

# **SECTION III:**

## ***ADMINISTRATIVE/ UNIVERSITY POLICIES AND PROCEDURES***

# BOSTON UNIVERSITY CODE OF STUDENT RESPONSIBILITIES

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As approved on May 12, 1983 by the Board of Trustees of Boston University, the Code of Student Responsibilities is administered by the Office of the Vice President and Dean of Students, Boston University. *Full Copies of the entire “Code of Student Responsibilities” may be obtained at 775 Commonwealth Avenue, Boston, MA 02215 or at the SPH Office for Student Services, Talbot-209 Center.*

The legitimate expectation of all students is that the University will provide an environment in which they may study, learn, work, and live without unwarranted interference from others. The basic responsibilities of the student include:

1. Respecting the rights of others.
2. Respecting the highest standards of academic integrity and reporting any violations of those standards to the Dean of his or her School or College or the Dean of Students for appropriate investigation and disposition.
3. Respecting the property of others and the property, equipment, facilities and programs of the University.
4. Refraining from actions that endanger the health, safety, or welfare of any member of the University community or its guests.
5. Complying with the normative standards, rules, and regulations of the University as well as federal, state, and local laws.

The failure to fulfill any of these responsibilities is a basis for disciplinary action under this Code or the academic regulations of the Schools and Colleges of the University. The Trustees of Boston University require that all employees of the University report and assist in the investigation of violations of the normative standards, rules, and regulations of the University.

Specific conduct expected of students at Boston University is set forth in the rules and regulations of the University, its Schools, Colleges, programs, and residences. The official publications, bulletins, notices of the University, its Schools, Colleges, and programs, as well as other publications (such as the student handbook, residence handbooks and notices, and the student residence contract, etc.) contain additional specific regulations. Because of the size of the University and the diversity of its programs, no one document sets forth all of the rules and regulations governing student conduct.

In the instance of a disciplinary hearing based on charges brought by the Dean of Students, the student will have the following rights:

1. The right to receive from the Dean of Students a clear notice of the alleged violation in reasonable time to permit adequate preparation of his or her defense.
2. The right to have his or her guilt or innocence determined by an impartial panel.
3. The right to have an advisor present at the hearing.
4. The right to call witnesses and to introduce evidence at the hearing.

# **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT – FERPA**

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The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of a student's education records. In compliance with FERPA, Boston University does not disclose personally identifiable information contained in student education records, except as authorized by law.

## ***Student Rights under FERPA***

- Inspect his/her educational records
- Require that the University obtain his/her prior written consent before releasing personally identifiable information from education records
- Request that corrections be made to educational records if the student believes the records are inaccurate or misleading or otherwise in violation of the student's privacy rights under FERPA

For more information, go to <http://www.bu.edu/reg/general-information/ferpa/>.

# INFORMATION TECHNOLOGY POLICIES

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## *Conditions of Use and Policy on Computing Ethics*

### Conditions of Use

**Notice to All Users:** Users of the University's computing facilities, including University-supported electronic mail, are on notice, and by using these facilities agree, that no representation has been made to them as to the privacy of any communication or data stored on or sent through these facilities; that the University has reserved the rights set forth below and in the Boston University Information Security Policy and Policy on Computing Ethics; and that the use of these facilities is restricted to University-authorized purposes.

The use of the University's computing facilities in connection with University activities and *de minimis* personal use is a privilege extended to various members of the University community; it is not a right. Users of the University's computing facilities are required to comply with, and by using such facilities agree that they are on notice of and agree to comply with, be subject to, and grant the University the right to implement, the Boston University Information Security Policy, the Policy on Computing Ethics and these Conditions of Use. Users also agree to comply with applicable federal, state, and local laws and to refrain from engaging in any activity that is inconsistent with the University's tax-exempt status or that would subject the University to liability. The University reserves the right to amend these Conditions and Policies at any time without prior notice and to take such further actions as may be necessary or appropriate to comply with applicable federal, state, and local laws.

