



**Associated Students of California State University, Los Angeles, Incorporated**

5154 State University Dr., Room 203, Los Angeles, CA 90032

## **Workplace Violence Prevention Plan (WVPP)**

(SB553 Compliant)

Established:

**TBD**

Date of Last Review:

TBD

---

## Policy

---

### Introduction:

Associated Students of California State University, Los Angeles, Incorporated (ASI) aims to provide a working environment that minimizes the potential for workplace violence and other safety/security risks. Violence in the workplace poses a significant threat to the safety and wellbeing of our employees and the general public. It is the responsibility of all employees and ASI Student Leaders to help minimize workplace violence. This policy establishes procedures to minimize the threat of violence in the workplace and provides guidelines for responding promptly and effectively to workplace violence.

Note: The following employees are not subject to this Plan:

- *Employees teleworking from a location of the employee's choice, not under the control of ASI (e.g., employees working from their home).*

### Purpose:

The purpose of this plan is to:

- Identify the names and job titles of the persons responsible for the implementation and maintenance of the Workplace Violence Prevention Program.
- Highlight how employees can report violent incidents, threats, or other workplace violence concerns, and how to respond to reports.
- Reinforce against unlawful retaliation for reporting, in good faith, violent incidents, threats, or other workplace violence concerns, and participating in any related investigations of such reports.
- Outline procedures to respond to actual or potential workplace violence emergencies.
- Detail training requirements about this plan, including the frequency of training.
- Outline procedures to identify and evaluate workplace violence hazards.
- Communicate post-incident response and investigation processes.

### Definitions:

**Workplace violence** refers to any "act of violence or threat of violence that occurs in a place of employment." It includes, regardless of whether an employee sustains an injury, the threat or use of physical force against an employee that results in or is likely to result in injury, trauma, or stress, as well as incidents involving a threat or use of a firearm or other dangerous weapon.

A “**threat of violence**” means any verbal or written statement, including, but not limited to, texts, electronic messages, social media messages, or other online posts, or any behavior or physical conduct that conveys an intent, or that is reasonably perceived to convey an intent to cause physical harm or to place someone in fear of physical harm, and that serves no legitimate purpose.

There are four common types of workplace violence:

- **Type 1 Violence:** Workplace violence committed by a person who has no legitimate business at the worksite, including violent acts by anyone who enters the workplace or approaches workers with the intent to commit a crime.
- **Type 2 Violence:** Workplace violence directed at employees by customers, clients, patients, students, inmates, or visitors.
- **Type 3 Violence:** Workplace violence against an employee by a present or former employee, supervisor, or manager.
- **Type 4 Violence:** Workplace violence committed in the workplace by a person who does not work there but has or is known to have had a personal relationship with an employee.

Workplace violence does not include lawful acts of self-defense or defense of others.

#### Authority and Responsibilities:

The ASI Executive Director has the overall authority and responsibility for implementing and maintaining the provisions of this WVPP program for ASI. Additional duties for other management staff are:

Job Title/Position	WVPP Responsibilities
Executive Director	Training staff and student leaders, program oversight and policy revisions, employee disciplinary action, risk assessment
Associate Executive Director	Training student staff, investigating, documenting, and reporting of incidents, implementing action plans, risk assessment
Director of Graphics and Marketing	Training student staff, risk assessment

#### Compliance:

All employees, including managers and supervisors, and Student Leaders, are expected to adhere to this plan and are responsible for knowing, understanding, and acting in compliance with it. All members of the ASI team will participate in establishing, evaluating, and preventing workplace violence by identifying potential threats, concerns, hazards, and corrective actions through annual training.

To ensure that employees comply with the rules and safe work practices included in this plan, ASI will take the following steps at a minimum:

- Inform employees of the provisions of this plan.
- Educate employees about what does (and doesn't) constitute workplace violence, as well as the workplace hazards that are relevant to their specific role.
- Establish accessible channels for employees to report workplace hazards and violence.
- Provide annual training to all employees and student leaders, and as new hazards are identified.
- Conduct post-incident investigations and implement corrective measures.
- Discipline employees that fail to comply with the WVPP.
- Participate in the development and implementation of the training program. ASI team member input relevant to the needs of this program are encouraged and may be included in the training program.

#### Communication of the Plan:

ASI Management Staff are responsible for communicating with all employees and Student Leaders about workplace violence prevention and the details of this plan in a format readily understandable to all. ASI communication efforts will include but are not limited to:

- Orientation and onboarding for new employees and student leaders
- Annual training (see below)
- A copy of the Workplace Violence Prevention Plan will be available on the ADP Workforce Now portal, which is available to all ASI employees.
- A copy of the Workplace Violence Prevention Plan will be available in the Student Government SharePoint files that is accessible to all student leaders.
- Select information from the Plan will be summarized and posted in the ASI copy room/kitchen, including the reporting authority information to be used as a quick reference.
- A complete printed hard copy of the ASI's WVPP shall be kept in writing and made available and easily accessible to employees, authorized employee representatives, and representatives of Cal-OSHA at all times.

