

# **NORTHEAST COMMUNITY COLLEGE POLICY MANUAL**

## **SECTION 7– HUMAN RESOURCES SUBSECTION 70 – GENERAL**

**POLICY NUMBER: BP – 7015**

### **WORKPLACE THREATS AND VIOLENCE REPORTING**

#### **1. POLICY REASON/PURPOSE/INTENT**

To establish a policy on workplace threats and violence reporting.

#### **2. DEFINITIONS**

2.1 The College defines these behaviors as follows:

2.1.1 Intimidation – an act of coercion, which could reasonably cause the other person to fear for his or her physical safety or the safety of others.

2.1.2 Threats of violence – a communicated intent to inflict physical or other harm on any person or on property.

2.1.3 Acts of violence – exercise of physical force against another person or against property.

#### **3. POLICY**

3.1 Northeast Community College hereby adopts a zero tolerance policy toward violence. Threats, intimidation, or acts of violence against employees, students, or visitors on Northeast Community College property will not be ignored, condoned or tolerated.

3.2 Workplace threats and violence should be reported in accordance with college procedures. Violations of this policy may lead to dismissal, arrest, and/or prosecution. (Refer to Positive Discipline policy BP-7322 and/or the Standards of Conduct policy BP-5220.)

#### **4. APPLICABILITY**

N/A

**EFFECTIVE DATE:** 1/12/2017

**ORIGINAL ADOPTION DATE:** 12/14/2000 (item #8839)

**REVISION DATE (AND BOARD OF GOVERNORS' MINUTES ITEM NUMBER):** 06/10/2014  
(item #11444); 1/12/2017 (item #11981)

**PRIOR POLICY/PROCEDURE NUMBER:** 4107

**SCHEDULE FOR REVIEW:** 2022

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

**SPONSORING DIVISION/DEPARTMENT:** Human Resources

**RESCINDED DATE:** none

**LEGAL REFERENCE:** none

**CROSS REFERENCE:** BP-7622; BP-5220

**PROCEDURE(S) FOR POLICY:** AP-7015.0

**RELATED POLICIES/REFERENCES:** none

**POLICY KEY WORDS:** workplace threats, workplace violence