To protect the integrity of the University's computing facilities and its users against unauthorized or improper use of those facilities, and to investigate possible use of those facilities in violation of or in aid of violation of University rules and policies, Boston University reserves the right, without notice, to limit or restrict any individual's use, and to inspect, copy, remove or otherwise alter any data, file, or system resource which may undermine the authorized use of any computing facility or which is used in violation of University rules or policies. Boston University also reserves the right periodically to examine any system and any other rights necessary to protect its computing facilities.

The University disclaims responsibility for loss of data or interference with files resulting from its efforts to maintain the privacy and security of those computing facilities or from system malfunction or any other cause. As used herein and in the Policy on Computing Ethics below, the term "computing facility" means, refers to, and includes any and all forms of computer-related equipment, tools, and intellectual property, including computer systems, personal computers, computer networks, and all forms of software, firmware, operating software, and application software, which are owned or leased by the University or are under the University's possession, custody, or control.

## ***INFORMATION TECHNOLOGY POLICIES (continued)***

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### **Policy in Computing Ethics**

Thousands of users share the computing facilities at Boston University. These facilities must be used responsibly by everyone, since misuse by even a few individuals has the potential to disrupt University business or the work of others. You are therefore required to exercise responsible, ethical behavior when using the University's computing facilities. This includes, but is not limited to, the following:

1. You must use only those computer resources which you have been authorized to use by the University. The unauthorized use of computer resources, as well as the providing of false or misleading information for the purpose of obtaining access to computing facilities, is prohibited and may be regarded as a criminal act and treated accordingly by the University. You must not use University computing facilities to gain unauthorized access to computing facilities of other institutions, organizations, or individuals.
2. You may not authorize anyone to use your computer accounts for any reason. You are responsible for all use of your accounts. You must take all reasonable precautions, including password maintenance and file protection measures, to prevent use of your account by unauthorized persons. You must not, for example, share your password with anyone else, and you should change your password regularly.
3. You must use the University's computer resources only for the University-related purposes for which they were authorized. As with all University equipment, use of the computer facilities, including the Campus Network, for private or commercial purposes is prohibited, except as expressly authorized. You must not use the University's computer resources for any unlawful purpose, such as the installation or distribution of fraudulently or illegally obtained software. Use of external networks connected to the University's networks must comply with the policies of acceptable use promulgated by the organizations responsible for those networks.
4. You must not access, alter, copy, move or remove information, proprietary software or other files (including programs, members of subroutine libraries, data, and electronic mail) without prior authorization from the appropriate University data trustee, security officer, or other responsible party. You must not copy, distribute, display, or disclose third-party proprietary software without prior authorization from the licensor. Proprietary software must not be installed on systems not properly licensed for its use.

## ***INFORMATION TECHNOLOGY POLICIES (continued)***

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5. You must not use any computing facility irresponsibly or in a way that might needlessly interfere with the work of others. This includes transmitting or making accessible offensive, annoying, or harassing material, or materials such as chain letters, unauthorized mass mailings, or unsolicited advertising; intentionally, recklessly, or negligently damaging any system, material, or information not belonging to you; intentionally intercepting electronic communications or otherwise violating the privacy of information not belonging to or intended for you; intentionally misusing system resources or making it possible for others to do so; or loading software or data from untrustworthy sources, such as freeware, onto administrative systems.
  
6. You are encouraged to report any violation of these guidelines by another individual and any information relating to a flaw in or bypass of computing facility security to Information Technology, University Information Systems, or the Office of Internal Office.

The unauthorized or improper use of Boston University's computer facilities, including the failure to comply with the above guidelines, constitutes a violation of University policy and will subject the violator to disciplinary and/or legal action by the University, and, in some cases, criminal prosecution. In addition, the University may require restitution for any use of service which is in violation of these guidelines. Any questions about this policy or of the applicability of this policy to a particular situation should be referred to Information Technology, University Information Systems, or the Office of Internal Audit.

### *A. For Student Pages: Individuals and Organizations*

The contents of all pages published by students or individuals are solely the responsibility of the page authors. Statements made and opinions expressed on student pages are strictly those of the authors and not Boston University.