#### Employee Access to Records:

The following records shall be made available to employees and student leaders, upon request and without cost, for examination and copying within **15 calendar days of a request**:

- Records of workplace violence
- Training records
- Violent incident logs

#### Plan Review and Update:

This plan shall be reviewed and updated for effectiveness:

- As needed and at least annually

**Commented [PB1]:** This section has been updated and some has been relocated from below into this section

- When a deficiency is observed or becomes apparent
- After a workplace violence incident

Review of the Plan will include:

- Incident investigations and the violent incident log
- Control measures in place and the effectiveness of those controls
- Training program and effectiveness
- Preventative measures

---

*Reporting Workplace Violence Procedures*

---

**Commented [BP2]:** This section has been revised to include additional reporting authorities

**What should be reported:** All employees and student leaders must promptly report all threats or acts of workplace violence as defined above to any of the reporting authorities listed below. Reporting may be done in person, on the phone/text, or by email (if there is no immediate threat). When reporting, state the following:

- Who is involved (student, employee, unknown person, etc.)
- Location of the incident (building, room, vehicle, etc.)
- When (date and time) the incident occurred or may occur
- Any additional details or information

**No retaliation:** All employees and student leaders are encouraged to inform the reporting authorities about workplace hazards and may do so without fear of reprisal. ASI strictly prohibits and does not tolerate any form of unlawful retaliation for engaging in any protected activity, including good faith reporting of incidents of workplace violence, or filing, testifying, assisting, or participating in any manner in any related investigation, proceeding, or hearing.

Prohibited retaliation includes, but is not limited to, termination, demotion, suspension, failure to hire or consider for hire, failure to give equal consideration in making employment decisions, failure to make employment recommendations impartially, adversely affecting working conditions, or otherwise denying any employment benefit.

**Who to report incidents and threats to:** Threats or acts of violence shall be reported to the following reporting authorities:

University Police Department	<b>Immediate or imminent threats</b> of workplace violence must be reported to the University Police first, and secondarily to the ASI ED or staff. <b>Call 323-343-3700 or 911 for emergencies.</b>
ASI Executive Director	The ASI ED and staff are readily available and accessible to ASI employees and student leaders and serve as the primary reporting authority for non-emergency threats of workplace violence.
Dean of Students	<b>For students</b> reporting acts or threats by other students, faculty, or staff, the Dean of Students is a secondary

	reporting authority who may be used if the ASI ED or staff are not available or if the reporter is not comfortable reporting to the ED or staff. <a href="mailto:deanofstudents@calstatela.edu">deanofstudents@calstatela.edu</a> or (323) 343-3103
Title IX - Office of Equity, Diversity, and Inclusion	<b>Students</b> may report to the campus Title IX Coordinator any incident of Sex Discrimination, Sexual Harassment, or Sexual Violence (e.g., Rape, Acquaintance Rape, Dating Violence, Domestic Violence or Stalking) to the Title IX Coordinator at (323) 343-3040.
University HR	University HR shall serve as another reporting authority for <b>ASI employees</b> who are not comfortable reporting to the ASI Executive Director or any of the full-time staff. <a href="https://www.calstatela.edu/hrm/employee-and-labor-relations">https://www.calstatela.edu/hrm/employee-and-labor-relations</a>

---

*Training and Prevention Procedures*

---

**Commented [PB3]:** Detailed training materials will be developed soon. CSU Learn has a training module and Alliant provided a training presentation that may be modified and used for ASI's purposes

**Training:**

All employees, including managers, are required to have training and instruction on this plan, including:

- Knowledge of how to access the most up-to-date version of this plan
- How employees can participate in the development and implementation of this plan
- Key definitions
- How to report workplace violence incidents or concerns
- Workplace violence hazards specific to an employee's role
- How to seek assistance to prevent or respond to violence
- Strategies to avoid physical harm

Any such training will be interactive and allow for questions and answers from the persons responsible for maintaining this plan.

Training and instruction about this plan are provided:

- When this plan is first established.
- To all employees upon onboarding with the organization and annually thereafter.
- Whenever new or previously unrecognized workplace violence hazards have been identified;  
or
- When changes are made to this plan.

To the extent that training is provided when a new or previously unrecognized workplace violence hazard has been identified – or when changes are made to this plan – such training will only cover the new hazards and/or changes to this plan.

Evaluation of the training program to ensure effectiveness will also be conducted regularly.

#### Identification and Evaluation of Workplace Violence Hazards:

ASI will proactively identify and evaluate workplace violence hazards to help ensure the ongoing safety and security of our employees. ASI's approach involves:

- Regular risk assessments conducted by those listed in the Roles & Responsibilities section
- Inspections that will be conducted when the plan is first established, after each workplace violence incident, and whenever ASI is made aware of a new or previously unrecognized hazard

Additionally, ASI encourages open communication with employees, providing a platform for any employee to report concerns, observations, or experiences related to workplace violence hazards through the reporting authorities named herein.

