

GCSOM Workplace/Learning Violence, Anti-Harassment and Bullying Policy



Policy Number: 500.1066.100

Policy Revision Date: 5-24-2022

Policy Category: Human Resources, Student Affairs

Policy Owner Vice Dean, Chief Human Resources Officer

Policy Audience: Faculty, Staff, Students, Associate Dean Student Affairs, Chief Facilities & Security

1. Definitions:

Workplace/Learning Violence: Any violent behavior, threat of violent behavior, harassment or bullying that would cause physical, emotional or psychological harm or reasonable fear of such harm to an employee, student, other member or guest of the GCSOM community, or anyone with whom GCSOM is conducting business.

2. Medical Curriculum Committee Review: May 24, 2022

3. Introduction / Purpose:

This policy was established to provide Geisinger Commonwealth School of Medicine (GCSOM) employees and students with guidelines promoting workplace/learning anti-violence on GCSOM premises, during the normal course of employment, study or while conducting GCSOM business. The policy also outlines the methods for maintaining a work/learning environment free from the effect of violence.

4. Governance and Enforcement:

Vice Dean, Associate Dean Student Affairs, Chief Human Resources Officer

5. Policy:

This policy applies to all GCSOM students and to all GCSOM employees including faculty, staff, temporary and occasional employees and student workers (with respect to conduct that arises from their employment status).

In addition, the policy applies to individuals who GCSOM contracts to do work on our behalf including, consultants, vendors, contractors and sub-contractors. GCSOM students and employees and those

working on the behalf of GCSOM are covered by this policy at all times, on or off-campus, when

they are officially representing or acting on behalf of GCSOM, participating in GCSOM educational programs, conducting GCSOM business and/or attending GCSOM sponsored or financed activities.

This policy covers activity at all GCSOM owned or operated properties and facilities and off-campus locations where GCSOM education or other business is conducted.

It is the policy of GCSOM to promote a non-violent working/learning environment. GCSOM is committed to maintaining an environment that supports the GCSOM's mission and promotes learning, productive employment, and safe experiences for all members of the GCSOM community including but not limited to faculty, staff, students, contracted employees, visitors and guests of GCSOM.

Behavior or conduct that is not tolerated include the following:

- Committing a violent felony, misdemeanor or summary offense as defined by Pennsylvania law against a person on GCSOM property, including but not limited to stalking, intimidation, coercion, harassment, and assault;
- Possession of weapons of any kind or dangerous articles
- Willful or threatening destruction of GCSOM property or property of a GCSOM student, employee, other member or guest of the GCSOM community, or anyone with whom GCSOM is conducting business;
- Threats direct or implied; intimidation, aggressive or hostile behavior that creates a reasonable fear of injury to another.
- Felonious conduct;
- Bullying of any kind;
- Alcohol or drug abuse; consumption of illegal drugs; illegal possession, distribution, or sale of drugs;
- Stealing, forgery, alteration, or falsification of documents or records;
- Misuse of or tampering with data processing and communication equipment;
- Misappropriation of funds;
- Illegal disruptive conduct in the form of disruptive picketing, protesting, or demonstrating;
- Infliction or threat of bodily harm directed at any person;

- Theft, unauthorized use, misuse, or destruction of property owned by others;
- Unauthorized use of or tampering with GCSOM emergency or safety equipment;
- False reporting of an emergency;
- Trespassing by unauthorized entering of or remaining on property controlled by others;
- Any activities posing a serious threat to the safety and health of patients in health care or teaching programs of GCSOM; and
- Malicious interference with GCSOM approved or sponsored research programs.

Related Policies:

Note that some behaviors prohibited by this Policy may implicate other policies of GCSOM or the larger Geisinger Health System. For example, sexual harassment should be addressed under the GCSOM Title IX policy, and discrimination based on other protected classifications should be addressed under the **GCSOM Policy on Complaints by Students and Others Alleging Discrimination Other Than Sexual Discrimination and Sexual Harassment/Violence**. Similarly, employee misconduct under this policy may implicate the Geisinger Policies on Workplace Violence and, or Bullying, whereas student misconduct may implicate the GCSOM Policies on Academic and Professional Standards and, or the Policy on Student Mistreatment.

