Workplace Violence
CHECKLIST: What Faculty & Supervisors Must Do

If you are faced with any prohibited behavior* as identified by the UW Policy & Procedure on Violence in the Workplace, here are the steps you must take:

**URGENT AND IMMINENT THREATS**
- Call 911.
- At Harborview Medical Center only, call 206-744-5555 for additional security guard/police assistance.
- At UWMC only, call 206-598-4082 for additional safety assistance, or 222 to report violent patient behavior.
- Once safe, call the Violence Prevention & Response Team.
  - Seattle: 206-685-SAFE (7233)
  - Bothell: 425-352-SAFE (7233)
  - Tacoma: 253-692-SAFE (7233)
- Report the situation to your supervisor or head of your unit.

**POTENTIAL OR SUSPECTED THREATS**
- Report the situation to the Violence Prevention & Response Team.
  - Seattle: 206-685-SAFE (7233)
  - Bothell: 425-352-SAFE (7233)
  - Tacoma: 253-692-SAFE (7233)
- Report the situation to your supervisor or head of your unit.

*PROHIBITED BEHAVIOR:*
The University of Washington does not tolerate behavior—direct or through University facilities, property, or resources—that:
- Is violent
- Threatens violence
- Harasses or intimidates others
- Interferes with an individual's legal rights of movement and expression
- Disrupts the workplace, the academic environment, or the University’s ability to provide service to the public

Violent or threatening behavior can include physical acts, oral or written statements, harassing email messages, harassing telephone calls, gestures, and expressions or behaviors such as stalking.

Review the complete UW Policy & Procedure on Violence in the Workplace online at: www.washington.edu/admin/hr/polproc/work-violence

Signs of Increased Distress

Signs of increased distress are behaviors that could be exhibited by current victims of violence or by potential perpetrators:
- Overreaction to situations
- Exhibiting marked performance decline and/or attendance problems
- Withdrawal from friends and acquaintances
- Becoming unkempt—decline in grooming habits
- Injuries and excuses (relationship violence)
- Exhibiting changes in personality, mood, or behavior; bizarre, inappropriate behavior
- Encountering serious stress in one’s personal life: financial, family, or marital problems
- Blaming others for anything that goes wrong, with no sense of one’s own responsibility
- Engaging in substance abuse
- Perceiving disgrace or loss of options due to failure
- Conflicts with peers, supervisors, customers; belligerence or other inappropriate behavior
- Expressions of self-harm
- Causing fear on the part of co-workers/students

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