Boston University does not review, approve, or endorse the contents of personal pages, nor does the University monitor the content of any page except as necessary to investigate alleged violations of University policies, federal, state, or local laws, or the rights of other persons.

Individual publishers must comply with University policies, including the *Conditions of Use and Policy on Computing Ethics*, as well as all applicable laws, including those prohibiting copyright and trademark infringement. Violations may result in the imposition of sanctions.

# NON-DISCRIMINATION POLICIES

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## ***Equal Opportunity/Affirmative Action***

Boston University prohibits discrimination against any individual on the basis of race, color, religion, sex, age, national origin, physical or mental disability, sexual orientation, or marital, parental, or veteran status. This policy extends to all rights, privileges, programs, and activities, including admissions, financial assistance, employment, housing, athletics, and educational programs. Boston University recognizes that nondiscrimination does not ensure that equal opportunity is a reality. Because of this, the University will continue to implement affirmative action initiatives which promote equal opportunity for all students, applicants, and employees. Inquiries regarding this policy or its application should be addressed to the Executive Director of Equal Opportunity, Equal Opportunity Office, 19 Deerfield Street, Fl. 2, Boston, MA 02215, 617-353-9286.

## ***Sexual Harassment Policy***

Boston University is committed to the principle that no employee, student, or applicant for employment or admission should be subject to sexual harassment. The University strives to provide workplaces and learning environments that promote equal opportunity and are free from illegal discriminatory practices, including sexual harassment.

Sexual harassment is a violation of federal and state laws and University policy, as is retaliation against any individual who in good faith files a complaint of sexual harassment or cooperates in the investigation of such a complaint. Upon receipt of a complaint of sexual harassment or retaliation, Boston University will undertake a fair and thorough investigation, with due regard for the rights of all parties. Every reasonable effort will be made to protect the confidentiality of the parties during the investigation. After an investigation, any person who is found to have sexually harassed or retaliated against another will be subject to discipline, up to and including termination of employment and, if a student, expulsion from Boston University.

## **Definition of Sexual Harassment**

Sexual harassment is defined as sexual advances, requests for sexual favors, and any other verbal or physical conduct of a sexual nature, whether intentional or unintentional, where:

- An individual's submission to or rejection of the conduct is made, either explicitly or implicitly, a term or condition of employment or of status in a course, program or activity, or is used as a basis for an employment or academic decision; or,
- The conduct has the purpose or effect of unreasonably interfering with an individual's work performance, academic performance, or educational experience, or of creating an intimidating, hostile, humiliating, or offensive working, educational, or living environment.

## ***NON-DISCRIMINATION POLICIES (continued)***

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### ***Examples of Conduct Which May Constitute Sexual Harassment***

It is not possible to list all circumstances that might constitute sexual harassment. In general, sexual harassment encompasses any sexually related conduct which causes others discomfort, embarrassment, or humiliation, and any harassing conduct, sexually related or otherwise, directed toward an individual because of that individual's sex. Such conduct is subject to this policy whenever it occurs in a context related to the employment or academic environments, or if it is imposed upon an individual by virtue of an employment or academic relationship.

A determination of whether conduct constitutes sexual harassment is dependent upon the totality of the circumstances including the pervasiveness or severity of the conduct.

The Massachusetts Commission Against Discrimination lists the following as examples of conduct which may constitute sexual harassment:

- Unwelcome sexual advances—whether they involve physical touching or not;
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life; comment on an individual's body; comment about an individual's sexual activity, deficiencies, or prowess;
- Displaying sexually suggestive objects, pictures or cartoons;
- Unwelcome leering, whistling, brushing against the body, sexual gestures, or suggestive or insulting comments;
- Inquiries into one's sexual experiences; and
- Discussion of one's sexual activities.

In order to constitute sexual harassment, conduct must be unwelcome. Conduct is unwelcome when the person being harassed does not solicit or invite it and regards it as undesirable or offensive. The fact that a person may accept the conduct does not mean that he or she welcomes it.