Responsibilities:

Maintaining a safe and secure environment is a shared responsibility. All GCSOM faculty, staff, students, contracted employees, visitors and guests of GCSOM are strongly encouraged to report any work-related or GCSOM-connected behavior that they regard as threatening or violent (in accordance with the above definition) to at least one of the GCSOM resources listed below.

Process:

All emergency situations should be immediately reported to the Police by calling 911. Individuals who apply for and/or obtain Protection From Abuse (PFA) orders are encouraged to provide their supervisors or in the case of students, the Associate Dean for Student Affairs or Interim Associate Dean for Graduate Programs and the Chief Facilities & Security Officer with copies of the temporary or permanent order. Employees and students should report workplace/learning harassment or violence, as defined above, to a supervisor, manager, department chair or Associate Dean, for Student Affairs or the Interim Associate Dean for Graduate Programs whoever is deemed to be appropriate in the respective supervisory chain of command. Such reports can also be made, as appropriate, to GCSOM Chief Facilities & Security Officer and, in the case of employees, the Human Resources department.

A GCSOM official who receives a report of conduct prohibited by this Policy should take the matter seriously and first take prompt steps to ensure the safety of the parties and/or GCSOM property involved. Retaliatory action is prohibited against any persons who in good faith report, respond to, participate in an investigation of, are victims of, or use GCSOM resources to address

conduct prohibited by this Policy. Persons found responsible for retaliatory actions will be subject to disciplinary actions up to and including termination of employment and/or student status.

Reports of conduct prohibited by this Policy must be investigated promptly and thoroughly. Supervisors and managers, department chairs or other officials conducting the investigation should consult with Human Resources, the Chief Facilities & Security Officer, and/or any of the other investigatory/fact-finding resources mentioned herein, to receive assistance in investigating reports.

Where faculty members are concerned, Deans and Chairs should consult with the Office of the Vice Dean on the appropriate procedures to follow.

Workplace/learning harassment or violence complaints against students should be referred to the Student Affairs Office. Once the investigation, fact-finding or CAPS hearing is completed and recommended actions are finalized, GCSOM will take the appropriate steps to address the offensive behavior and restore and maintain safety in the community.

Employees or students who violate this Policy may be subject to disciplinary action, up to and including termination of employment and/or student status. Persons may also be subject to referral to law enforcement for potential criminal prosecution. Where appropriate, persons who have violated this Policy may be required to undertake educational or training courses and/or perform community service to assist in correcting the offensive behavior.

GCSOM offers employees and students a variety of resources to address conduct prohibited by this Policy. These resources provide services ranging from conducting investigations/fact-finding processes, providing security services, training, EAP, and counseling, to making referrals and mediating lower-level conflicts.

The following descriptions outline the GCSOM resources provided to address conflicts.

Counseling:

Personal and psychological counseling services are offered for individuals or groups.

Conflict Resolution:

Facilitation, mediation, and consultation services are available to assist individuals and groups to proactively resolve workplace and learning environment issues and concerns.

Criminal Complaints:

The GCSOM security process investigates reports leading to referrals to law enforcement.

Crisis Management:

These resources assist work groups/teams who have experienced a traumatic event or crisis situation, process and acknowledge their reactions, and identify strategies to cope with the aftermath of such incidents. The major goal is to help the affected group restore their productive

work or learning environment.

Education/Training:

Training and educational programs are available to the GCSOM community on various aspects of campus safety and security, crime prevention and/or workplace/learning violence, harassment and bullying.

Investigatory:

These resources are charged with the responsibility of investigating allegations of employee and/or student misconduct.

Referrals:

Some resources will help affected employees and students identify appropriate GCSOM and external resources to assist them with workplace, learning environment and/or personal concerns.

Security Services

Walking and riding escort services are available to members of the GCSOM community.

6. Key Stakeholders:

Faculty, Staff, Students, Associate Dean of Student Affairs, Chief Facilities & Security, VP, Community & Government Relations/Chief Diversity Officer, Human Resources