

Christopher Newport University

Policy: Employee Civility and Workplace Violence Policy

Policy Number: 5020

Executive Oversight:	Vice President for Finance and Planning/CFO Vice President of Student Affairs
Contact Offices:	Human Resources University Police
Frequency of Review:	Annually
Date of Last Review:	Spring 2021

A. PURPOSE

The purpose of this policy is to protect the health, safety and welfare of the members of our campus community. Christopher Newport University strictly prohibits employees from making threats or engaging in violent acts. This is a zero-tolerance policy, meaning that the University disciplines or terminates every employee found to have violated this policy. Third parties found in violation of this policy may be trespassed from the University and/or their relationship with the university terminated.

Christopher Newport University shall foster a culture that demonstrates the principles of civility, diversity, equity and inclusion. The Commonwealth's policy addressing civility and workplace violence can be found on the Department of Human Resource Management website at: [Civility in the Workplace](#).

B. POLICY STATEMENT

The University does not tolerate workplace harassment, bullying (including cyber-bullying), and acts of workplace violence of any kind committed by employees.

C. PROCEDURES

1. IMMINENT THREATS

Any member of the university community who observes violent behavior or behavior believed to be an imminent threat of physical violence shall report it immediately to the Christopher Newport Police Department by calling 757-594-7777. When in doubt, report.

2. IDENTIFYING AND REPORTING NON-IMMINENT THREATS

a. Non-Imminent Threats

All members of the university community are encouraged to report any concerning behavior that may be a safety issue but may not represent an imminent threat. Examples of such behavior include but are not limited to:

- Displays of disruptive conduct or troubling non-verbal communications
- References to violent, destructive or harming behavior
- Extreme and inappropriate reactions or responses
- Suicidal or homicidal comments or threats
- Unexplained and alarming changes in behavior or personal habits
- Any other hostile behavior or communication that causes or might cause legitimate fear for the physical safety of the individual or others

b. Reporting

If you have concerns about an individual's behavior, please contact one of the following, as appropriate under the circumstances:

- University Police: 757-594-7777
- * [Silent Witness Program](#) (anonymous reporting)
- Office of Human Resources: 757-594-7145
- Office of Vice President for Student Affairs: 757-594-7160
- Office of the Provost: 757-594-7050
- Office of Title IX and Equal Opportunity: 757-594-8819

Individuals from these offices may bring the concern to the Threat Assessment Team, as defined in the Campus Violence Prevention Policy.

c. Training

University Police provides semi-monthly workplace violence prevention training to employees as part of new the new employee orientation program. The training is scheduled by the Office of Human Resources.

- Employees are provided a copy of the [DHRM Civility in the Workplace](#), [CNU Civility and Workplace Violence Policy](#), and [University Emergency Response Oversight Policy 1035](#). Training will be provided on recognizing and responding to workplace violence and emergency situations, and utilizing the [cnualert.info](#) website.

d. Support for Victims of Violence

Victims of violent incidents in the workplace may contend with a variety of medical, psychological, and legal consequences. As needed and appropriate, the University can accommodate victims of workplace violence by:

- Referring victims to appropriate community resources, such as health care facilities, counseling services, victim advocacy groups, legal aid, and domestic violence shelters;
- Providing flexible work hours or short-term or extended leave;
- Cooperating with law enforcement personnel in the investigation of the crime and the prosecution of the offender.
- Providing a debriefing for employees as needed after a serious violent occurrence to explain what happened and what steps are being taken by the University to support affected employees.

e. Policy Violations and Enforcement

Applicable laws and human resource policies will be used to respond to workplace violence. Such policies may include disciplinary action under [DHRM's Policy 1.60, Standards of Conduct](#) and/or the [University Handbook](#) up to and including termination, based on the situation. Violent acts by employees occurring outside the workplace also may be grounds for disciplinary action, including dismissal. Fit for Duty Testing may also be required.

f. Retaliation

Retaliation against any member of the campus community for reporting or having witnessed a threat of violence or concerning behavior is a violation of this policy and subject to disciplinary action. The university will address any retaliation brought to its attention.

D. DEFINITIONS

Threat: An expression of intent to cause physical harm. A threat can be verbal or nonverbal, communicated orally, in writing, through gestures or electronic transmission, or by any other means. It can be communicated indirectly or directly to an intended recipient.

Third Parties: Individuals who are not state employees, such as contractors, relatives, acquaintances, or strangers.

Workplace: Any location, either permanent or temporary, where an employee performs any work-related duty. This includes, but is not limited to, the buildings and the surrounding perimeters, including the parking lots, field locations, alternate work locations, and travel to and from work assignments.

Workplace Violence: Any physical assault, threatening behavior or verbal abuse occurring in the workplace by employees or third parties. Prohibited behavior includes, but is not limited to:

- Injuring another person physically (such as beating, stabbing, shooting, or rape);
- Engaging in behavior that creates a reasonable fear of injury in another person;
- Engaging in behavior that creates a reasonable fear of injury to the individual (such as attempted suicide);
- Engaging in behavior that subjects another individual to extreme emotional distress (such as threats, obscene phone calls, or intimidating presence);
- Possessing, brandishing, or using a weapon while on University premises or engaged in University business;
- Note: University Police are authorized to possess weapons in the workplace-as required for their job duties with the University.
- Damaging property intentionally;
- Threatening to injure an individual or damage property;
- Committing injurious acts motivated by, or related to, domestic violence or sexual harassment;
- Harassment of any nature (such as stalking, shouting or swearing); and
- Retaliating against any employee who, in good faith, reports a violation of this policy.

E. REFERENCES

[CNU Alert Information](#)
[CNU Campus Violence Prevention Policy](#)
[Department of Human Resource Management Policies](#)
[Silent Witness Program](#)
[University Handbook](#)

F. APPROVAL AND REVISIONS:

Approved By: Policy Committee, August 31, 2016

Revision 1: Policy Committee, March 24, 2021

G. NEXT REVIEW DATE: Spring 2022