I. PURPOSE

The Polytechnic University of Puerto Rico, in its commitment to the safety and occupational health of its employees and students, in accordance with the laws of the Commonwealth of Puerto Rico, has developed a Program to Manage Situations of Violence in the university community. Responding to the requirements of the National Institute for Occupational Safety and Health (NIOSH), which defines violence as "violent acts (including physical aggression and threats of aggression) directed at employees during or outside their working hours.

In recent years, a tendency has been identified in educational institutions, both at the primary and higher education levels, to register violent acts that may include from an argument between two people, harassment, threats, riots, muggings, assaults, rapes, to mass murders. That is why we work on the identification of hostile patterns within the university community, or external factors that could provoke an internal response. In response to these changes in social behavioral patterns and the increase in crimes related to violent acts, the institution works on the management and response to violent situations that may occur in its facilities through training and practical exercises.

The main purpose of this plan is to provide the university community with the necessary tools to work with the prevention of violent situations that occur or may occur affecting employees and students of the institution.

II. APPLICABILITY AND SCOPE

This program includes the entire university community, i.e., all students, full-time, part-time, contract, administrative or teaching employees, studying, or working in any of the Polytechnic University of Puerto Rico campuses, including its facilities in Puerto Rico, Miami, and Orlando.

III. STATEMENT OF EMPLOYER'S POLICY

The Polytechnic University of Puerto Rico developed this protocol with the purpose of not allowing any violent situation that may alter or damage the physical or mental health of the members of the university community. In any case, uniformity will be given to the measures established to prevent, manage, and respond to violent situations that may arise inside or outside the institution and that may affect the university community.

IV. CONFIDENTIALITY

All personnel assigned to intervene directly or indirectly with people involved in a violent situation have the commitment and responsibility to observe ethical criteria to maintain a high degree of confidentiality, responding and disclosing information only to personnel in charge or agencies certified to respond to violent situations.

No employee is authorized to disclose information to third parties without proper authorization from the victim and the direct personnel in charge of handling the situation.

V. DESIGNATION OF COMMITTEE OR PERSONNEL IN CHARGE

The President, the Office of Safety and Security, the Office of Occupational Safety and Health, or the Office of Human Resources will be in charge, as the case may be, of identifying the personnel authorized to intervene and handle the situation of violence in the workplace. In the case of students, the unit in charge will be the Vice President for Student Services.

VI. SITUATION MANAGEMENT PROCEDURE

Any employee or student is responsible for immediately communicating events, situations, or aggressive behavior that may affect the university community. This includes any situation that may lead to an act of violence (by employees, students, or visitors) on the premises or immediate areas of the campus.

- The employee or student who identifies a situation that they understand reflects, incites, or exists any situation of violence, shall immediately notify the Security Office through ext. 111, the Vice President of Student Services, or contact any of the offices that can provide support to handle cases of violence on the university campus.

- Security personnel will corroborate the information and take action to secure the perimeter and the safety of the affected person(s). Notify designated internal personnel from the Office of Human Resources, Vice President of Student Services, Security and Occupational Health, or the UPPR Committee for the Management of Violent Situations.

- Staff from Human Resources and the Vice President of Student Services will evaluate the situation and determine sanctions and referrals for specialized professional help, up to notification of corresponding agencies (orientation on protection orders with the Puerto Rico Police, Sex Crimes Division, Department of the Family, mental health agencies, among others).

- These actions include designing a safety plan to prevent the recurrence of the situation considering the risk factors present.
- Safeguard the confidentiality of the report of the incident or risk situation.

- The members of the Committee designated for the incident will analyze the situation, management and response after the situation is under control. They shall document the investigation and proposed actions and prevention measures. Include incident report sheet, Safety Plan - includes confidentiality agreement and coordination of services, and referral authorization time.

- The designated Committee for the Management of Violent Situations in the institution will meet periodically to follow up on the situations reported and evaluate the effectiveness of the actions proposed as part of the program.

VII. EMPLOYEE ORIENTATION AND TRAINING PLAN

As part of its responsibility to maintain a healthy, safe and risk-free environment, the Vice President for Student Services, Safety and Security, the Office of Occupational Safety and Health, and the Office of Human Resources will work collaboratively to offer lectures, workshops, and training that will disseminate information to the university community in general.

The institution is committed to fostering a safe environment by implementing measures that can guarantee an environment of harmony and safety for the entire community, as long as these are not to the detriment of victims, survivors, or personnel who have been exposed to any particular situation.

VIII. DISCLOSURE OF THE PROGRAM FOR THE MANAGEMENT OF VIOLENT SITUATIONS

The institution is committed to disseminating this policy to the entire university community through the website, social networks and Institutional e-mail.

IX. LEGAL BASIS

There are several laws related to violent situations that can be considered when dealing with violent situations that may affect the work or educational environment directly or indirectly.

- **Law No. 16 of August 5, 1975. Occupational Safety and Health Act** - which provides that every employer must provide, to each of the persons they employ, a place of employment free from recognized risks that are or may cause physical harm or death to the persons they employs.

- **Law No. 284 of August 24, 1999. Law Against Stalking in Puerto Rico** - this defines stalking as a "conduct by which surveillance is exercised over a certain person".

- **Law No. 217 of September 29, 2006. Protocol for Handling Violent Situations in the Workplace** - Imposes the obligation of employers, including those in the private sector, to establish a protocol for handling situations of domestic violence.

- **Article I, sec. 1 of the Constitution of the Commonwealth of Puerto Rico** - provides that the dignity of the human being is inviolable, that all persons are equal before the laws and prohibits any discrimination based on sex, among others.

- **Article I, sec. 16 of the Constitution of the Commonwealth of Puerto Rico** - recognizes the right of every person to be protected from risks to health or personal integrity in the workplace.

- **Law No. 54 of August 15, 1989, as amended. Domestic Violence Prevention and Intervention Act** - establishes the Public Policy of the Commonwealth of Puerto Rico in relation to domestic violence, recognizing that it is one of the most complex and serious problems of our society.

For more information, details on the types of violence, general criteria on situations that are considered violent, prevention criteria, effects, and costs of violence, you should request a copy of the Workplace Violence Program. For more information, please call 787-622-8000, ext. 433 or e-mail mcrivera@pupr.edu if you are an employee, and if you are a student please contact the Vice President of Student Services, extensions 270 and 276.