

NORTHEAST COMMUNITY COLLEGE

ADMINISTRATIVE PROCEDURE NUMBER: AP-7015.0

FOR POLICY NUMBER: BP – 7015

WORKPLACE THREATS AND VIOLENCE REPORTING PROCEDURES

1. PROCEDURE SUMMARY STATEMENT

To establish procedures for workplace threats and violence reporting.

2. DEFINITIONS

N/A

3. PROCEDURE

3.1 General

3.1.1 Any member of the College community who believes that he/she is threatened or has 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, he/she should report concerns to college officials as follows:

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

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

3.1.2 The College will not ignore, condone, or tolerate disruptive, threatening, or violent behavior by any member of the NECC 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 Northeast Community College premises pending the outcome of an investigation. The investigation will be conducted by a team assembled at the direction of the Vice President of Student Services or the Associate Vice President of Human Resources or his/her designee. Northeast Community College will initiate an appropriate response, i.e., suspension and/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, and/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, will be subject to disciplinary action. A person who believes he/she has been or is being subjected to retribution or retaliation should immediately notify the Associate Vice President of Human Resources or his/her designee or the Vice President of Student Services.

3.2 Prevention Programs

- 3.2.1 The College provides a confidential employee assistance program (EAP) to assist full time employees with personal problems. A list of other agencies that can help with problems 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 Resident's manual regarding student guidelines for managing conflicts. Resident Assistants are trained to handle conflicts.
- 3.2.4 The Associate Vice President of Human Resources or his/her 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: 07/01/2014

EFFECTIVE DATE: 07/01/2014

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

PRIOR POLICY/PROCEDURE NUMBER: 4107.a

SCHEDULE FOR REVIEW: 2018

DIVISIONS/DEPARTMENT RESPONSIBLE FOR REVIEW & UPDATE: Human Resources

SPONSORING DIVISION/DEPARTMENT: Human Resources

RELATED PROCEDURES/ REFERENCE: none

PROCEDURE KEY WORDS: workplace threats, workplace violence