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Oregon Tech Policy
OIT-10-020
Civility, Professionalism, and Anti-Bullying

1. Policy Statement

Oregon Institute of Technology (Oregon Tech) is committed to fostering a safe, respectful, and productive environment for all members of our community. We strive to provide a civil educational and workplace environment free from unprofessional, bullying, or aggressive conduct.

2. Reason for Policy/Purpose

Oregon Tech is committed to ensuring an environment that is free from incivility, unprofessional, and bullying conduct, whether or not such behaviors might be based on a protected status.

3. Applicability/Scope

This policy applies to all members of the Oregon Tech community, including but not limited to current and prospective students, faculty, staff, volunteers, visitors, contractors, and collaborators (collectively the Oregon Tech community). This policy applies to behavior occurring at any Oregon Tech related event on any Oregon Tech campus or facility, and off-campus during university-sponsored activities and events. This policy also includes online interactions in which the effects spill over onto Oregon Tech campuses.

Some behaviors identified in this policy might also fall under the OIT-01-003 Prohibited Discrimination and Discriminatory Harassment policy, the OIT-01-004 Prohibited Sexual Misconduct policy, and/or other policies.

4. Definitions

Bullying: Refers to repeated, unreasonable actions of individuals (or a group) directed towards an individual (or a group of individuals), which: 1) are intended to intimidate, degrade, humiliate, or undermine; 2) create a risk to the health or safety of the individual(s); or 3) substantially interfere with the individual(s) work or educational endeavors. Bullying may involve abuse or misuse of power, creating feelings of defenselessness and injustice in the target, undermining an individual's right to dignity at work or school. Examples of bullying behaviors include, but are not limited to:

- **Physical Bullying:** Unwelcome physical contact, including but not limited to pushing, shoving, kicking, poking, tripping and/or spitting on another; assaulting or threatening a physical assault; damaging a person's work area or personal property; and/or damaging or destroying a person's work product.

- **Verbal/Written Bullying:** Includes but is not limited to malicious gossiping about, ridiculing, insulting or maligning a person, either verbally or in writing; addressing abusive, threatening, derogatory or offensive remarks to a person; and/or attempting to exploit an individual's known intellectual or physical vulnerabilities.
- **Threatening or Intimidating Gestures:** Any nonverbal physical action or expression that a reasonable person would interpret as conveying a threat of harm, intimidation, or intent to cause fear, including but not limited to invading personal space ("squaring off"), shaking a clenched fist, displaying a weapon or making a motion that mimics pulling a weapon, or drawing a finger or hand across the throat, mimicking a slashing or "cut-throat" action.
- **Cyberbullying:** Bullying an individual using any electronic form, including, but not limited to, the internet, interactive and digital technologies, or mobile phones. This also includes creating, distributing, or using AI-generated content (such as deepfakes, fabricated messages, or altered images) to harass, embarrass, or misrepresent another person.
- **Exclusion Bullying:** Socially or physically excluding or disregarding a person in a university-related activity.
- **Stalking:** Unwanted attention through personal contact (directly or through others); telephone calls; letters; emails; text messages; or internet chat room.

Civility: The practice of treating others with respect, courtesy, and consideration. Treating others with dignity, showing appreciation for their contributions, and refraining from any behavior that may be perceived as rude, aggressive, or disrespectful.

Inappropriate Workplace Behavior: Unwelcome or unwanted conduct or behavior that causes unreasonable negative impacts, distress, discomfort, or disruption.

Incivility: Being rude or disrespectful to others at the university. It can include, but is not limited to, behaviors like making aggressive comments, raising one's voice, swearing at others, threatening others, or not following basic manners and respect.

Retaliation: Any action – beyond a petty slight or trivial annoyance – taken against a person because of the person's participation in a protected activity that would discourage a reasonable person from engaging in that activity.

Reasonable Person: For the purposes of this policy, the reasonable person standard means the objective viewpoint of a prudent hypothetical person with ordinary sensitivities who embodies a community ideal of reasonable behavior.

5. Policy Details

5.1 Prohibited Conduct

Oregon Tech prohibits bullying, incivility, and inappropriate workplace conduct. This policy establishes standards of conduct to promote a respectful, productive, and safe environment for all members. It prohibits conduct that a **reasonable person** would find disruptive, offensive, or hostile, while allowing for respectful disagreement and differences of opinion. This policy does **not** prohibit minor annoyances, casual disagreements, or other isolated non-serious incidents. In

addressing these behaviors Oregon Tech takes care to apply this policy in a way that does not violate rights to academic freedom and freedom of expression.

Oregon Tech also reserves the right to administratively address conduct that may not rise to the level of a violation of this policy but is nevertheless inappropriate in a professional work or educational environment.

This policy, and Oregon Tech's standards adopted herein, do not create person or group rights, whether contractual or otherwise, that do not exist under existing law.

5.2 Timeframe for Reporting Incidents and Concerns

To promote timely and effective review, Oregon Tech strongly encourages all members of the Oregon Tech Community to promptly report any and all known or suspected violations of this policy. The older the allegations are, the more difficult it will be for Oregon Tech to identify and gather relevant and reliable information.