#### Correcting Workplace Violence Hazards:

Workplace violence hazards shall be evaluated and corrected in a timely manner based on the severity of the hazards. Hazards shall be corrected according to the following procedures:

- When observed or discovered; and
- When an imminent hazard exists which cannot be immediately abated without endangering employee(s). In this case, ASI will work to remove all endangered employees from the area except those necessary to address the existing hazard. Employees who are required to address the hazard shall be provided with the necessary protection.

---

#### *Responding to Workplace Violence Procedures*

---

Following any incident, ASI will conduct a thorough investigation, implement necessary security measures, offer necessary support services to those impacted, and take disciplinary action when necessary. ASI's response procedures reflect our commitment to maintaining a workplace where safety is paramount and fostering a culture of trust and well-being for all.

#### Emergency Response:

ASI has implemented the following emergency response procedures for dealing with active or potential workplace violence emergencies:

- **Evacuation or sheltering** plans to respond to actual or potential workplace violence emergencies.
  - ASI has only one door out of the office. In case of an evacuation, all employees and student leaders will be instructed to leave the office immediately. There are two sets of stairs to the outside of the building just outside the ASI office, one going to the lobby and the other going to the loading dock.

- If a threat is in the lobby or second floor, it may not be possible to evacuate the ASI office, in which case ASI will shelter in place. The door to the office will be closed and locked, lights will be turned off, and the staff will be instructed to shelter in one of the many offices along the perimeter of the office, lock the doors, and silence their cell phones.
- **Notify emergency personnel** - After evacuation or once secured while sheltering in place, employees and student leaders are directed to notify emergency personnel and report the incident that is occurring. Notifying University Police is the top priority in an active emergency situation:
  - Call University Police at (323) 343-3700 or using one of the office phones and dialing extension x33700
  - 911 may also be called for emergencies
- **Notification of others** - If a threat or violent act is happening in or near the ASI office, and once the employees and student leaders who are safely secured, ASI staff will send a text notification to the rest of the staff/student leaders telling them to stay away from the area and not come to the office.
  - ASI uses a group chat feature for regular communication, such as Teams or GroupMe. In case of an emergency, this will be the primary means of communication to all members of ASI.
  - Emails may also be sent to all members of ASI as a duplicate method to inform the team and as additional details are available.

**Post-Incident Response and Investigations:**

Any workplace violence incident must be thoroughly investigated. Procedures for investigations shall include:

- Assessment of the incident scene as soon as possible
- Interviews of all parties involved including employees, security, patrons, and witnesses
- Reports from law enforcement
- Examining the location for factors associated with the incident
- Review of security footage
- Review of all previous incidents
- Determining the cause of the incident
- Taking corrective action to prevent the incident from recurring
- Recording the findings and take corrective action
- Document incident in the violent incident log



### Violent Incident Log:

The Incident Log must include the following information:

- Date/time/location of the incident
- The workplace violence type or types involved in the incident
- A detailed description of the incident
- Classification of the perpetrator under the definitions stated herein (e.g., client, customer, friend, coworker, etc.)
- Classification of circumstances at the time of incident (e.g., working regular job duties, rushed, working during low staffing, isolated/alone, working in unfamiliar or new location, poorly lit area, etc.)
- Classification of the location where the incident occurred
- Whether security or law enforcement was contacted
- Actions taken by the employer to protect the employee or other hazards identified because of the incident.
- Information about the person completing the log, including name, job title, and date completed
- The type of incident:
  - Physical attack without a weapon (e.g. biting, choking, grabbing, hair pulling, kicking, punching, slapping, pushing, pulling, scratching, spitting)
  - Attack with a weapon or object
  - Threat of physical force or threat of the use of a weapon or other object
  - Sexual assault or threat (e.g. rape, attempted rape, physical display, or unwanted verbal or physical sexual contact)
  - Animal attack
  - Other

The log shall *not* include any personal identifying information sufficient to allow the identification of any person involved in a violent incident.

Please contact the Executive Director or Associate Executive Director for copies of any of these records.

### Recordkeeping:

The Incident Log, training assessment, and any associated documentation shall be maintained by the Executive Director and Associate Executive Director. ASI is required to:

- Create and maintain records of workplace violence hazard identification, evaluation, and correction, for a minimum of five (5) years

- Create and maintain training records for a minimum of one (1) year and include the following:
  - Training dates
  - Contents or a summary of the training sessions
  - Names and qualifications of persons conducting the training
  - Names and job titles of all persons attending the training sessions
- Maintain a violent incident log for each workplace violence incident and must maintain such records for at least five (5) years.
- Maintain records of workplace violence incident investigations for a minimum of five (5) years. The records shall not contain medical information per subdivision (j) of section 56.05 of the Civil Code.



**ASSOCIATED STUDENTS, INC.**  
California State University, Los Angeles

## **Workplace Violence Prevention Plan (WVPP)**

### **Acknowledgement of Receipt and Review**

I acknowledge that I have read and understand ASI's Workplace Violence Prevention Plan and understand that it is my responsibility to comply with its terms, as well as any future updates or revisions to the plan. If I have any questions about this plan, I will contact my supervisor or the Executive Director.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title / Position

\_\_\_\_\_  
Date