

POLICY ON WORKPLACE VIOLENCE

I. PURPOSE

(_____) is committed to providing its employees a work environment that is safe and secure. The purpose of this policy is to provide guidance for employees and management to prevent and respond to all forms of violence and its effects in the workplace.

II. PROHIBITED CONDUCT

Prohibited conduct includes, but is not limited to:

1. injuring another person physically;
2. engaging in behavior that creates a reasonable fear of injury to another person;
3. engaging in behavior that subjects another individual to extreme emotional distress;
4. possessing, brandishing, or using a weapon that is not required by the individual's position while on state premises or engaged in state business;
5. intentionally damaging property;
6. threatening to injure an individual or to damage property;
7. acts of domestic violence or sexual assault; and
8. retaliating against any employee who, in good faith, reports a violation of this policy.

III. POLICY VIOLATIONS

Employees violating this policy will be subject to disciplinary action up to and including termination, based on the situation. Violent acts of employees that occur outside the workplace also may be grounds for disciplinary action, up to and including dismissal.

IV. PROCEDURES

Employees should report prohibited conduct, threats, or other acts of violence in the workplace to their supervisors and/or the Human Resources Section. The Police should be notified immediately of an emergency or imminent threat of injury or property damage.

Employees with concerns about threats or acts of domestic violence may obtain assistance from their supervisors or the Human Resources Section. Assistance may include providing resource information, referral to service providers, development of a workplace safety plan (see Appendix), or changes to the employee's work routine (e.g., work hours, location, paid, or unpaid leave).

Each health insurance program offered to state employees and their dependents has an Employee Assistance Program (EAP). Employees may use the 24-hour, toll-free Help Line to access confidential help with personal and worksite issues, including up to four free visits with an EAP counselor.

If your healthcare plan is:

V. IMPLEMENTATION

The Director of Human Resources shall serve as the _____ Workplace Violence Prevention Coordinator and is responsible for overall implementation of the _____ Workplace Violence Prevention Program. The program shall include policy development, threat assessment and crisis management planning, training, and ongoing assistance to employees and managers in addressing the effects of violence in the workplace.

The _____ shall appoint a Threat Assessment and Crisis Management Team to assess the Office's vulnerability for workplace violence and develop a plan for crisis management and response.

VI. TRAINING

Training for managers and supervisors will include:

1. The effects of violence in the workplace
2. Recognizing and responding to conditions that might contribute to workplace violence
3. Maintaining job performance and communicating effectively with employees
4. How to handle reports and threats
5. Workplace and community resources
6. Recognizing the signs of potential violence, including domestic violence, and how to respond

Training for employees will include:

1. Safety awareness for the employee and co-workers
2. Developing a workplace safety plan (see Appendix)
3. Workplace and community resources

Related policies: _____ Workplace Harassment
_____ Standards of Conduct

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Appendix

Components of a Workplace Safety Plan

- A. Consider obtaining a protective order and make sure that it is current and on hand at all times. Include the workplace on the order. A copy should be provided to the police, your supervisor, Human Resources, the reception area, and security guard if the abuser may come to the work site. Ask co-workers and/or supervisors to call the police if the abuser threatens or harasses you at work or violates the protective order in any way.
- B. Consider providing a picture of the abuser to reception areas and/or police officer/security guard.
- C. Consider identifying an emergency contact person should your employer be unable to contact you.
- D. Review the safety of your parking arrangements.
- E. Consider having a police officer/security guard or a co-worker escort you to and from your car or public transportation and/or obtaining special parking access.
- F. Consider requesting a change and/or unpredictable rotations of your work schedule, work site or work assignment if such a change is possible and would enhance your safety at work.
- G. Consider having your telephone calls screened at work.
- H. Review the safety of your childcare arrangements. If you have a protective order, make sure the provider has a copy.