



## IUPUI Policy Against Workplace Harassment and Violence

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**Individuals covered by this policy** This policy applies to all faculty, staff, students and visitors on the IUPUI campus.

**Introduction** To accomplish its missions of teaching, research, patient care and public service, IUPUI strives to maintain a safe environment. Accordingly, threatening behavior and violence will not be tolerated, condoned, or ignored.

Each department head, manager, supervisor, and employee is responsible for keeping the workplace free of threats and violence. This includes intimidating, hostile, threatening, or violent behavior by employees or non-employees (vendors, job applicants, visitors, spouses, etc.) against self, others, university property, or property on university premises belonging to others. This policy covers all university premises and university-sponsored events as well as off-campus sites should an incident occur that is shown to have an adverse impact on the university.

**Existing related law and policy** Federal and state law as well as university policy prohibit discrimination as identified in the university's Equal Opportunity/Affirmative Action policy. Those who believe they are victims of or have observed such discrimination are strongly urged to contact their campus affirmative action office.

The university policy on firearms and weapons prohibits employees and students from unauthorized possession of firearms or other items deemed by the campus police department to be dangerous on university premises or events.

Certain violence-related behavior is prohibited under criminal or civil law. When appropriate, the university will refer such cases for criminal or civil prosecution.

**Threatening behavior** Threatening behavior is defined as an express or implied threat to interfere with an individual's health or safety, or with the property of the university, which causes a reasonable apprehension that such harm is about to occur.

Any employee or student who engages in threatening behavior will be subject to serious disciplinary action, which may include termination of employment or student status. Examples of threatening behavior include, but are not limited to:

- Direct or indirect threats of harm
- Words or gestures which intimidate others
- Prolonged or frequent shouting
- Stalking or following an individual

- Conduct that causes others to fear for their safety

**Violent behavior** Violent behavior is defined as the use of physical force or violence to restrict the freedom of action or movement of another person or to endanger the health or safety of another person or the property of the university.

Violent behavior is so serious that individuals who engage in it can expect termination of their employment or student status. Examples of violent behavior include, but are not limited to:

- Unwelcome physical contact
- Slapping, punching, striking, pushing, or otherwise physically attacking a person
- Throwing, punching, or otherwise handling objects in an aggressive manner

### **Procedure Reporting and investigating workplace violence**

1. Any person who experiences, witnesses, or has knowledge of threatening or violent behavior should report the situation immediately.
  - All reports should be made to the IUPUI Police Department at 4-7911.
  - In addition, the report should be made to the employee's supervisor or department head and Dean, as well as to the appropriate campus office: Academic Policies, Procedures and Documentation, Human Resources Administration, or for students, the Office of the Dean of Students.
  - In a timely way, the IUPUI Police Department will report incidents to appropriate campus administrators overseeing faculty, staff and students.
2. All reports of workplace threats or violence will be investigated promptly and impartially and as confidentially as possible.
3. Employees are required to cooperate in any investigation. A timely resolution of each report should be reached and communicated to all parties involved as soon as possible.
4. Any form of retaliation against employees for making a bona fide report concerning workplace threats or violence is prohibited; therefore, such retaliation must also be reported.

**Reporting nonwork-related violence** Employees who are victims of domestic violence or other violent behavior outside the workplace, or who believe they are potential victims of such violence, and fear it may enter the workplace, are strongly encouraged to promptly notify the IUPUI Police Department, and their supervisor or department head. Such reports will be investigated as described above.

- Non-disciplinary and disciplinary action**
1. Upon a completed investigation, incidents will be reviewed before proceeding with non-disciplinary or disciplinary action according to the principles of just cause.
  2. Examples of actions that will be taken when a person has been found to have violated this policy include, but are not

limited to, the following:

- Mandatory participation in counseling
  - Corrective/disciplinary action up to and including termination
  - Criminal arrest and prosecution
  - Special procedures such as job relocation or initiation of a court order
3. If, upon investigation, it is determined that a report was falsified or made maliciously, the individual who provided the false information will be subject to disciplinary action up to and including termination of employment or student status, as well as possible criminal arrest and prosecution.
  4. Those who believe they are a victim of threats or violence, whether work related or not, may also contact the Employee Assistance Program (EAP) to obtain advice in dealing with the situation. Students may contact Counseling and Psychological Services (CAPS).