As a university, Boston University, its employees, and students also must be aware of the need for freedom of inquiry and openness of discussion in its educational and research programs, and must strive to create and maintain an atmosphere of intellectual seriousness and mutual tolerance in which these essential features of academic life can thrive. No university can or should guarantee that every idea expressed in its classrooms or laboratories will be inoffensive to all; pursued seriously, education and scholarship necessarily entail raising questions about received opinions and conventional interpretations. Boston University does guarantee, however, that credible accusations of inappropriate sexual remarks or actions will be investigated promptly, thoroughly, and fairly.



## ***NON-DISCRIMINATION POLICIES (continued)***

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Any student who believes that he or she has been a victim of sexual harassment may:

- File in writing a formal grievance with the SPH Dean, Talbot-301center, 617-638-4644; or
- Contact the Dean of Students, 775 Commonwealth Avenue, Third Floor East, 617-353-4126; or
- Contact The Office of Equal Opportunity at 617-353-9286.
- Contact the Director of Judicial Affairs and Student Safety Programs in the Office of the Dean of Students, 775 Commonwealth Avenue, Third Floor East, (617) 353-4126

*Any of the above contacts will direct you to the appropriate assistance and will be able to answer any questions you may have. Full copies of the “Boston University Sexual Harassment Policy” are available at any of the above Boston University offices.*

*In addition to the above Boston University offices, students may contact the Massachusetts Commission Against Discrimination at 617-727-3990 or the Office for Civil Rights at 617- 223-9662.*

# GRIEVANCE PROCEDURES

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## ***Grievance and Arbitration Procedures in Cases of Alleged Discrimination***

University policy and federal law prohibit discrimination on the basis of race, color, creed, religion, ethnic origin, age, sex, disability, sexual orientation or other unlawful bias.

When a student has reason to believe that his or her rights have been denied by reason of discrimination on the basis of race, color, creed, religion, ethnic origin, age, sex, disability, sexual orientation or other unlawful bias he or she may file in writing a formal grievance with the Dean of the School of Public Health, Talbot-3center, 715 Albany Street or the Vice President and Dean of Students, 775 Commonwealth Avenue, Boston, MA 02215. The grievance statement should be as specific as possible regarding the action(s) that precipitated the grievance: date, place, and people involved; efforts made to settle the matter informally; and the remedy sought.

If a student's grievance alleges discrimination on the basis of *disability*, the Director of the Office of Disability Services, who is the University's Compliance Officer for Section 504 of the Rehabilitation Act of 1973, will also be provided with a copy of the grievance and will be involved in resolution of the grievance as appropriate.

**Full copies of the "Grievance Procedures in Cases of Alleged Discrimination" are available at the SPH Office for Student Services, Talbot-208 center or at the Office of the Vice President and Dean of Students, 775 Commonwealth Avenue, Third Floor, Boston, MA 02215.**

## ***Dispute Resolution Process***

Situations sometimes arise in which students feel that they have not been dealt with fairly, do not agree with a decision made by an office of the University or School, or have a concern about a program, course, member of the staff, or faculty. The student's SPH academic advisor and the SPH office of Student Services will assist students who have such concerns.

As a general rule, a concern or complaint from a SPH student should be directed to the persons whose actions or inactions have given rise to the concern or complaint. Whenever possible, every effort should be made to resolve the problem promptly at the level at which it occurred. The student may pursue the issue within the normal reporting structure of the academic/administrative department at the SPH. If a student feels he/she has been unfairly treated by the instructor or TA of a SPH course, the student should go to the Chairman of the department of the course in which there is a dispute. If the Chairman is the instructor, the student should seek assistance from the SPH Director of Student Services and/or the SPH Office of the Dean of Academic Affairs.

If students need further assistance with resolving the issue, they should contact the SPH Director of Student Services at 617-638-5059. At any time during this process, students may seek assistance from their SPH academic advisor. The SPH Director of Student Services will coordinate additional steps if necessary with the appropriate parties. This may include speaking/meeting with faculty, Department Chairman, Associate Dean of Academic Affairs, and other Associate and Assistant Deans and the Dean.

# COMPLIANCE REQUIREMENTS

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**In order to register for courses at the University, both full-time and part-time students must comply with the following two policies:**

1. Boston University uses an on-demand alert and response system called Send Word Now. In the event of a campus emergency, Send Word Now's technology would allow us to contact the entire campus community immediately through a variety of electronic means, including text messaging, e-mail, and voice mail. To ensure the effectiveness of this system, students need to provide an emergency alert phone number on the [Student Link](#) and periodically update that number. For more information about the Send Word Now system, please visit <http://www.bu.edu/emergency/sendwordnow/faq.html>.

2. Massachusetts law requires that students be immunized against a number of diseases in order to attend university in the Commonwealth. Boston University strictly enforces this policy. Student registration will be blocked if the required shot information is not submitted. There is a seven-day grace period after the first day of classes to submit this information. This information must be submitted on the Boston University Medical History and Physical Report form, which must be signed by a doctor, nurse practitioner, or physician's assistant.

**\*\*In addition, out-of-state students must comply with the Massachusetts Motor Vehicle Law. This law is explained in detail on the University Registrar's website. The Massachusetts Motor Vehicle Law requires that all out-of-state students, including those who do not bring cars to Massachusetts, sign an acknowledgement that they have been informed of the law.**

The Massachusetts Motor Vehicle Law requires out-of-state students bringing vehicles into the Commonwealth of Massachusetts to file a nonresident driver statement with the local police department in the city in which their university is located: "It is unlawful for a resident student to fail to file a nonresident driver statement with the police department located in the same city or town as the school or college attended, in accordance with Section 3 of Chapter 90 of the Massachusetts General Laws. Failure to file such statement is punishable by a fine not to exceed \$200."

Boston University, in turn, is required by the Commonwealth to keep a record and provide proof to the state that students have been apprised of the law. Eligible students must formally acknowledge they have been notified of the law by clicking on the acknowledge button at [www.bu.edu/link/shortcut/massmotorlaw](http://www.bu.edu/link/shortcut/massmotorlaw). Students who fail to do so will not be in compliance and will be unable to register for upcoming semesters.

# MEDICAL INSURANCE

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The Commonwealth of Massachusetts requires that any full-time student or student in a full-time certified status be covered under a health insurance policy based in the United States. All residents of Massachusetts are required to attain health insurance. This law affects all full-time and part-time students attending BUSPH and maintaining residence in the state. Student options for health insurance include the Boston University Aetna Student Health Plan or options offered by the state.

Any student enrolled for nine or more credits in a semester is automatically enrolled in and charged the fee for the Boston University student medical insurance, as is any student in a certified full-time status such as doctoral students paying the continuing study fee.

Students covered under an acceptable domestic medical insurance policy may waive the Boston University medical insurance. The deadline for waiver is September 30, 2013. Students who are graduating in January may request a refund of their premium; the deadline is early January. Questions regarding medical insurance should be referred to Student Accounting Services; 617-353-2264 or to the web site, <http://bu.edu/comp/saweb>.

## ***Health Records and Immunizations***

The Commonwealth of Massachusetts requires that all full-time students and many part-time students enrolled in colleges and universities complete a series of immunizations. The state requirements are described in detail on the Commonwealth of Massachusetts web site at: <http://www.mass.gov/eohhs/docs/dph/regs/105cmr220.pdf>

For international students, this requirement is of special importance; international students who fail to comply with this requirement, may be prohibited from attending classes, which could cause them to violate legal immigration status.

To complete the health and immunization requirement, students must download the most recent Health Form ("IMMUNIZATION AND PHYSICAL FORM") from <http://www.bu.edu/shs/forms/index.shtml>. and have the form completed by a doctor before arriving on campus.

The completed form and requested documents should then be returned to:

Boston University  
Student Health Services  
881 Commonwealth Avenue (West)  
Boston, MA 02215  
Fax: 617-353-3557

Questions should be directed to Student Health Services at 617-353-3575 or <http://www.bu.edu/shs>.

