



University Policy

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



[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
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Workplace Violence
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- [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](#)

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>

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 the policy are requests for exlest