Effective Date: **May 1, 2012** Revised: **August 15, 2025**

POLICY

EMPLOYMENT, SAFETY, STUDENT LIFE

Workplace Violence Prevention Policy

RESPONSIBLE OFFICE

Safety, Security & Preparedness

Policy Statement

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.

There are occasions when personal situations need to be reported to Boston University because 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, social medial posts, 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 their 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 University resources:

- University's Faculty & Staff Assistance Office at (617) 353-5381, fsao@bu.edu, http://www.bu.edu/fsao
- Office of the Dean of Marsh Chapel and Religious Life including the University Chaplains at (617) 353-3560, chapel@bu.edu, https://www.bu.edu/chapel/

Confidential problem-solving assistance is available from the:

- University's Office of the Ombuds

- Charles River Campus (CRC): (617) 358-5960
- Medical Campus Office (MED): (617) 358-7645
- http://www.bu.edu/ombuds

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 at (617) 353-2121 for the Charles River and Fenway Campus, or (617) 358-4444 for the Medical Campus.

Everyone at Boston University:

- Report violent incidents or threats of imminent violence violence to persons or property 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" below.)
- 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.

Human Resources, the University Provost's Office, and the Office of Safety, Security & Preparedness:

- 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 any offenders who have violated this policy.
- Coordinate preventive measures to encourage a safe and secure workplace.
- 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, the University Provost's Office, or the Office of Safety, Security & Preparedness.

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) 358-4444 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) 358-4444, https://www.bu.edu/safety/about/contact/emergency-numbers/
- 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.

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 617-499-9924, https://www.cambridgema.gov/Departments/cambridgepolice

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

- Human Resources (617) 353-2380
- University's Office of the Ombuds

    - Charles River Campus (CRC): (617) 358-5960
    - Medical Campus Office (MED): (617) 358-7645
    - 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) 358-4444; https://www.bu.edu/publicsafety/contact-us/

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
  Phone: (617)-353-3575; Website: http://www.bu.edu/shs/
- Boston University Faculty & Staff Assistance Office
  Phone: (617) 353-5381; Website: http://www.bu.edu/fsao/

END OF POLICY TEXT

Additional Resources Regarding This Policy

Contact for Reporting Possible imminent threats, violent incidents, or dangerous or emergency situations:

- Boston University Police Department

Phone: (617) 353-2121, (TTY: 617-353-5387), Website: http://www.bu.edu/police/

- Medical Campus Public Safety
  Phone: (617) 358-4444, Website: https://www.bu.edu/safety/about/contact/emergency-numbers/
- Local police (911)

Related Boston University Offices

- Boston University Student Health Services
  Phone: (617) 353-3575; Website: http://www.bu.edu/shs/
- Boston University Faculty & Staff Assistance Office
  Phone: (617) 353-5381; Website: http://www.bu.edu/fsao/
- Office of the Dean of Marsh Chapel and Religious Life including the University Chaplains at (617) 353-3560, chapel@bu.edu, https://www.bu.edu/chapel/
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This Policy is part of the Faculty Handbook section on Human Resources.

THIS POLICY IS PART OF THE EMPLOYEE HANDBOOK AND POLICIES MANUAL , AND SHOULD BE READ IN CONJUNCTION WITH ALL OF THE POLICIES THAT COMPRISE THE HANDBOOK. THE PROVISIONS OF THE EMPLOYEE HANDBOOK DO NOT CONSTITUTE AN EMPLOYMENT CONTRACT AND DO NOT ALTER THE AT-WILL STATUS OF AN EMPLOYEE.

Categories: Campus Visitors, Employee Handbook and Policies Manual, Employment, Employment, Employment Policies, Faculty, Faculty Handbook: Appointments and Promotions, Faculty Handbook: Human Resources, Non-Represented Staff, Safe Environments and Workplace Safety, Safety, Safety and Safe Environments, Student Life

University Policies Affecting Student Life, Workplace Keywords: violence, workplace, workplace violence