

DRAFT
MEETING MINUTES
WVPI WORKING GROUP 1
NOVEMBER 2, 2009
CONFERENCE CALL - 2:30 to 4:00 pm EST

1. Welcome and Call to Order

Working Group Chair Mr. George Cramer called the meeting of the Workplace Violence Prevention and Intervention (WVPI) Working Group 1 (WG 1) to order at 2:30 pm EST and welcomed the participants.

2. Roll Call

Ms. Aivelis Opicka of ASIS Staff took roll. The attendance list is appended as Attachment I.

3. Approve Agenda

Chair Cramer asked for any proposed modifications to the agenda, and being none the agenda was approved.

4. Approve Meeting Minutes

Chair Cramer asked for any proposed modifications to the WVPI Working Group 1 Meeting Minutes of October 5, 2009, and being none the minutes were approved.

5. Discussion of Comments

Chair Cramer opened the discussion of comments and requested the WG to reference the previously disseminated comment compilation, designated WVPIWG-8-2009-047 updated to contain the WG's proposed resolutions and rationales. Discussion of comments followed beginning with comment no. 78.

<u>Comment</u>	<u>Section</u>	<u>Discussion Points/Consensus</u>	<u>Resolution</u>
78	4, A Broad Concern, pg. 4	The WG tabled the comment for further discussion, pending solicitation of Nick Catrantzos for further details regarding armed robbery and rage killing statistics. Reference to the Feldmann and Johnson study was noted.	Tabled for further discussion. ASIS Staff to obtain further details from Nick Catrantzos.
82	4, para. 2, pg. 4	The WG noted that a footnote on statistics is not required at this location as statistics are addressed in detail in other portions of the document.	Not accepted.
83	4, para. 1, line 4, pg. 4	The WG accepted the editorial comment with the sentence modified to read "Yet by focusing on ...".	Accepted with modification.
84	4, para. 2, line 5, pg. 4	The WG determined to modify the sentence to read "While these events make no headlines, they are the crux of the workplace violence problem ...".	Accepted with modification.
85	4, opening paras.,pg. 4	The WG found the flow of the two opening paragraphs to be suitable and noted that alternative text was not provided.	Not accepted.
86	4.1, pg. 4	The comment relative to a Workplace Violence Threat Spectrum or Continuum was tabled for future discussion.	Tabled.
87	4, para. 2, line 4, pg. 4	The WG noted the editorial comment for attention by the technical editor.	Noted for technical editor attention.
88	4, para 1, line 4, pg. 4	The insertion of "international" was deemed not appropriate because the Document is being developed as an American National Standard, and not as an international document.	Not accepted.
89	4, para 2, pg. 4	The WG noted that signs and behaviors preceding violence escalation are covered in sections 6 and 7 of the document.	Not accepted.
90	4, para. 1, line 5, pg. 4	The WG noted the editorial comment for attention by the technical editor.	Noted for technical editor attention.
91	4, pg. 4	James Potter decided to withdraw this comment.	Withdrawn.

92, 93	4, para.1, line 4, pg. 4	The WG determined these comments to be satisfied as per comment 83.	Accepted with modification.
94	4, para. 2, line 5, pg. 4	The WG determined this comment to be satisfied as per comment 84.	Accepted with modification.
95	4.1, para.1, line 1, pg. 4	The WG noted that "antisocial" is often used as a diagnostic term and determined that without diagnostic information, the term should not be used here.	Not accepted.
99	4.1, para. 2, pg. 4	The WG deemed the editorial comment appropriate and modified the sentence.	Accepted.
101	4.1, para. 4, pg. 4	The WG noted that the comment is satisfied as per comment 99.	Accepted with modification.

Chair Cramer moved the comments discussion to the two workplace violence definition contributions submitted by Kort Dickson and Gene Ferraro (contribution # 1), and Rebecca Speer (contribution # 2). The contributions are attached as Appendix II, as provided to the WG. Chair Cramer noted that the remainder of the comments to section 4.1 *Defining Workplace Violence* will be resolved pending WG acceptance of a suitable definition. Discussion ensued regarding the contributions and it was noted that HR issues are well covered. Relative to the phrase "perpetrated by an individual or small group", "individuals" was noted as preferential to "small group". Regarding the phrase "that are intended to frighten, intimidate, coerce or harm" "threaten" was determined to be more appropriate than "coerce". A difference of emphasis was noted between the definitions regarding perpetrator action and effects upon the victim. It was noted that contribution # 1 requires a certain amount of interpretation by the end user that contribution # 2 does not. Preference was expressed for the location independent terminology relative to a nexus between the perpetrator and the organization or its employees. Kort Dickson will consider both workplace violence definitions provided, the comments to the baseline definition, and the day's discussion in crafting a new definition version for submission in advance of the next meeting.

