

Volume E1: Employment/Hiring	E1.99.5 Workplace Conduct	Responsible Office: Human Resources
Chapter 99: General	Policy Effective Date: 11/01/2023	Responsible Officer: Executive Director of Human Resources

POLICY STATEMENT

Northeastern Illinois University is committed to a workplace environment free from threats and violence for all members of the University community including but not limited to faculty, staff, student workers, visitors, and guests of the University. Threats of violence and acts of violence committed by or against members of the University community are not acceptable and will not be tolerated. Threats of violence and violent acts should be reported to the Northeastern Illinois University Police Department and to supervisors immediately.

PURPOSE OF THE POLICY

The purpose of this policy is to address the issue of workplace conduct, including the prevention of threats and acts of violence to the greatest extent possible, and to set forth procedures to be followed if such conduct occurs despite the best efforts of the University.

It is the intent of the University through its policy, procedures, and practices to reduce the potential for intimidation or threats from occurring, including violent acts and life-threatening situations from developing.

WHO IS AFFECTED BY THIS POLICY

This policy applies to all employees of the University, including faculty, staff, and student workers. In addition, the policy applies to individuals with whom the University contracts to do work on its behalf, including consultants, vendors, contractors, and sub-contractors. This policy covers work-related activity at all University-owned and operated campuses, properties, facilities, and off-campus locations, including, but not limited to, telework sites, business travel, and at conferences where University business is conducted.

DEFINITIONS

Credible Threat of Violence: A statement or course of conduct that causes a reasonable person to fear for the person's safety at their workplace or for the safety of others at University-owned and operated campuses, properties, facilities, and off-campus locations where University business is conducted.

Violence: Any act that results in actual harm to a person, property, or which unnecessarily endangers the health, safety, or well-being of another person, or destruction of property.

Conduct: the manner in which a person behaves, especially on a particular occasion or in a particular context.



REGULATIONS

[Workplace Violence Prevention Act](#)

[State Officials and Employees Ethics Act](#)

[Illinois State Records Act](#)

[State Property Control Act](#)

[NEIU Telecommunications Policy](#)

[NEIU Board of Trustee Regulations, Section VI. Physical Facilities, Sections E and H](#)

WORKPLACE CONDUCT

Responsibility

The University does not tolerate workplace conduct that could be construed as threatening or violent and encourages all members of its community to report instances of such conduct. All employees are responsible for helping to maintain a violence-free workplace.

Safety Procedures

Any employee, including consultants, vendors, contractors, and sub-contractors, who makes a substantial threat, exhibits threatening behavior, or engages in violent conduct towards other persons will be removed from the campus premises as soon as safely possible, and shall remain off the University grounds until the outcome of an investigation. This policy refers to verbal and nonverbal threats to another Northeastern Illinois University employee, student or visitor, or an expression of intent to inflict and cause bodily injury or damage to another employee, student or visitor. This policy covers conduct at all University-owned and operated campuses, properties, facilities, and off-campus locations where University business is conducted whether on or off University property, including but not limited to telework sites, during work related travel, and at conferences.

Employees who are involved in criminal incidents are subject to sanctions and/or disciplinary actions up to and including suspension and termination.

Weapons

Possessing firearms, imitation firearms, knives, or other dangerous weapons, instruments or materials in the workplace is strictly prohibited by state law and Board Regulation. No one within the University community, except authorized NEIU Police staff, shall have in their possession a firearm (including imitation firearms that may be perceived to be real) or other dangerous weapons, instruments or materials that can be used to inflict bodily harm on an individual or damage to University property unless they have prior written approval by the University Police Chief or their designee.

REPORTING

Any employee (including consultants, vendors, contractors, and sub-contractors) who is aware of or experiencing potential workplace violence is expected to immediately report it to their supervisor who will in turn report it to the area's Dean or Vice President, and the Executive Director of Human Resources.

If violent conduct is ongoing, appears imminent or constitutes a criminal act, employees are expected to call the Northeastern Illinois University Police at ext. 5511 who will be the lead agency in investigating the crime and weigh the need for additional first responder assistance.



IDENTIFYING VIOLENT WORKPLACE CONDUCT

Supervisors have a critical role in identifying, addressing, and ultimately preventing workplace conduct that could be construed as violent. Supervisors should notify the appropriate office or unit and implement disciplinary measures when behavior with a violence potential is exhibited. When such behavior is exhibited, immediate action is required and supervisors should confer with their supervisor, the area's Dean or Vice President, and the Executive Director of Human Resources to address the issue.

INVESTIGATION

Depending on the severity of the behavior, the matter will be investigated by the appropriate Dean, Vice President, or the Executive Director of Human Resources. The investigation procedures followed will be those set forth under the [Equal Opportunity and Nondiscrimination Policy G1.7](#)

SOURCES OF ASSISTANCE

Employees who are experiencing distress or are in need of assistance can seek help from one of the following sources:

- Human Resources: (773) 442-5216
- Northeastern Illinois University Police: (773) 442-4100
- Employee Assistance Program (E.A.P.): (833) 955-3400

RELATED POLICY

Northeastern Illinois University has regulations prohibiting weapons on campus, therefore nothing in this policy shall be construed as creating any conflict with said regulations.

PROCEDURES

All employees will adhere to the procedural directives outlined in the regulations section of this policy.

AUTHOR REFERENCE

[Southern Illinois University Workplace Violence Policy](#)
[Columbia University Workplace Violence](#)
[University of Illinois Workplace Violence](#)
[Campus Security Enhancement Act of 2008](#)

HISTORY

Final approval signed by President on 11/01/2023
Approved policy name change from Workplace Violence to Workplace Conduct 8/7/2023
Completed 30-day public comment on May 30, 2023
Completed 3rd round of internal review April 7, 2023
Draft policy created August 2022
Interim Policy Enacted September 8, 2022



RELATED POLICIES AND OTHER INFORMATIONAL MATERIAL

[NEIU Collective Bargaining Agreements](#)
[G1.7 Equal Opportunity and Nondiscrimination](#)
[E2.13 No Trespass Restrictions and Warnings](#)
[E2.15 University Facilities Hours and Access](#)
[I1.01.1 Acceptable Use of University Technology Resources](#)

CONTACT INFORMATION

Please direct questions or concerns about this policy to:

Contact	Phone	Email
<i>Executive Director, Human Resources</i>	<i>(773) 442-5216</i>	<i>humanresources@neiu.edu</i>

DISCLAIMER

The University reserves the right to modify or amend sections of this policy at any time at its sole discretion. This policy remains in effect until such time as the Responsible Officer calls for review. Requests for exception to any portion of this policy, but not to the policy statement, must be presented in writing to the Responsible Officer.