

## Policy on Disciplinary Action (CAN)

### HUMAN RESOURCES

Effective Date: April 2, 2014

Date Revised: December 17, 2018

Supersedes: N/A

#### Related Policies:

Policy on Professional Standards and Business Conduct

Policy on Appropriate Use of Computer and Network Resources

Policy on Equal Opportunity

Policy on Research Misconduct

Code of Ethical Conduct

Policy on Conflict of Interest and Commitment

Faculty Handbook; Policy on Research Misconduct; Academic Integrity Policy

#### Responsible

Office/Department:  
Human Resources  
Management

Keywords: disciplinary action; discipline, warning; termination

### I. Purpose and Scope

Northeastern University seeks to maximize and maintain the performance of its employees in order to advance the university's mission. The university expects all employees to conduct themselves according to the highest ethical standards, to comply with legal and regulatory requirements and university policies, and to meet university and department performance standards. The university may implement disciplinary measures in circumstances where an employee fails to meet these expectations, including termination of employment for cause. This policy applies to all university employees.

### II. Definitions

N/A

### III. Policy

The university may, in its sole discretion, take disciplinary action to address unsatisfactory job performance, misconduct, and/or behavior that violates university policies, procedures or applicable law. The university reserves the right to take any disciplinary action it deems appropriate in the circumstances, including but not limited to verbal and written warnings, suspensions, and/or termination of employment for just cause. There is no standard series of disciplinary actions, regardless of prior practice and regardless of whether any prior discipline has been imposed, and the university may, in its sole discretion, utilize termination of employment for just cause, as a first step in the disciplinary process where appropriate.

### IV. Additional Information

Any employee with questions regarding disciplinary action should consult with Human Resources Management. Supervisors are encouraged to consult with Human Resources Management (HRM) to discuss any potential disciplinary action prior to implementation.

#### **V. Contact Information**

HRM Customer Service Center: 250 Columbus Place; 617-373-2230; HRMInfo@neu.edu

