



**Policy Chapter:** Chapter 5 Human Resources Policy

---

**Number and Title:** 05.045 Violence in the Workplace

---

**I. Policy Statement**

The University of North Texas seeks to maintain a safe and respectful work and educational environment that is free from disruptive, threatening, or violent behavior. The University of North Texas does not tolerate physical or non-physical acts of violence.

**II. Application of Policy**

All employees, students, and visitors

**III. Policy Definitions**

**A. Employee**

“Employee,” in this policy, means an individual who is employed part-time, full-time, or in atemporary capacity or who is required to be a student as a condition of employment.

**B. Prohibited Behaviors**

“Prohibited behaviors,” in this policy, means any conduct that threatens or endangers thehealth, safety, or well-being of any person or property, including threatening or violent actions against an individual or University of North Texas property. The following is a non-exhaustive list of behaviors that may be considered workplace violence:

1. language, including profanity/obscenity, or gestures that threatens imminent physical injury or damage to property, or that reasonably is likely to lead to a physical confrontation or defensive action, except if the speech is protected under the United States or Texas Constitutions; and
2. physical action or gestures exhibited in an intimidating or threatening manner, including but not limited to acts such as waving fists, hitting (including with an object), slapping, poking, kicking, pinching, grabbing, pushing, restraining, or preventing ingress or egress.

**C. Retaliation**

“Retaliation,” in this policy, means any adverse action, treatment, or condition taken because of an individual reporting or opposing prohibited behaviors, or participating in an investigation regarding workplace violence, including an act intended to intimidate, threaten, or coerce, that is likely to dissuade a reasonable person from opposing prohibited behaviors, reporting a complaint of workplace violence, or participating in an investigation regarding workplace violence.

**D. Student**

“Student,” in this policy, means any person who is currently enrolled at the University of North Texas.

**E. Visitor**

“Visitor,” in this policy, means a person who visits or otherwise has affiliation with the University of North Texas but is not a student or employee of the University.

**F. Workplace Violence**

“Workplace violence,” in this policy, means any prohibited behaviors that result in threatened or actual harm to a person, or threatened or actual damage to property.

**IV. Policy Responsibilities**

**A. Procedures for Reporting**

Individuals who believe they have been subjected to or witnessed acts of workplace violence should take immediate action to ensure personal safety, and immediately report the incident to the Human Resources office or police as dictated by the incident. Supervisors are responsible for contacting the Human Resources department to receive guidance to promptly develop and implement a plan of action. Individuals and supervisors should evaluate any alleged threat or prohibited behavior by assessing its perceived intent and capacity and means to fulfill the threat, including the nature of the threat and the likelihood that harm to a person or property will occur.

**B. Restraining or Protective Orders**

In an effort to promote a safe work environment, employees should notify Human Resources and University Police of any restraining or protective orders against individuals who might appear in the workplace. Upon receipt of this notification, Human Resources should consult with University Police. Confidentiality will be maintained to the extent allowed by law.

**C. Investigating Reports**

All reports of workplace violence will be reviewed by Human Resources to determine whether further investigation is necessary. Human Resources may conduct an investigation based on the nature of the allegation. Some Prohibited Behaviors also may be violations of criminal law, and will be reported to the appropriate law enforcement agency.

#### ***D. Sanctions***

The University may sanction individuals involved in cases of misconduct in violation of this policy when any such act occurs in one of the following circumstances:

- a. the act is committed on university property or at a university-sponsored activity, or
- b. the act is committed by a university member while acting in an official capacity or while conducting or involving university business.

##### **1. Employees**

Employees found in violation of this policy are subject to immediate disciplinary or administrative action, including termination of employment, termination of authority to act on behalf of the Institution, or termination of business relationship or affiliation as applicable.

##### **2. Students**

Students found in violation of this policy will be subject to disciplinary action under the Student Code of Conduct administered by the Dean of Students.

##### **3. Visitors**

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 (i.e., banning their entry to, and presence in, UNTS land and buildings).

#### ***E. False Reporting and Statements***

An individual who knowingly makes a false report or who knowingly provides false information during a workplace violence investigation is subject to disciplinary action.

#### ***F. Retaliation***

Retaliation for reporting or participating in an investigation into an allegation of workplace violence or prohibited behavior is prohibited. An individual who engages in retaliation is subject to disciplinary action up to and including termination or expulsion.

#### **V. References and Cross-References**

[UNT Policy 05.002, CARE Team](#)

[UNT Policy 05.015, Ethics](#)

[UNT Policy 05.033, Staff Employee Discipline and Involuntary Termination](#)

[UNT Policy 05.066, Emergency/Administrative Leave](#)

[UNT Policy 07.012, Code of Student Conduct](#)

[UNT Policy 16.004, Prohibition of Discrimination, Harassment, and Retaliation](#)

**VI. Revision History**

|                 |   |
|-----------------|---|
| Policy Contact: | Asst VC & Chief HR Officer              |
| Approved Date:  | 08/2000                                 |
| Effective Date: | 11/12/2012                              |
| Revisions:      | 06/2004, 1/2012, 01/12/2022, 03/14/2022 |