

# **NORTHEAST COMMUNITY COLLEGE**

**ADMINISTRATIVE PROCEDURE NUMBER: AP-7015.0**

**FOR POLICY NUMBER: BP – 7015**

## **WORKPLACE THREATS AND VIOLENCE REPORTING**

### **1. PROCEDURE SUMMARY STATEMENT**

To establish workplace threats and violence reporting.

### **2. DEFINITIONS**

N/A

### **3. PROCEDURE**

#### **3.1 General**

3.1.1 Any member of the Northeast Community College (Northeast) community who believes that they have been threatened or have witnessed any incidents of threats, intimidation, or acts of violence, is responsible for reporting regardless of the relationship between the individuals who were involved. In the event of immediate danger, refer to steps outlined in the Emergency Action Plan as set forth in the College Safety Manual. When threatening or violent behavior is connected to college employment or might be carried out on a college-controlled site, they should report concerns to college officials as follows:

3.1.1.1 Students are responsible for reporting alleged cases of threats or violence to the Vice President of Student Services or designee. Such cases will be handled in accordance with the policy and procedures specified in the Standards of Student Conduct policy - (BP-5220).

3.1.1.2 Staff members are responsible for reporting alleged cases of threats or violence to their immediate supervisor and to the Associate Vice President of Human Resources or their designee.

3.1.2 The College will not ignore, condone, or tolerate disruptive, threatening, or violent behavior by any member of the Northeast community. Faculty, staff, students or visitors engaged in such behavior shall be removed from the premises as quickly as safety permits, and shall be banned from the College's premises pending the outcome of an investigation. The investigation will be conducted by a team assembled by the Vice President of Student Services or the Associate Vice President of Human Resources or their designee. The College will initiate an appropriate response, i.e., suspension or termination of any business relationship. Reassignment of job duties, suspension or termination of

employment, suspension or termination of enrollment, criminal prosecution of the person or persons involved, or barring the person from college-owned or leased property.

- 3.1.3 The College will do its best to preserve and protect the anonymity of those involved and confidentiality in the alleged case. It may not be possible to preserve the confidentiality in the case or anonymity of those involved as it may be necessary for the College to take action, including consultation with others.
- 3.1.4 If an individual involved feels the matter has not been resolved in a satisfactory manner, the individual may file a grievance in accordance with the Employee Grievance policy (BP-7710) or Student Grievances policy (BP-5230)
- 3.1.5 Under no circumstances will any person who in good faith reports an incident of threats, intimidation, acts of violence, or assists in its investigation be subject to any form of retribution or retaliation. Any person who makes or participates in such retribution or retaliation, directly or indirectly, shall be subject to disciplinary action. A person who believes they have been or is being subjected to retribution or retaliation should immediately notify the Associate Vice President of Human Resources or their designee or the Vice President of Student Services or their designee.

## 3.2 Prevention Resources

- 3.2.1 The College provides a confidential employee assistance program (EAP) to assist full-time employees with personal matters or hardships. A list of other agencies that can help provide assistance or support is available in the Human Resources Office.
- 3.2.2 The College provides training opportunities for recognition and prevention of violence through workshops, in-service activities for faculty and staff, and printed materials.
- 3.2.3 Refer to the Student Handbook and Residence Life Handbook regarding student guidelines for managing conflicts. Resident and Student Assistants are trained to handle conflicts.
- 3.2.4 The Associate Vice President of Human Resources or their designee will endeavor to conduct exit interviews when employees retire, resign, or are transferred or terminated to help identify potential workplace violence-related threats or problems.

## 4. APPLICABILITY

N/A

**ISSUE DATE:** 01/21/2020

**EFFECTIVE DATE:** 01/21/2020

**REVISION DATE(S):** 12/14/2000 (item #8839); 07/01/2014; 01/21/2020

**PRIOR POLICY/PROCEDURE NUMBER:** 4107.a

**SCHEDULE FOR REVIEW:** 2025

**DIVISIONS/DEPARTMENT RESPONSIBLE FOR REVIEW & UPDATE:** Human Resources

**SPONSORING DIVISION/DEPARTMENT:** Human Resources

**RELATED PROCEDURES/ REFERENCE:** none

**PROCEDURE KEY WORDS:** workplace threats; workplace violence