual Assault – Provides contact information for sexual assault programs throughout Maine at http://www.mecasa.org/joomla/, 1-800-871-7741


Penobscot Indian Nation Domestic Violence and Sexual Assault Services Program – 1-207-631-4886

C. Related Documents

Board of Trustees Policy 414: Campus Violence  

Board of Trustees Policy 402: Sexual Harassment

System Office Weapons Policy
http://www.maine.edu/pdf/WeaponsPolicy.pdf