# EMERGENCY COMMUNICATIONS AND CANCELLATION OF CLASSES

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In the event of an emergency, notices will be posted to the home pages of the:

**BUSPH Insider** (<http://sph.bu.edu/insider>)

**BUSPH Student Insider**, (<http://sph.bu.edu/si>)

**BUSPH Web site**, (<http://sph.bu.edu>)

**In the event of weather-related cancellations of classes, the following schedule will be observed:**

9 a.m. classes – A decision will be posted to BUSPH web sites no later than 7 a.m.

11 a.m. classes – A decision will be posted to BUSPH web sites no later than 9 a.m.

2:30 p.m. classes – A decision will be posted to BUSPH web sites no later than 12:30 p.m.

6:00 p.m. classes – A decision will be posted to BUSPH web sites no later than 3:30 p.m.

EMAIL NOTIFICATION: Email messages will be sent to faculty, staff and students in the event of closings, but may not arrive immediately if email servers are busy. We recommend checking the Insider and Student Insider for messages.

BUSPH MAIN TELEPHONE NUMBER: In the event of class or campus closings, a message will also be posted to the BUSPH main telephone number: 617-638-4640.

**\*\*\*\*STUDENTS PLEASE NOTE: Do not rely on information about the Charles River Campus or Boston University. The Boston University Medical Campus has different closing policies from the Charles River Campus. Obtain information specific to SPH through the above mentioned methods. Cancellation notices must specify "SPH" in order for them to be relevant to SPH.\*\*\*\***

Instructors are required to reschedule cancelled classes. Students will be notified by the instructor of make-up dates for any cancelled classes.

# MEDICAL CAMPUS STUDY ROOM GUIDELINES

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Boston University Medical Campus students, in concert with the student services and administrative offices of the Medical Campus, developed and adopted the following guidelines for use in study rooms. The purpose of these guidelines is to ensure that study room space is used in a productive and collegial manner for group study. These guidelines are posted in each study room so that Medical Campus students may actively manage their study room spaces.

## ***Guidelines:***

1. Use of study rooms is available to Boston University Medical Campus students who are current Terrier Card holders.
2. It is expected that students will resolve any difficulties pertaining to use of the study rooms according to the guidelines.
3. Please respect the schedule for room use posted by the Office of Resource Scheduling. Questions may be directed to 617-638-4040. Meetings and classes may be added to the schedule up to the time of the event, and students utilizing the room for study purposes must yield to a scheduled meeting or class.
4. Windows to study rooms must be uncovered so others can see if the room is in use.
5. Doors to study rooms must be left unlocked at all times while the room is in use.
6. One person in a study room must share the study room with an arriving study group. (A group is defined as two or more students).
7. Rooms should not be left unattended for more than 30 minutes. Any items, including books, personal effects, and the like, which remain in the room after 30 minutes of disuse may be stacked neatly to one side by the next person to use the room. The risk of damage to or loss of unattended items is assumed by the owner.
8. Trash should be placed into the trash receptacles in the rooms.
9. BUMC Administration may restrict the use of study rooms or request that students vacate rooms that need to be utilized for scheduled classes, meetings, or emergencies.

To report non-compliance, please contact:

- School of Medicine: 617-638-4166
- School of Dental Medicine: 617-638-4787
- School of Public Health: 617-638-5059
- Division of Graduate Medical Sciences: 617-638-5122
- Office of Resource Scheduling: 617-638-4040

In the event of an emergency, please call Security at 4-4444 from the nearest house telephone. If you are using a cell phone, dial 617-414-4444.

For facility needs (e.g., the room is too hot or too cold), contact Control at 638-4144 from the nearest house telephone.

