

Northeastern University

Policy on Workplace Violence

HUMAN RESOURCES

Effective Date: April 2, 2014

Date Revised:

Supersedes: N/A

Related Policies:

Responsible

Office/Department: Human
Resources Management

Keywords: workplace;
violence; harassment;
threats

I. Purpose and Scope

To define and establish a policy on workplace violence.

II. Definitions

Violence, threats of violence, hostile behavior harassment, intimidation, damage to workplace property.

III. Policy

Northeastern University is committed to promoting a safe workplace for all faculty, staff, students and visitors. It is the university's policy to create a workplace free from violence, threats of violence, harassment, intimidation and other disruptive behavior.

Northeastern University will not tolerate violence or the threats of violence in the workplace. The university expressly prohibits violence, threats of violence, hostile behavior, harassment, intimidation, on or off campus, or damage to university property. Violence or threatening behavior can include physical acts of violence, gestures, intimidating presence, oral, written or electronic statements, sexual assaults and weapons possession whether on or off campus.

The university will take appropriate action in response to reports of such incidents, which may include, but is not limited to, disciplinary action up to and including termination and /or criminal prosecution.

IV. Additional Information

Faculty and staff play a major role in the university's efforts by complying with this policy and treating all threats seriously and reporting incidents immediately.

It is the responsibility of all Managers and Supervisors to report acts of workplace violence to HRM/NUPD, including violent, threatening, harassing, intimidating or other disruptive behaviors. Faculty and Staff are expected to report any conduct that is inappropriate and/or causes concern.

Imminent threats, violent incidents, or dangerous or emergency situations should be reported immediately to Northeastern University Police.

Verbal abuse, perceived intimidation, harassment or other non-emergency situations should be reported immediately to the immediate supervisor, manager, the Office of Institutional Diversity and Inclusion and/or Human Resources Management. For all other situations, contact Human Resources Management, or Northeastern University Police.

V. Contact Information

HRM Customer Service Center: 250 Columbus Place; 617-373-2230; HRMInfo@neu.edu

University Police: 617-373-2121

Office of Institutional Diversity and Inclusion: 617-373-2133