

Workplace Violence Prevention Program (WVPP)

ASSOCIATED STUDENTS, INC. – CAL POLY POMONA

DATE OF LAST REVIEW: JULY 2025 | DATE OF LAST REVISION: JUNE 16, 2026

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1. Purpose

Associated Students, Inc. (ASI) is committed to maintaining a safe, secure, and violence-free workplace. This Workplace Violence Prevention Plan (WVPP) is established in accordance with California Labor Code Section 6401.9 (SB 553) to prevent, respond to, and document workplace violence incidents.

2. Scope

This plan applies to all ASI employees, volunteers, contractors, and visitors across all ASI-operated facilities and work activities.

This plan applies to ASI-sponsored work activities, including on-site operations at the Bronco Student Center (BSC), Children's Center, and Bronco Recreation and Intramural Complex (BRIC), as well as ASI-sponsored programs, events, and off-site programs, field-based activities, and employee travel conducted for business purposes (e.g. conferences, trainings, meetings) where ASI has responsibility for the work environment and employee safety.

This plan does not apply to employees working remotely from a location of the employee's choosing that is not under the control of ASI (e.g., an employee's home or a personal remote workspace).

3. Accountability

ASI is committed to ensuring accountability at all levels of the organization for compliance with this WVPP.

All employees, supervisors, managers, and administrators are expected to adhere to the requirements of this WVPP and to support a safe and violence-free workplace.

ASI strictly prohibits retaliation against any individual who, in good faith, reports workplace violence concerns, participates in an investigation, or exercises their rights under this program.

Violations of this WVPP, including acts or threats of workplace violence or retaliation, will result in corrective action, up to and including disciplinary action or termination of employment, in accordance with applicable policies and procedures.

Non-employees, including students, visitors, vendors, contractors, and other third parties, who engage in workplace violence, make threats, or interfere with the implementation of this WVPP may be subject to removal from ASI-controlled premises, restriction of access

to facilities or programs, termination of contracts or services, and/or referral to law enforcement, as appropriate.

ASI reserves the right to take immediate action to protect employees and others from credible threats or acts of violence.

4. Responsibility and Authority

ASI assigns responsibility for the implementation of this WVPP across functional areas to ensure effective program administration and compliance.

Human Resources (HR)

HR is responsible for:

- Leading or coordinating workplace violence incident investigations
- Maintaining the Violent Incident Log in accordance with legal requirements
- Ensuring appropriate documentation of incidents and corrective actions
- Coordinating with management on employee-related corrective or disciplinary actions
- Supporting post-incident response, including employee support and follow-up actions

On-Campus Operations

Operational responsibility for implementation of this WVPP within ASI facilities, programs, and activities operating on campus is assigned to:

- Associate Director, Facility Operations (BSC and BRIC)
- Associate Director, Children's Center

These positions are responsible for:

- Implementing the WVPP within their respective facilities and programs
- Ensuring workplace violence hazard assessments and inspections are conducted
- Ensuring employees are trained in reporting procedures and emergency protocols
- Coordinating with HR during incident response and investigations
- Ensuring corrective actions are implemented to address identified hazards

The Associate Director, Facility Operations may delegate specific WVPP implementation functions to Operations Managers, or other designated staff, as appropriate. However, overall responsibility for ensuring compliance within assigned areas remains with the Associate Director.

Off-Site Programs and Activities

Operational responsibility for implementation of this WVPP for off-site programs, including outdoor recreation activities and other field-based operations, is assigned to the Associate Director of Campus Recreation Programs.

This position is responsible for:

- Implementing the WVPP within all Campus Recreation programs, including off-site and travel-based activities
- Ensuring workplace violence hazard assessments are conducted for off-site environments, including remote locations and public interaction risks
- Ensuring employees are trained in reporting procedures, emergency response, communication protocols, and field-specific risks
- Establishing procedures to address limited access to emergency services and communication challenges during off-site activities
- Coordinating with Human Resources during incident response and investigations
- Ensuring corrective actions are implemented to address identified hazards

The Associate Director of Campus Recreation Programs may delegate specific WVPP implementation functions to Program Managers, trip leaders, or other designated staff. However, overall responsibility for ensuring compliance within Campus Recreation programs remains with the Associate Director Programs.