# WORKPLACE VIOLENCE PREVENTION POLICY

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**Threats at imminent violence, violent incidents, or dangerous or emergency situations should be reported immediately to the Boston University Police Department at 617-353-2121, the Department of Public Safety on the Medical Campus at 617-414-4444, or to local police at 911.**

Boston University is committed to promoting and maintaining a safe and secure working environment for its faculty and staff, employees, students and visitors. Violent behavior, threats of violence, or physical intimidation will not be tolerated in the Boston University workplace. If such conduct occurs, it should be promptly reported to the proper authority and investigated. The University will take appropriate action in response to reports of such conduct. Employees found to have violated this policy will be subject to disciplinary action, which may include immediate dismissal. In addition, the University may assist in pursuing civil penalties, criminal penalties, or other appropriate action against the offender. Student offenders will be subject to the Code of Student Responsibilities in addition to this policy.

Anyone who believes that he or she is a victim of threatening or violent conduct in the workplace, or who observes such behavior or believes a credible threat of such behavior exists, should immediately report the conduct. Those who make such reports in good faith will be protected from any retaliatory employment actions.

## **Prohibited Conduct**

Prohibited conduct in the Boston University workplace includes violent behavior, physical attacks, verbal or physical threats of violence, physical intimidation, stalking, and property damage committed by or against any faculty or staff, or any postdoctoral, graduate, or undergraduate student employed at the University. Prohibited conduct does not encompass lawful acts of self-defense or the defense of others. Most personal situations need not be reported to Boston University unless they pose a risk of violence in the workplace. Examples of personal situations that could pose a risk of violence in the workplace and should be reported to the appropriate authority at Boston University include, but are not limited to:

- Incidents or threats of domestic violence against an employee where it is possible that the threatening party could seek out the employee at work;
- Receipt of threatening or harassing telephone calls, emails, or other communications;
- Unwanted pursuit or threats by an outside party who has been observed at or near the workplace; and
- Any situation in which an employee has obtained a protective or restraining order naming his or her workplace as a prohibited area of contact.

Employees facing personal situations that involve violence or the potential for violence are encouraged to seek confidential counseling assistance through one of these resources:

- University's Faculty & Staff Assistance Office at 617-353-5381  
<http://www.bu.edu/fsao>
- Office of the Dean of Marsh Chapel or Religious Life including the University Chaplains at 617-358-3394, <http://www.bu.edu/chapel/staff/chaplains/>

## **WORKPLACE VIOLENCE PREVENTION POLICY (cont.)**

Confidential problem-solving assistance is available from the:

- University's Office of the Ombuds at 617-358-5960, <http://www.bu.edu/ombuds>
- Faculty Advisory Committee of the Faculty Council at <http://www.bu.edu/fafc/committee/committee-list/faculty-advisory-committee/>.

### **Responsibilities**

The prevention of workplace violence is a shared responsibility. Specific responsibilities are described below. Depending on the circumstances, the University may be obligated to report incidents to external agencies. The University's policy is to fully comply with its reporting obligations in all cases. Anyone having questions about such reporting are encouraged to contact the Boston University Police Department, BUPD.

#### **Everyone at Boston University:**

- Report violent incidents or threats of imminent violence to BUPD, Medical Campus Public Safety or local police.
- Report warning signs of actual or potential violent or hostile behavior that may affect the workplace as soon as possible to BUPD, Medical Campus Public Safety, your manager or supervisor, Office of the University Provost, Human Resources, or Dean of Students. (See "Procedures for Reporting Violence or Threats of Violence" on the following page.)
- Be alert to behaviors or attitudes that may be indicators of disruptive, threatening, or violent behaviors such as: recent changes in behavior, appearance, or demeanor; work or personal crisis; withdrawal from normal activities or contacts; substance abuse; threats or references to violence or self-harm; possession of or fascination with weapons; and expressions of being wronged, humiliated, or degraded.

#### **Managers and Supervisors:**

- Ensure awareness of this policy by faculty and staff, as well as by postdoctoral, graduate, and undergraduate student employees within your areas of supervision.
- Contact Boston University Police Department or Medical Campus Public Safety if you have concerns about a possible threat of violence.
- Take appropriate steps to protect those who report threatening behavior from retaliation.
- Participate in planning and response efforts to mitigate the risk of workplace violence.