6. Open Discussion

Chair Cramer moved the discussion to Action Items.

7. Action Items

Action items include:

- Kort Dickson to provide a new version of the proposed workplace violence definition to standards@asisonline.org by November 19, 2009.
- ASIS Staff to solicit Nick Catrantzos for supporting information relative to comment 78.
- Philip Deming to supply proposed resolutions/rationales for section 4.3 to standards@asisonline.org by November 30, 2009.
- ASIS staff to disseminate to the WG the new proposed workplace violence definition, updated comment compilation, and comment 78 supporting information in advance of the next meeting.

8. Next Meeting

The next meeting of Working Group 1 is scheduled for January 7, 2009 from 12:30 to 2:00 pm EST. (**Secretariat's Note:** The December 10th meeting was canceled and rescheduled in the interim as noted above.)

9. Adjournment

Chair Cramer adjourned the meeting at 4:00 pm EST with consensus.

Submitted by:

[Original Signed By:]

Jeanette Donovan

ASIS International

Coordinator, Standards & Guidelines

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 Antitrust Risk Notice: As a reminder, participation in standard and guideline committees involves the potential for antitrust concerns or risks. To avoid such concerns and risks, participants should carefully observe the "ASIS Standards Development Procedures". In addition, sensitive discussion topics such as price, specific contractual terms, etc., should be avoided. Any participant having concerns or questions regarding sensitive discussion topics should consult with their company's legal counsel, the Committee leadership or ASIS staff.

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**WVPI WORKING GROUP 1**  
**11/2/09 MEETING ATTENDEES**

|                                 |                                                                                            |
|---------------------------------|--------------------------------------------------------------------------------------------|
| George Cramer, WG 1 Chair       | Palm, Inc.                                                                                 |
| Philip Deming                   | Philip S. Demind & Associates                                                              |
| Kort Dickson                    | Perdue Farms Incorporated                                                                  |
| Celia Jarvis                    | Northrop Grumman Corporation                                                               |
| Christian Kiewitz               | University of Dayton                                                                       |
| Richard McClintock , WG Liaison | Richard McClintock                                                                         |
| James Neblett                   | Chapman University                                                                         |
| Barry Nixon                     | Nat'l Institute for Prevention of Workplace Violence, Inc.                                 |
| James Potter                    | 360-Violence Prevention, Threat Assessment, Intervention and Event Mgt. Consultant/Trainer |
| Jimmy Salinas                   | AT&T                                                                                       |
| Tim Sutton                      | Securitas/ Memorial Health System                                                          |
| Jay Thomas                      | Pacific University                                                                         |

**ASIS Staff Present**

Sue Carioti, Director, Standards & Guidelines

Aivelis Opicka, Manager, Standards & Guidelines

Jeanette Donovan, Standards & Guidelines Coordinator

**SHRM Staff Present**

Lee Webster, Director, HR Standards

**BASELINE DRAFT DEFINITION**

*Workplace violence* refers to a broad range of behaviors falling along a spectrum that -- due to their nature and/or severity -- significantly affect the workplace, generate a concern for personal safety, or result in physical injury or death. ]

**CONTRIBUTION #1: submitted by Kort Dickson and Gene Ferraro**

**Workplace Violence Definition** - *Workplace violence is a term which is used to describe an assortment of aggressive and/or menacing behaviors, perpetrated by an individual or small group, that are intended to frighten, intimidate, coerce or harm one or more employees, with whom there is a nexus between the perpetrator and the employment of the target(s) irrespective of when or where the behavior(s) occur.*

*We found five essential elements of the definition and broken down it is slightly more clear.*

Workplace violence is a term which is used to describe;

1. *an assortment of aggressive and/or menacing behaviors,*
2. *perpetrated by an individual or small group,*
3. *that are intended to frighten, intimidate, coerce or harm one or more employees,*
4. *with whom there is a nexus between the perpetrator and the employment of the target(s)*
5. *irrespective of when or where the behavior(s) occur.*

**CONTRIBUTION #2: submitted by Rebecca Speer**

*“Workplace violence” describes any behavior, perpetrated by an individual or group, that has the effect of generating a reasonable concern for the safety of people or property, or that is intended to frighten, threaten, or harm, and that has a nexus to the workplace. “Workplace violence” includes behavior perpetrated by either employees or non-employees, on-site or off-site, where a connection exists between the behavior and a concern for the safety of employees as they engage in company business, or of visitors to the workplace or to company-related activities, or of company property.*

**Comment [A1]:** 10/5/09. Per WG #1 consensus: definition should be re-visited to include person-to-person and person-on-resources / organization.

**Action Item:** Kort Dickson and Gene Ferraro to provide proposed definition. Due to [standards@asisonline.org](mailto:standards@asisonline.org) 10/19/09.