

The University of North Texas at Dallas Policy Manual	Chapter 5.000
<b>05.045 Violence in the Workplace</b>	<b>Human Resources</b>

**Policy Statement.**

The faculty, staff, and students of the University of North Texas at Dallas (UNT) make up a community whose common commitment is to learning. UNTD seeks to provide faculty, staff, students, and visitors with an environment of respect and safety that encourages a productive atmosphere that is secure and free from threats, intimidation, and violence. This commitment requires that the highest value be placed on the use of reason, and that violence involving the University community be renounced as adverse to its goals. Violence, whether actual or threatened, destroys the mutual trust which must bind members of the community if they are to be successful in pursuing truth. UNTD therefore wishes to make clear that it considers acts and threats of violence to constitute serious violations of the policies and procedures.

UNT will not tolerate physical or non-physical acts of workplace violence. Workplace violence includes the threat or actual inflicting of physical violence as well as the threat or actual occurrence of psychological violence.

**Application of Policy.**

The entire University Community including faculty, staff, students, and visitors.

**Definitions.**

1. **Prohibited Behaviors.** Any behavior that threatens the life or well-being of others or property is not consistent with this policy. UNTD will not tolerate violence of any type, from any source, whether on campus or at a University-sponsored event off-campus. This includes threatening or violent actions by members of its community against other members of its community or property. Such actions listed below as unacceptable behaviors include, but are not limited to, the following:
  - a. Intimidating, threatening, or hostile statements or actions, including ranting speech.
  - b. Name-calling; ethnic, national origin, gender, religious affliction, disability, sexual orientation, or racial slurs; sexually harassing comments, etc. that causes reasonable belief of imminent harm or danger. (Note: This policy shall not be interpreted as inhibiting an employee’s First Amendment rights of free speech and association except as specifically permitted by federal law ( Pickering v. Brd of Education, 391 U.S. 563 (1968); Connick v. Myers, 461

U.S. 138 (1983))

- c. Profanity or obscene language or gestures.
  - d. Comments regarding, or references to, violent events and/or behaviors.
  - e. Physical abuse or attack, waving fists, pushing, stalking, bullying, hazing, and exercise of power or authority for the purpose of intimidation or control.
  - f. Vandalism, arson, or sabotage.
  - g. Bomb threats.
  - h. Harassing phone calls.
  - i. Throwing items, damaging, or destruction of another's property.
  - j. Any other act or behavior (slamming doors, for example) that is judged inappropriate in the workplace.
2. Workplace Violence. "Workplace violence" is any physical or non-physical act that results in threatened or actual harm to a person or threatened or actual damage to property. It includes any threatening words or actions whether verbal or non-verbal, including the unlawful possession of a weapon, which creates in the mind of another a reasonable belief of receiving immediate or future harm to any person or property.

**Procedures and Responsibilities.**

1. Scope. Consistent with the rationale set out above, UNTD will take appropriate measures to address behavior by its community members which threatens or endangers the health, safety, or well-being of members of the University community.

While the University recognizes that there may be situations in which the University does not have jurisdiction for taking administrative action, it is prepared to review all alleged misconduct under this policy upon receipt of a complaint. This includes incidents which occur in all UNTD buildings, parking lots, leased property, grounds, and any other facilities owned or managed by the University. It also includes incidents occurring off-campus at University-sponsored events.

No member of the UNTD community may engage in violent conduct as described below. UNTD assumes jurisdiction over cases of misconduct in violation of this policy when any such act occurs in one of these circumstances:

- a. The act is committed on University property or at a University-sponsored activity off-campus;
- b. The act is committed by a University community member while acting in an official capacity or while conducting University business; or
- c. The act is committed anywhere by a University community member and can be shown to have a demonstrable, articulable, and adverse impact on a University process or some other clear and distinct interest of the University as an academic community.

Responsible Party: Faculty, Staff, Students, and Visitors.

2. Implementation. This policy will be posted on the University's policy webpage: <https://www.untDallas.edu/hr/upol>. Managers and supervisors will be responsible for informing employees of this policy, and for enforcing compliance with it. This policy will be provided to all current and new employees.

Managers and supervisors have primary responsibility for ensuring a safe workplace, for monitoring and resolving employee conflicts or disputes, for taking appropriate corrective action when potentially violent situations develop, and for working with Human Resources and law enforcement personnel when threats or acts of violence occur.

Student Life also has a primary responsibility for ensuring a safe workplace, for monitoring and resolving student conflicts or disputes, for taking appropriate corrective action when potentially violent situations develop, and for communicating and reporting to law enforcement when threats or acts of violence occur. Students found in violation of this policy will be subject to disciplinary action under UNTD Policy 7.001 Code of Student Rights, Responsibilities, and Conduct.

UNTD will provide information about the services available through periodic memoranda and help community members deal with concerns and issues related to workplace violence. Training needs will be assessed, and training sessions for managers, supervisors, and employees will be developed and presented by HR for employees and by Student Life for students.

Human Resources or Student Life, in conjunction with law enforcement authorities, will assume responsibility for coordinating the University's response to workplace-related threats and acts of violence.

Responsible Party: Human Resources and Student Life

3. Procedures for Reporting and Taking Appropriate Action.
  - a. Restraining or Protective Orders. Employees should notify their supervisor or HR and University Police of any restraining or protective orders against individuals

who might appear in the workplace. Upon receipt of this notification, the supervisor or HR should consult with University Police. Students should notify University Police.