#### **Boston University Police Department and Medical Campus Public Safety:**

- Respond to reports of workplace violence and emergency situations and coordinate with other law enforcement agencies.
- Advise and coordinate with the Office of the University Provost, Human Resources, and other affected departments on appropriate responses to threats of workplace violence.
- Work with employees in at-risk areas to develop safety plans.
- Take appropriate steps to protect those who report threatening behavior from retaliation.



## **WORKPLACE VIOLENCE PREVENTION POLICY (cont.)**

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### **Human Resources and University Provost's Office:**

- Ensure the effective implementation of this policy by collaborating with hiring units/departments.
- Review reports of potential workplace violence or hostility affecting employees, consult other campus units as appropriate, and recommend appropriate responses.
- Oversee disciplinary action against employees who have violated the policy.
- Coordinate preventive measures to encourage a safe and secure workplace.
- Review this policy annually and revise it as appropriate to enhance its effectiveness.
- Take appropriate steps to protect those who report threatening behavior from retaliation.
- Notify Boston University Police Department or Medical Campus Public Safety of threats of violence reported to Human Resources or the University Provost's Office.

### **Boston University Faculty & Staff Assistance Office:**

- Provide crisis counseling, advocacy, and management consultation for those affected by workplace violence, hostility, or harassment.
- Provide consultation regarding behavioral risk factors in the prevention and management of potential workplace violence.
- De-brief with campus units, individuals, or groups who may experience secondary trauma from a violent incident.

### **Procedures for Reporting Violence or Threats of Violence**

It is the responsibility of every member of the campus community to take any violence or threat of violence seriously and to immediately report workplace violence or threats of violence to the appropriate authorities listed below. Contact BUPD at 617-353-2121 or Medical Campus Public Safety at 617-414-4444 if you are not sure whether there is an immediate threat of violence or hostility, but are concerned that the behavior of any person may lead to violence.

### **Imminent threats, violent incidents, or dangerous or emergency situations:**

- Local police (911)
- Boston University Police Department, 617-353-2121, (TTY: 617-353-5387), <http://www.bu.edu/police/>
- Medical Campus Public Safety, 617-414-4444, <http://www.bumc.bu.edu/publicsafety>
- Throughout the Charles River and Medical Campuses there are many blue emergency call boxes that have a red button inside that will automatically connect you to the Police Department.

## **WORKPLACE VIOLENCE PREVENTION POLICY (cont.)**

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### **Violence or emergency situations off-campus:**

- Local police, call 911
- Boston Police, call 911, also 617-343-4200, <http://www.cityofboston.gov/police>
- Brookline Police, call 911, also 617-730-2222, <http://www.brooklinepolice.com/>
- Cambridge Police, call 911, also 617-349-3301, <http://www.cambridgema.gov/cpd>

### **Verbal abuse, perceived intimidation, harassment, or other non-emergency situations:**

- Human Resources (Charles River Campus): 617-353-2380, <http://www.bu.edu/hr/>
- Human Resources (Medical Campus): 617-638-4610, <http://www.bumc.bu.edu/hr/>
- Boston University Ombuds Office: (617) 358-5960 (Charles River Campus); and (617) 638-7645 (Medical Campus); <http://www.bu.edu/ombuds/>
- Boston University Police Department: 617-353-2121; TTY: 617-353-5387; <http://www.bu.edu/police/>
- Medical Campus Public Safety: 617-414-4444; <http://www.bumc.bu.edu/publicsafety/>

### **Support for Those Affected by Violence**

The University's Student Health Services, Faculty & Staff Assistance Office, and Crisis Counselor will respond to requests for assistance from victims of violence or threats of violence by providing counseling, advocacy, safety planning, and other support as appropriate. Requests for assistance may be directed to:

- Boston University Student Health Services, 617-353-3575; <http://www.bu.edu/shs/>
- Boston University Faculty & Staff Assistance Office, 617-353-5381; <http://www.bu.edu/fsao/>
- Boston University Crisis Counselor: Days 617-353-3569; Nights and weekends 617-353-2121