



EMPLOYEE MANUAL	
Title: WORKPLACE VIOLENCE	
Policy No.: 33.0	Section Nos.: 33.0 – 33.5
Approval Date:	Effective Date: January 2018
Approved By: Board of Directors	

33.0 WORKPLACE VIOLENCE

The Agency recognizes workplace violence is a common concern among employers and employees. The Agency is committed to providing a safe, violence-free workplace. In this regard, the Agency strictly prohibits employees, consultants, customers, visitors, or anyone else on Agency premises or engaging in a Agency-related activity from behaving in a violent or threatening manner.

Moreover, the Agency seeks to prevent workplace violence before it begins and reserves the right to address behavior suggesting a propensity towards violence even prior to any violent behavior occurring.

33.1 Definition of Workplace Violence

Threats of violence include conduct against persons or property that is severe, offensive or intimidating or creates a hostile, abusive, or intimidating work environment for one or more Agency employee. Such behavior includes, but are not limited to:

1. Threats of violence occurring on Agency property, regardless of the relationship of the individuals involved in the threat.
2. Threats of acts of violence not occurring on Agency property but involving someone who is representing the Agency or if the threats or acts of violence affect the interest of the Agency.
3. Threatening, physically aggressive, or violent behavior, such as intimidation of or attempts to instill fear of harm in an individual or his/her family, friends, associates, or their property.
4. Other behavior which suggests a propensity towards violence, which can include belligerent speech, excessive arguing or swearing, hitting or shoving an individual, sabotage, or threats of sabotage of Agency property, or a demonstrated pattern of refusal to follow Agency policies and procedures.
5. Defacing Agency property or causing physical damage to the facilities.
6. Making harassing or threatening telephone calls, sending harassing or threatening letters or other forms of written or electronic communication.
7. Harassing surveillance, also known as “stalking”, the willful, malicious and repeated following of another person and making credible threats with the intent to place that other person in reasonable fear for his/her safety.
8. Carrying weapons or firearms of any kind on his/her person or in his/her vehicle onto Agency premises, in Agency parking lots, or while conducting Agency business.



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33.2 Reporting

If any employee observes or becomes aware of any of the above-listed actions or behavior by an employee, customer, consultant, visitor, or anyone else, he or she should notify his or her supervisor or any other management personnel immediately. Each employee who receives a protective or restraining order which lists Agency premises as a protected area is required to provide the Agency with a copy of such order.

Further, Employees are responsible for notifying immediately their Supervisor, Senior Manager or Human Resources of any threats they have witnessed, received or have been told that another person has witnessed or received. Employees should also report any behavior they have witnessed that they regard as threatening or violent when the behavior is job related or might be carried out on Agency property or in connection with employment.

33.3 Investigation

All reports of workplace violence will be taken seriously and will be investigated promptly and thoroughly. In appropriate circumstances, the Agency will inform the reporting individual of the results of the investigation. To the extent possible, the Agency will maintain the confidentiality of the reporting employee and of the investigation. The Agency may, however, need to disclose results in appropriate circumstances, for example, in order to protect individual safety. The Agency will not tolerate retaliation against any employee who reports workplace violence.

33.4 Corrective Action and Discipline

If the Agency determines workplace violence has occurred, the Agency will take appropriate corrective action and will impose discipline on offending employees, up to and including termination. If the violent behavior is that of a non-employee, the Agency will take appropriate corrective action in an attempt to ensure such behavior is not repeated.

Under certain circumstances, the Agency may forego disciplinary action on the condition the employee takes a medical leave of absence. In addition, the Agency may request the employee participate in counseling, either voluntarily or as a condition of continued employment.

Employees experiencing domestic violence, including stalking, must notify their supervisor immediately and reasonable accommodations will be made, including appropriate safety measures. To ensure the safety of the Agency employees as well as the employee impacted, the police department may be notified of the situation.

Any employee who believes he or she may have a problem which could lead to violent behavior is encouraged to use the Agency's Employee Assistance Program. The EAP is a professional, confidential counseling service available to all personnel and members of their household to assist in resolving emotional difficulties, marital and family conflict, stress, chemical dependency, conflicts at work, and other concerns. Further information regarding the EAP may be obtained from the Human Resources Office.



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33.5 In the Event of an Emergency

If an emergency exists and the situation is one of immediate threat, the employee shall contact the local police officials by dialing 9-1-1 and should take whatever emergency steps are available and appropriate to protect himself/herself from immediate harm, such as leaving the area.