

**POLICIES**

**Issued:** October 19, 2017  
**Responsible Official:** Executive Vice President and Chief Operating and  
Financial Officer  
**Responsible Office:** Human Resources

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**Policy Statement**

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The University of Memphis is committed to making every effort to provide every employee an environment that is safe, secure, and free of threats and violence. In support of this policy, the University is intolerant of employees using threatening language or exhibiting behavior that is unsafe, threatening, or violent.

In accordance with federal and state laws, the University also prohibits the possession of any weapon by any individual on University premises, except law enforcement officers in performance of their duties. This policy applies to all employees on properties and locations operated for and controlled by The University of Memphis. One exception to this policy is the use of firearms and other weapons used for instructional or school-sanctioned ceremonial purposes.

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**Purpose**

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The purpose of this policy is to encourage all employees to report incidents of threats, aggression and other prohibited behaviors and acts of any individual(s) on University properties to their immediate supervisor, Police Services, and/or Human Resources. This policy also establishes the basis for disciplinary actions if this policy is violated.

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**Procedures**

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**Behaviors to Report**

It is impractical to set forth a comprehensive list of unruly behaviors and acts considered detrimental to a high-quality work life, good business practices, and good employer-employee relations. However, some examples of such behavior include, but are not limited to (1) acts of physical bodily harm, (2) verbal threats or gestures that would suggest bodily harm and (3) written communication via e-mail and/or letters suggesting acts of threats and/or violence.

Any unseemly behavior that threatens the life or wellbeing of others is not consistent with this policy and the University may take appropriate disciplinary action.

The employee responsible for any physical, verbal, written, or electronically transmitted conduct that is inconsistent with this policy will be subject to unpaid suspension, termination, prosecution, or other appropriate action under the law.

**Discipline**

An employee who violates this policy by engaging in any prohibited activities is subject to discipline up to and including immediate dismissal.

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**FAQs**

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**What about students?**

The University of Memphis Code of Student Conduct addresses these and related issues for students. Contact the [Office of Student Conduct](#) for further information email [judicialprograms@memphis.edu](mailto:judicialprograms@memphis.edu).

**Who do I contact with further questions?**

Contact HR-Office of Employee Relations and Engagement at [emprelations@memphis.edu](mailto:emprelations@memphis.edu). If a potentially criminal or life-threatening situation, contact Police Services at 678-4357 or email [police@memphis.edu](mailto:police@memphis.edu).

**What should I do if I witness a violent act committed by another employee?**

Notify your immediate supervisor, Police Services, and/or the Office of Employee Relations in Human Resources. You may report your complaint in writing, by telephone, by electronic mail, or in person. If you are not comfortable reporting in person what you saw, you may use Police Services' *Confidential Silent Witness Report* to give an account of what you saw. It can be accessed at <http://www.memphis.edu/police/incidents/confidential.php>.

**Who do I contact if someone threatens me?**

Notify your immediate supervisor, Police Services, and/or the Office of Employee Relations in Human Resources. You may report your complaint in writing, by telephone, or in person.

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**Revision Dates**

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HR5053 - Supersedes UM1505 March 26, 2018  
UM1505 - Revised March 2, 2017  
UM1505 - Issued: January 14, 2004  
(Supersedes policy number 1:2D:06:04)

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**Subject Areas:**

Academic	Finance	General	Human Resources	Information Technology	Research	Student Affairs
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