

NSYSU Regulations of Prevention for Faculty and Staff Encounter of Workplace Violence in the Act of Performing Duties

History of Amendment and Approval:

- 3rd University Administration Council Meeting of 2017-academic year on 11-10-2017
- 1st Environmental Protection and Occupational Safety and Health Committee Meeting of 2017-academic year on 30-04-2018
- 7th University Administration Council Meeting of 2017-academic year on 06-06-2018
- 2nd Occupational Safety and Health Committee Meeting of 2018-academic year on 23-07-2019
- 7th University Administration Council Meeting of 2019-academic year on 27-11-2019
- 4th University Administration Council Meeting of 2021-academic year on 30-03-2022

- Article 1 In order to comply with the Occupational Safety and Health Act, the Enforcement Rules of the Occupational Safety and Health Act, and the Occupational Safety and Health Facilities Regulations and to and to avoid internal and external workplace violence incidents encountered by faculty and staff due to the performance of their duties, the University hereby stipulates these Regulations. Where another law or University regulations provide special provisions concerning whereof, such regulations shall instead govern.
- Article 2 The workplace violence stated in the Regulations refers to incidents where faculty and staff suffer unlawful physical or mental injury from employers, supervisors, colleagues, service objects, or other third parties in the workplace due to the performance of their duties, including:
1. Physical violence
 2. Mental violence
 3. Verbal violence
 4. Sexual harassment
- Article 3 The University shall provide a workplace culture of safety, dignity, non-discrimination, mutual respect, tolerance, and equal opportunity
- Article 4 Measures related to the Regulation are as follows:
1. Establish relevant preventive regulations towards workplace violence incidents that may be encountered by faculty and staff due to the performance of their duties, coordinate, and integrate related resources.
 2. Identify and assess hazards and risks.
 3. Assign workplaces properly.
 4. Adjust the labor force according to the nature of tasks.
 5. Conduct training on hazard prevention and communication skills.
 6. Establish a responding procedure for incidents of workplace violence.
 7. Evaluate execution results and make modifications.
- Article 5 All employees of the University share the responsibility to help ensure that other workers are free from workplace violence in the working environment. Anyone aware of workplace violence incidents in the University should notify the relevant responsible units.
- Article 6 Acts of response by faculty and staff when encountering workplace violence:
1. Seek advice and support from workers in the same department.
 2. Communicate rationally with the perpetrator and express one's feelings
 3. Take attempts to record the perpetrator's behavior by audio recording or any other means as evidence.
 4. Issue formal complaints to the University.
- Article 7 The complaints about workplace violence should be issued to the Office of the

Secretariat. After confirming the victim's identity, it is recommended that the victim file a complaint with the university's legally established complaint review committee according to the nature of the incident. Simple acts of fact that are not administrative sanctions, management measures, or working conditions shall be directly reported to the Campus Safety and Security units or the immediate supervisor.

- Article 8 Prevention measures of faculty and staff encounters of unlawful violence shall be carried out by the Counseling and Health Service Division of the Student Affairs Office.
- Article 9 The complaint or reporting process should be objective, fair, and impartial, and the protection of the rights and privacy of victims and perpetrators should be implemented. The University strictly prohibits any retaliation against the complainant, informant, or whoever assists in the investigation. Shall there be any violations, relevant sanctions will be imposed according to the University's regulations.
- Article 10 The results of the University's measures in preventing workplace violence are regularly reported at Environmental Protection and Occupational Safety and Health Committee meetings. The report information shall protect the privacy of faculty, staff, and students, and should be presented with integrated information and data. For the performance that fails to meet expectations, measures of improvement shall be discussed in meetings.
- Article 11 The methods and procedures of execution for the University's prevention of faculty and staff encounters of workplace violence shall be explained in a separate set of regulations.
- Article 12 The regulations are stipulated in University Administration Council Meetings and implemented upon approval by the President. The same procedure applies in cases of amendments.