Managers and Supervisors

Managers and supervisors are responsible for:

- Monitoring workplace conditions for potential violence hazards
- Ensuring employees follow WVPP procedures
- Receiving and escalating reports of workplace violence or threats
- Taking immediate action to address safety concerns and contacting appropriate resources

Employees

Employees are responsible for:

- Complying with the requirements of this WVPP

- Participating in required training
- Promptly reporting workplace violence hazards, threats, or incidents
- Cooperating with investigations and corrective actions

ASI may designate additional personnel or cross-functional teams, as needed, to support implementation of this plan.

5. Definitions

- **Workplace Violence:** Any act or threat of violence that occurs in a place of employment, including physical acts, threats, intimidation, or harassment.
- **Types of Workplace Violence:**
 - **Type 1:** Violence committed by a person with no legitimate relationship to the workplace (e.g., robbery, criminal act).
 - **Type 2:** Violence directed at employees by customers, clients, students, or other service recipients.
 - **Type 3:** Violence against employees by a current or former employee, supervisor, or manager.
 - **Type 4:** Violence committed by a person who has a personal relationship with an employee (e.g., domestic violence).
- **Threat of Violence:** Any verbal, written, or physical conduct that communicates an intent to cause harm.
- **Workplace:** Any location where ASI employees are engaged in work-related activities, including ASI-operated facilities, off-site programs, and work-related travel.
- **Engineering Controls:** Physical changes to the workplace that reduce or eliminate hazards (e.g. lighting, barriers, surveillance systems).
- **Administrative Controls:** Work practices, policies, and procedures that reduce exposure to hazards (e.g. staffing patterns, training, reporting procedures).
- **Emergency:** A situation requiring immediate law enforcement or medical response.
- **Imminent Threat:** A situation where there is a reasonable belief that an act of violence is about to occur or is occurring, and there is an immediate risk to the safety of employees or others. Imminent threats require immediate response by calling 911 or University Police.
- **Violent Incident Log:** A record of workplace violence incidents maintained in accordance with legal requirements.

6. Employee Involvement

ASI ensures active employee participation in the development, implementation, and review of this WVPP through:

- Employee hazard and incident reporting systems
- Opportunities to provide input during training, meetings, or other communication channels
- Participation in incident investigations when appropriate
- Involvement in the annual WVPP review process

Safety committee meetings or similar forums may also be used, where applicable, to gather employee input and discuss workplace violence prevention.

Employee feedback is documented and reviewed as part of the WVPP annual review and hazard assessment process. Employees are encouraged to report hazards, provide suggestions, and participate in continuous improvement efforts related to workplace violence prevention.

7. Reporting Workplace Violence

ASI provides multiple methods for reporting workplace violence, security concerns, and hazards. Employees are encouraged to report concerns promptly using the appropriate method below.

Emergency or Imminent Threat

- Employees must call 911 or local emergency services immediately for any situation involving an imminent threat, act of violence, or danger to life or safety.
- When on campus, employees should contact University Police by dialing 911 from any campus or blue emergency phone. If using a cell phone, dial 909-869-3070.

Non-Emergency

Employees must report workplace violence concerns, hazards, threats, incidents, or suspicious behavior using one of the following methods:

- Notify any Manager, Supervisor or Facility Lead on duty:
 - BRIC Facility Lead: 909-374-1854
 - BSC Facility Lead: 909-538-1320
- Submit a report using one of following online forms:
 - [Anonymous Workplace Security or Violence Form](#): Report workplace security and violence concerns to management and the ASI Human

Resources. All responses will remain anonymous unless personal information is provided.

- [Reporting a Workplace Security Hazard](#): Submit a maintenance request via FMX
- [Workplace Violence Safety Concerns Reporting Form](#): Report any incidents of workplace violence, threats or concerns. All reported concerns will be handled confidentially.
- Email HR at asiconcerns@cpp.edu

Off-Site Activities

For off-site or field-based activities, employees must:

- Contact local emergency services (911) for immediate threats
- Notify the program lead, trip leader, or supervisor as soon as it is safe to do so
- Use any available communication methods (e.g. cell phone, satellite phone, radio)

Employees must report workplace violence hazards, threats, or incidents as soon as possible, regardless of severity.

8. Emergency Response and Communication

ASI follows Cal Poly Pomona emergency communication systems and protocols for on-campus operations. Employees are expected to follow all Emergency Response Plans, including evacuation or shelter-in-place procedures, as applicable.

In the event of a workplace violence incident, employees must:

- Follow instructions from law enforcement, emergency responders, or supervisors
- Move to a safe location when directed or when it is safe to do so
- Remain aware of surroundings and avoid escalating the situation
- Use available communication systems to report their status, if feasible

For off-site or field-based activities, employees must:

- Follow directions from local emergency responders or authorities
- Use available communication methods (e.g., mobile phone, radio, or other designated communication tools) to report incidents and maintain contact
- Follow emergency procedures for the specific activity or location

Supervisors, program leads, and trip leaders are responsible for ensuring employees are aware of emergency procedures, communication methods, and response expectations for both on-campus and off-site activities.

9. Hazard Identification and Assessment

ASI conducts periodic inspections to identify and evaluate workplace violence hazards across all facilities and work activities. Assessments consider all four types of workplace violence and include site-specific risks such as public access areas, late operating hours, student interactions, and childcare environments.

Employees will be involved in hazard identification and assessment activities, as appropriate.

In addition, **off-site activities** (e.g., outdoor recreation programs, scuba diving trips, travel programs, and other field-based operations) will be evaluated for unique workplace violence risks, including:

- Remote or isolated locations
- Interaction with the public or non-ASI participants
- Limited access to emergency services
- Communication challenges in emergency situations

Inspections are conducted:

- Annually
- After incidents
- When new hazards are identified
-

Workplace violence hazard assessments should be documented by completing the following form: [Workplace Violence Hazard Assessment](#)

10. Prevention and Control Measures

ASI implements workplace violence prevention measures using a combination of engineering controls, administrative controls, and safe work practices to reduce identified risks. Control measures are selected and implemented based on hazards identified through the hazard assessment process described in Section 9.

Engineering Controls

- Security systems such as cameras, alarms, and lighting
- Physical barriers and controlled access points

Administrative Controls

- Workplace violence prevention policies and procedures
- Reporting systems and communication protocols

- Staffing practices and supervision

Safe Work Practices

- Use of buddy systems when appropriate
- Employee awareness and situational monitoring
- Adherence to established safety procedures

Control measures are evaluated and updated as needed based on hazard assessments and incident investigations.

11. Incident Response and Investigation

All workplace violence incidents will be addressed and investigated in a timely manner. Investigations will be initiated as soon as possible following a reported incident and coordinated by HR.

The purpose of the investigation is to:

- Determine the cause and contributing factors of the incident
- Identify corrective actions to prevent recurrence
- Ensure appropriate documentation is completed

Investigation activities may include:

- Interviews with affected individuals and witnesses
- Review of relevant records or prior reports
- Evaluation of workplace conditions and contributing factors

Corrective actions will be implemented as appropriate based on investigation findings.

Investigations will be conducted in a manner that respects confidentiality and privacy to the extent possible.

12. Violent Incident Log

ASI maintains a Violent Incident Log that includes:

- Date, time, and location of incident
- Type of violence (Type 1–4)
- Description of the incident
- Circumstance at the time of the incident (e.g. location conditions, activity underway)
- Consequences (injuries, threats, etc.)

- Actions taken

The log will be maintained for a minimum of five (5) years.

13. Training

Training will be provided:

- At initial hire
- Annually thereafter
- When new hazards are identified

Training includes hazard recognition, reporting procedures, emergency response, and de-escalation techniques. Training will be interactive and allow employees to ask questions and receive responses.

14. Recordkeeping

ASI will maintain records of:

- Violent Incident Logs
- Training records
- Hazard assessments and inspections
- Incident investigations

Records will be maintained for a minimum of five (5) years, unless otherwise required by law.

15. Employee Access

ASI will make this WVPP readily available to employees through accessible electronic or physical means (e.g., CPP and ASI websites or designated workplace locations).

Employees or their designated representatives may request access to the WVPP and certain workplace violence prevention records.

Requests may include:

- A copy of the Workplace Violence Prevention Plan (WVPP)
- Violent Incident Log records (as permitted by law)
- Requests for workplace security hazard assessments or inspections

Requests can be submitted via email to asiconcerns@cpp.edu.

ASI will provide access to requested records within five (5) business days, in accordance with applicable legal requirements. Copies may be provided in electronic or printed format, as requested, and will exclude personally identifying information as required.

16. Plan Review

The WVPP will be reviewed at least annually, with input from employees, and after workplace violence incidents. Updates will be made as necessary, and employees will be trained on any changes.

Review Completed	Reviewed By	Summary of Changes	Link to Version
7/19/2024	Vic Martin & Krista Smith	New	Associated Students, Inc.- Emergency Response and Safety Task Team - ASI CPP WVPP.pdf - All Documents
9/1/2025	Krista Smith & Liz Roosa Millar	None	Associated Students, Inc.- Emergency Response and Safety Task Team - ASI CPP WVPP.pdf - All Documents
6/15/2026	Vic Martin & Krista Smith	Added off-site responsibilities. Updated ownership from operations managers to Associate Director. Added a workplace violence hazard assessment. Various formatting changes	ASI WVPP 2026 FINAL

Appendix A: Workplace Violent Incident Log (Sample)

Workplace Violence Incident Log

DATE	TIME	LOCATION	DETAILED DESCRIPTION OF THE INCIDENT	WORKPLACE VIOLENCE TYPE				WHERE INCIDENT OCCURRED?
				1	2	3	4	
				<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
CLASSIFICATION OF PERPETRATOR:		<input type="checkbox"/> Client <input type="checkbox"/> Customer <input type="checkbox"/> Family of client <input type="checkbox"/> Friend of client <input type="checkbox"/> Family of customer <input type="checkbox"/> Friend of customer <input type="checkbox"/> Stranger	<input type="checkbox"/> Co-worker <input type="checkbox"/> Supervisor/manager <input type="checkbox"/> Partner/spouse <input type="checkbox"/> Parent <input type="checkbox"/> Relative <input type="checkbox"/> Other: _____	CLASSIFICATION OF CIRCUMSTANCES AT TIME OF INCIDENT:		<input type="checkbox"/> Performing usual job duties <input type="checkbox"/> Poorly lit areas <input type="checkbox"/> Rushed <input type="checkbox"/> Isolate/alone <input type="checkbox"/> Unable to get help/assistance. <input type="checkbox"/> Working in unfamiliar/new loc. <input type="checkbox"/> Rushed <input type="checkbox"/> Low staffing level <input type="checkbox"/> Working in community setting <input type="checkbox"/> Other: _____		
TYPE OF INCIDENT:		<input type="checkbox"/> Physical attack without a weapon <input type="checkbox"/> Attack with a weapon or object <input type="checkbox"/> Animal attack <input type="checkbox"/> Threat of physical force or threat of the use of a weapon or other object <input type="checkbox"/> Sexual assault or threat (including rape, attempted rape, physical display, or unwanted verbal or physical sexual contact) <input type="checkbox"/> Other						
CONSEQUENCES OF INCIDENT:		Was security contacted?	<input type="checkbox"/> Yes <input type="checkbox"/> No	RESPONSE:				
		Was law enforcement contacted?	<input type="checkbox"/> Yes <input type="checkbox"/> No	RESPONSE:				
		Action taken to protect employees from a continuing threat or other hazards as a result of the incident:						
COMPLETED BY:			JOB TITLE:		DATE COMPLETED:			