



# Northern Marianas College Procedure

Procedure No.: 5010.19 Procedure Title: Workplace Behavior; Violence Prevention

Issuing Date: 9/26/13 Adoption Date: 9/30/13 Effective Date: 9/26/13

Office of Origin: Human Resources Office

Procedure Approval Authority: President

Board Policy No. Associated with this Procedure: 5010

This Procedure Supersedes/Replaces: 2011 BOR Policy Part VII.H

*The written steps necessary to appropriately and uniformly perform a task in carrying out policies and activities of the College.*

## Overview/procedure description

The Northern Marianas College can best perform its mission when faculty, students, and staff co-exist in a climate that supports responsible academic freedom, the free exchange of ideas with due regard for opposing views, and utilizes constructive methods of conflict management. Northern Marianas College is committed to supporting these principles while creating and maintaining an environment that is free from intimidation, disruptions, threats, and acts of violence.

## Areas of Responsibility

Each employee shall be responsible for his or her behavior, and shall exercise due care and responsibility in all matters affecting the College. Employees are responsible to interact in a positive and collegial manner with subordinates and superiors and shall treat others with respect. Supervisors are responsible to ensure compliance with this procedure, and to take appropriate disciplinary action in managing employees found in violation.

## Procedure details

Physical intimidation, disruptions, threats, and acts of violence will not be ignored, condoned or tolerated. Any and all of these acts will be considered serious misconduct and will be the basis of disciplinary action, up to and including dismissal. Acts that constitute criminal behavior will be referred to law enforcement.

Assurance of a safe working environment is important to everyone. All members of our college community must report any violation to the appropriate College resource(s) including their immediate supervisor and the Human Resources Office.

