



**New Jersey Institute of Technology
University Policies and Procedures**

Date: August 31, 2017

Subject: HUMAN RESOURCES – WORKPLACE VIOLENCE POLICY

PURPOSE:

1. NJIT has adopted the following policy and procedure to deal with workplace violence, intimidation, harassment or threats of violence that may occur on or off campus.
2. Violence in the workplace can have many sources. It may be perpetrated by persons in or outside of the university community, including current or former employees, students, vendors, or a spouse or relative of an employee or student. Workplace violence may be committed by someone without any relationship to the victim. The violence may be a random act or actions which are premeditated and well-planned. NJIT is committed to maintaining a safe work environment for all employees.

APPLICABILITY:

This policy and procedure applies to all employees of the University, and to the extent possible to non-employees who transact business on University grounds, such as contractors, visitors, business partners and vendors unless preempted to be in conflict with the Faculty Handbook or a Collective Bargaining Agreement.

POLICY:

1. All members of the NJIT community are to be treated with courtesy, civility and respect at all times. NJIT has zero tolerance for workplace violence. Violators of this policy will be subject to disciplinary action. Prohibited workplace violence under this policy includes but is not limited to, violent behavior, destructive behavior, fighting, physical assault, verbal or physical threats of violence, physical intimidation, stalking, property damage, or other dangerous conduct committed by or against any employee of the University.
2. NJIT's resources may not be used to threaten, stalk or harass anyone in or outside the workplace.

REPORTING:

1. Prohibited workplace violence as outlined above, and any conduct or activities engaged in by individuals, including non-employees, that signal potential violent, destructive, hostile, harassing, dangerous or threatening behavior in the workplace, should be reported as soon as possible to Public Safety personnel, or to a supervisor or Human Resources personnel as

outlined below. When reporting an incident, the employee should be as specific and detailed as possible.

2. Reports should be made as follows:

Emergency Procedures

a. Immediate Threat

- i. Call the Department of Public Safety at 911.
- ii. Get out of the area and away from the immediate threat.

b. Violence Committed

Call the Department of Public Safety at 911 immediately if a person commits an act of violence against you, another person, or university property.

c. Intimidating Situation

Call the Department of Public Safety at 911 if a person has communicated a direct or indirect threat of physical or mental harm against you in any form (e.g., oral, or written, gestures, expressions).

Non-Emergency Procedures

If you are not in immediate physical danger, but you have information or concerns regarding workplace violence, contact your supervisor or the Department of Human Resources at extension 3140, or the Department of Public Safety at extension 3111.

3. Employees should promptly inform the Department of Public Safety of any protective or restraining order that they have obtained in which NJIT is listed as a protected area. Employees are encouraged to also report safety concerns with regard to intimate partner violence to the Department of Public Safety. NJIT will not retaliate against employees making good-faith reports. NJIT is committed to supporting victims of intimate partner violence by providing referrals to the university's employee assistance provider.

INVESTIGATION/SANCTIONS:

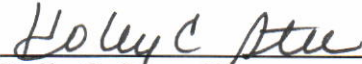
1. NJIT will promptly and thoroughly investigate all reports of prohibited workplace violence and any suspicious conduct or activities as outlined above. The identity of the individual making a report will be protected to the extent possible. NJIT will not retaliate against employees making good-faith reports under this policy.
2. To maintain workplace safety and the integrity of its investigation, NJIT may suspend employees suspected of workplace violence or threats of violence, either with or without pay, pending investigation.

3. Anyone found to be responsible for threats of or actual violence or other conduct in direct violation of this policy and procedure will be subject to prompt disciplinary action up to and including termination of employment.

EFFECTIVE DATE OF POLICY:


This policy takes effect upon adoption, and supersedes and revokes any former workplace violence policies and procedures.

REVIEW:


 9/5/17

Holly C. Stern, Esq. Date
General Counsel
Vice President for Legal Affairs

APPROVAL:

 9.1.17

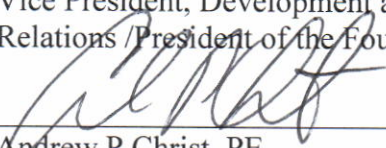
Joel S. Bloom Date
President

 9/5/17

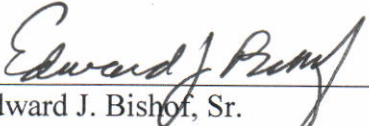
Kenneth Alexo, Jr. Date
Vice President, Development and Alumni
Relations / President of the Foundation at NJIT

 9/6/17

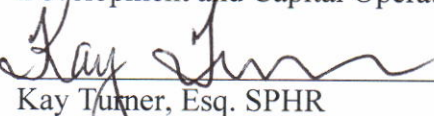
Fadi P. Deek
Provost & Senior Executive Vice President

 9/7/17

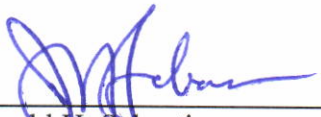
Andrew P. Christ, PE Date
Vice President for Real Estate
Development and Capital Operations

 8/31/17

Edward J. Bishop, Sr. Date
Senior Vice President for Finance &
Chief Financial Officer

 8/31/17

Kay Turner, Esq. SPHR Date
Vice President, Human Resources

 9/7/17

Donald H. Sebastian Date
Senior Vice President for Technology &
Business Development / President & CEO of NJIT