

# Workplace Violence

Staff are expected to maintain a professional and business-like relationship with fellow employees, clients, customers, vendors, visitors, and all other work-related contacts.

# Acts of Violence or Threats

Will not be tolerated, on or off work when the act is directed toward a work-related contact, or otherwise bears a relationship to work.

# Examples of Prohibited Behavior

- ✓ Fighting
- ✓ Abusive or Intimidating language
- ✓ Verbal or Written Threats
- ✓ Stalking
- ✓ Non-verbal conduct which is intended by the person engaging in such conduct to be an act of Threat

# Possession of Weapons

Possession of weapons is strictly prohibited.

The Boards reserve the right to conduct reasonable searches on any type of agency property, including but not limited to desks, work areas, computers, agency vehicles, etc.

# Possession of Weapons

The Boards may also request that an employee allow a search of the employee's personal vehicle if circumstances deem such a search to be needed in order to protect the safety of the workplace, clients, staff, and others. Failure by the employee to allow such a search may result in disciplinary action.

# Workplace Violence

- ❖ All staff should remain alert and be familiar with surroundings in order to recognize potentially serious situations.
- ❖ Employees at all levels must, therefore, take all threats seriously and report them as soon as possible to their supervisor or other designated authority.

# Warning Signs

- Individuals may exhibit certain behaviors that may be warning signs of potential violent behavior
- Not all of these behaviors necessarily mean that someone is about to commit a violent act
- Others may not exhibit any unusual behavior prior to committing acts or threatened acts of violence

# Warning Signs

- Recent disciplinary action
- Pending separation from employment
- A loner
- Personal problems, family crisis or illness
- Financial problems
- Difficulty accepting authority
- Passed over for promotion
- History of substance abuse
- History of violent behavior
- Has made direct or indirect threats of violence toward co-workers or others

# Prevention Measures

The agency shall make every reasonable effort to prevent workplace violence and to manage incidents and/or threats.

# Prevention Measures

- ✓ Enhance lighting
- ✓ Install Alarms, Surveillance Equipment
- ✓ Wearing ID badges
- ✓ Check in and out of facilities

# Prevention Measures

- Secure areas that deal with cash transactions
- Develop methods of communicating with law enforcement
- Prepare a crisis/emergency plan to follow
- Reinforce employee and manager knowledge of established agency channels for reporting incidents through training or other methods.

# Reporting Acts of Threats or Violence

Report all acts of Threats or Violence to your supervisor or managers ASAP

Failure of an employee to report such acts or threats of violence may be considered a basis for disciplinary action up to and including separation from employment.

**NOTE:** Safety precautions should be put in place, if determined appropriate, as soon as incidents are reported. Staff should be warned of potential danger if directly involved or likely to be involved.

# Reporting Acts of Threats or Violence

Employees must notify their supervisor or other authorized official when any restraining order has been initiated by or against them.

This includes issues of a personal nature (e.g., domestic disputes, stalking, etc.) when the workplace could be affected.

# Reporting Acts of Threats or Violence

**NOTE:** A restraining order may be sought by the agency on behalf of employees under circumstances where employees are threatened or harmed during the performance of work-related duties.

The Human Resources Director should be contacted for assistance.

# Threats or Violence

No employee may retaliate against another employee for reporting act of Threats or Violence

# Consequence

- Acts of Violence = Separation from employment.
- Acts of Threats = Appropriate disciplinary action, or separation
- If separation from employment occurs, all items belonging to the agency (e.g., keys, ID badge, pager, computer, computer disks, etc.) are to be retrieved immediately.
- The MIS Department will be notified to lock access of the separated employee to the agency computer system.