If you encounter workplace violence, take the appropriate action(s) listed below.

VIOLENCE IN PROCESS or IMMEDIATE THREATS
Dial 911 (UNC Public Safety)

- Provide dispatcher with details about perpetrator and location.
- Isolate or evacuate yourself and other people if in danger.
- Once you are safe, call 919-843-3444 to report the situation to Employee & Management Relations.

Examples of Immediate Threats:
- Fighting
- Destruction of property
- Direct or veiled threats to kill/harm self or others
- Person displays a gun, knife, or other instrument that could cause harm
- Person makes a statement that they will get a weapon
- Person is out of control by yelling, screaming, flailing arms, or throwing dangerous objects

POTENTIAL THREATS
Dial 919-843-3444
Office of Human Resources
Employee and Management Relations

- Provide Employee and Management Relations with details about behaviors, statements, or actions that have raised concern.

Examples of Potential Threats:
- Preoccupation with violence or weapons
- Confrontational, angry, unpredictable, or agitated behavior
- Frequent changes in personality, mood or behavior
- History of violent, reckless, or antisocial behavior
- Blames others; accusations of being persecuted by others
- Great emotional stress about failing to achieve
- Marked decline in personal grooming
- Marked decline in work or academic performance
- Frequent or increased use of work time for personal activities
- Absenteeism
- Increased stress in personal life
- Substance Abuse

BEHAVIORS PROHIBITED BY POLICY
- Bullying
- Intimidation
- Stalking
- Threats
- Physical Attacks
- Property Damage
- Domestic and/or Family Violence

PREVENTIVE/ONGOING ACTIONS
- Communicate the Policy to all new supervisors and employees.
- Train all supervisors on the warning signs of workplace violence.
- Set expectation that all acts of workplace violence must be reported.
- Safety Assessments are available from UNC Public Safety.

FOR MORE INFORMATION

Visit HR Website:
http://hr.unc.edu
Keyword: Workplace Violence

Contact Employee & Management Relations:
919-843-3444

Contact ComPsych Employee Assistance Program (24 hr service):
877-314-5841