Although a report of known or suspected violations of this policy may be made at any time, if the alleged policy violator is no longer a student or employee at Oregon Tech at the time of the report, Oregon Tech may not be able to take action.

Oregon Tech's inability to investigate or decision not to investigate a report of possible misconduct does not negate the reporting party's right and access to receive support, resources, and/or assistance, if that person is a member of the Oregon Tech Community.

5.3 Reporting Concerns and Filing Complaints: Who Should Report and What to Report

Oregon Tech encourages and expects all members of the Oregon Tech Community to promptly report concerns about possible acts of incivility, bullying or unprofessional conduct.

Any Oregon Tech employee serving in a supervisory capacity is required to promptly report any known or suspected violations of this policy and forward concerns and complaints to the appropriate office (identified below) when presented with concerns or complaints covered by this policy.

5.4 Reporting Concerns or Complaints Directed against a Student

The Diversity, Inclusion, and Cultural Engagement (DICE) office is responsible for assessing complaints when suspected misconduct is conducted by a current or prospective student. Complaints against former students will be assessed on a case-by-case basis to determine the appropriate response. General reporting options for concerns about a student's conduct include:

- Contacting the Diversity, Inclusion, and Cultural Engagement Office: 541.885.0182; Learning Resource Center; or report online.
- Contacting Oregon Tech's Office of Student Affairs: 541.885.1011; College Union 217.

- Contacting Oregon Tech Campus Safety Department: 541.885.0911 (emergency) or 541.885.1111 (non-emergency); Cornett Hall 231; Report an Incident Online.
- Filing an online Campus Incident Report: login to TECHweb, click on Campus Resources, click on Report an Incident.
- Filing an online Safe Campus Incident Reporting Form (can be used for anonymous reporting).
- Filing an online report through Ethics-Point (can be used for anonymous reporting).

5.5 Reporting Concerns or Complaints Directed Against an Employee or Oregon Tech Community Member

The Diversity, Inclusion, and Cultural Engagement office is responsible for assessing complaints when the suspected misconduct is conducted by an Oregon Tech employee, visitor, volunteer, vendor, or collaborator. Anyone may make a complaint by:

- Contacting the appropriate supervisor in your area.
- Contacting Oregon Tech's Office of Human Resources: 541.885.1120; oithr@oit.edu; Snell Hall, First Floor.
- Contacting the Office of Diversity, Inclusion, and Cultural Engagement: 541.885.0182; Learning Resource Center; or report misconduct online.
- Additional reporting options for concerns about the misconduct include:
 - Contacting Oregon Tech's Office of Human Resources: 541.885.1120; oithr@oit.edu; Snell Hall, First Floor.
 - Contacting Oregon Tech Campus Safety Department: 541.885.0911 (emergency) or 541.885.1111 (non-emergency); Cornett Hall 231; Report an Incident Online.
 - Filing an online Campus Incident Report: login to TECHweb, click on Employee Central, click on Incident Report.
 - Filing an online Safe Campus Incident Reporting Form (can be used for anonymous reporting).
 - Filing an online report through Ethics-Point (can be used for anonymous reporting).

5.6 Processing Concerns and Complaints

To address complaints of misconduct by a current or prospective Oregon Tech student, the Office of Student Affairs uses the expectations and procedures in Oregon Tech's Student Code of Conduct.

To address complaints of misconduct by an Oregon Tech employee, visitor, volunteer, vendor, or collaborator, Oregon Tech's Office of Human Resources (OHR): (1) investigates complaints of incivility, bullying, or inappropriate conduct; (2) takes steps to stop any misconduct; and (3) takes steps to remedy its effects, and to prevent future instances. OHR's actions comply with applicable state and federal law, related Oregon Tech policies, and any applicable contracts, including collective bargaining agreements.

5.7 Support Measures

Regardless of what type of University response is taken upon receipt of a formal or informal complaint, Oregon Tech provides support measures, as appropriate, to reporting and responding parties.

For students, support measures may include academic accommodations, housing accommodations, workplace or transportation accommodations, reasonable protective measures, health and counseling services, financial aid, safety planning, and information regarding other on and off-campus resources.

For employees, support measures may include a change of employment conditions, information and assistance regarding employee resources and other reasonable measures. In deciding which support measures to implement, Oregon Tech attempts to mitigate the impact on all reporting parties, while also balancing the rights of the responding parties.

6. Links To Related Procedures, Forms, or Information

[Oregon Tech OIT-01-003: Prohibited Discrimination and Discriminatory Harassment](#)

[Oregon Tech OIT-01-004: Sexual Misconduct](#)

[Oregon Tech OIT-01-005: Reporting Misconduct](#)

[Oregon Tech OIT-01-020: Proscribed Conduct](#)

[Oregon Tech OIT-01-010: Violence Free Campus](#)

[Oregon Workplace Fairness Act - SB851](#)

7. Policy Review/Consultation

This policy was reviewed and open to consultation by the following Oregon Tech committees and/or advisory groups:

- DICE Steering Committee
- TIX Steering Committee
- Faculty Senate
- Administrative Council

This policy was adopted pursuant to Oregon Tech's policy review and making process.

8. Policy Approval

Approved by the President on December 18, 2025.



Nagi G. Naganathan, Ph.D., ASME Fellow
President

Adoption Date

December 18, 2025