- b. Threats of Violence. University Police shall be notified of all threats.
  - i. The employee/student immediately reports the incident to University Police. If the incident takes place at an off-campus site, the local law enforcement agency shall be notified first, then University police. The employee shall also immediately report the incident to his/her supervisor or HR.
  - ii. The supervisor shall call his/her department management and Human Resources as soon as possible, even if the situation has been addressed. In the case of a student report, University Police shall contact Student Life.
  - iii. The supervisor/HR/student life shall gather information and documentation of the alleged threat, including interviewing any witness(es) and reviewing the situation with Human Resources. The supervisor shall also consult with University Police who may contact the Office of General Counsel (OGC) as necessary.
  - iv. Based on the documentation of the incident, appropriate action will be taken.
- c. Acts of Violence not Involving Injuries or Weapons:
  - i. The employee shall report the incident immediately to his/her supervisor or HR and then contact University Police. In the case of a student, they shall notify Student Life and the contact University Police.
  - ii. The supervisor shall notify his/her department management and Human Resources as soon as possible. In the case of a student report, University Police shall contact Student Life.
  - iii. The supervisor/student life, in consultation with Human Resources, shall determine the need for professional consultation or referral for clinical evaluations or treatment.
  - iv. Management/student life conducts an independent investigation of the act, and in conjunction with Human Resources, takes appropriate action.
- d. Acts of Violence Involving Injuries or Weapons:
  - i. Any person observing an incident should immediately call University

Police at extension 3000. If at an off-campus site, notify a local law enforcement agency first and then University police. In addition, the incident should be reported immediately to the any University official that is on campus.

- ii. The University official shall reasonably attempt to ensure the safety of other students and employees.
- iii. University Police shall coordinate with appropriate law enforcement agencies and assist in controlling the situation.
- iv. After an incident, Human Resources will work with departmental management to ensure that appropriate actions are taken which may result in disciplinary action up to and including termination of the employee.
- v. After an incident, Student Life will work with departmental management to ensure that appropriate actions are taken which may result in disciplinary action up to and including discontinued enrollment of student(s). Student Life will follow Policy 7.001 Code of Student's Rights, Responsibilities, and Conduct.
- vi. If necessary, UNTD will arrange for counselors to work with victims and observers of the incident, and offer critical incident stress debriefing and confidential counseling sessions.

Responsible Party: Human Resources, Student Life, University Police

4. The Campus Emergency Management Response Team. The Campus Emergency Management Response Team (CEMART) provides support services during or after a traumatic event. The Team's services are not limited to violent acts.

CEMART shall consist of the Chief of Police or designee, the Director of Human Resource Services or designee, the Director of Marketing and Communications or designee, the Chief Financial Officer or designee, a member from Risk Management services, the Vice President of Student Access and Success or designee, Provost or designee, the Title IX Coordinator or designee, and a representative from the Office of the General Counsel. Depending upon circumstances in any particular event, CEMART may draft additional members.

Should an act of violence occur, CEMART will consider the impact of the incident on the campus community and initiate appropriate debriefing, counseling, and support actions for the victims, co-workers, families, and community. An incident in this category may include serious or fatal injuries to one or more campus members in a manner that frightens or shocks segments of the community for a continuing period.

The Team will provide timely reports to the President and vice presidents.

Responsible Party: Campus Emergency Management Response Team.

5. Discipline for Violation of this Policy. UNTD is prepared to take action when violence has the purpose or effect of unreasonably interfering with an employee's work or student's educational performance. Depending upon the seriousness of the conduct and its effects, UNTD's action may range from an oral or written reprimand of the offender, requiring the offender to complete an educational or counseling program, suspending an offending student from classes, suspending faculty and staff from duties at the University, restricting extra-curricular activities, required restitution to UNTD or the victim of the violation, termination or dismissal, or suspension or expulsion, or any combination thereof. Discipline for students will follow Policy 7.001 Code of Student's Rights, Responsibilities, and Conduct. Discipline for staff will follow Policy 5.021 Disciplinary Procedures for Staff Employees. Discipline for faculty will follow Policy 6.011 Faculty Discipline and Termination. Appropriate legal action may be taken against visitors who violate this policy, including, but not limited to, trespassing them from campuses within the University of North Texas System. Any discipline undertaken by UNTD may be in addition to those punitive measures set out by state or federal law.

Responsible Party: UNTD HR/Management (in the case of employees), Student Life (in the case of students) or Police (in the case of visitors)

6. Restitution. In cases of vandalism, desecration, or loss of property, aside from punitive criminal remedies, restitution made directly to UNTD may be required of each offender. Such restitution may include, but is not limited to: repayment for monetary losses, physical restoration of abused property, and/or required community service hours.

Responsible Party: UNTD HR/Management (in the case of employees) or Student Life (in the case of students)

7. Protection from Retaliation. Retaliation is prohibited against an individual who participated in an investigation as a result of filing an incident or complaint. If the accused is a student, steps to avoid retaliation may include interim suspension from the University, a no-contact order, or some combination of sanctions. Similar measures shall be taken when the accused is a staff member.

Responsible Party: UNTD HR/Management (in the case of employees)  
or Student Life (in the case of students)

References and Cross-references.

- UNTD Policy 5.007 Employee Ethics and Standards of Employee Conduct
- UNTD Policy 5.021 Disciplinary Procedures for Staff Employees
- UNTD Policy 5.038 Protection of Sexual Assault and Retaliation
- UNTD Policy 6.011 Faculty Discipline and Termination
- UNTD Policy 7.001 Code of Student Rights, Responsibilities, and Conduct
- UNT System Policy 03.704 Workplace Violence

Forms and Tools.

- None

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Effective: 11/18/19

Revised: