

SDCRAA HUMAN RESOURCES STANDARDS AND PROCEDURES

Section: **Workplace Practices**
Standard: **WORKPLACE VIOLENCE – NO TOLERANCE**
Section #: **D-14**
Effective: May 13, 2008

See Also: Safety; Security; Corrective Action; Formal Discipline; Misconduct

GENERAL STANDARD

The Authority is committed to providing a safe work environment that is free of violence and the threat of violence. The Authority does not tolerate violence or hostility in the workplace and strictly prohibits employees, consultants, customers, visitors, or anyone else on Authority premises engaging in an Authority-related activity from behaving in a violent or threatening manner. The Authority seeks to prevent workplace violence before it begins and reserves the right to take any action necessary to prevent or stop behavior that suggests a propensity towards violence prior to any violent behavior occurring, up to and including termination of employment.

DEFINITION

Acts of violence include conduct that is severe, offensive, or intimidating enough to alter the employment conditions at the Authority or to create a hostile, abusive, or intimidating work environment for one or more employees.

Workplace violence includes, but is not limited to, the following:

- Threats of any kind;
- Threatening, physically aggressive, or violent behavior such as intimidation of or attempts to instill fear in another;
- Defacing Authority property or causing physical damage to the facilities; or

- Other behavior that may suggest violence, including belligerent speech, the use of profanity, arguing or swearing, sabotage or threats to sabotage Authority property, or a demonstrated pattern of refusal to follow Authority policies and procedures.

SPECIFIC STANDARDS

Employees may not possess weapons, including but not limited to guns, knives, and explosives on Authority property, including in parked cars and parking lots, or while conducting Authority business, except as authorized or when legally issued by the Authority.

The Director, Human Resources and the Vice President, Administration are responsible for the implementation of this policy and accompanying procedures and will answer any questions or concerns any employee may have regarding the same.

GUIDELINES

Employees are expected to report any threat or act of violence to their supervisor, the Director, Human Resources or designee, or to law enforcement immediately. Should the employee not report the incident to a representative of the Human Resources Department, the manager is expected to do so promptly to ensure all appropriate parties are informed. Failure to do so will subject the manager to disciplinary action, up to and including termination of employment.

All reports of workplace violence will be taken seriously and will be investigated promptly and thoroughly.

- To the extent possible, the Authority will maintain the confidentiality of the reporting employee and of the investigation.
- When appropriate and necessary, the Authority may, however, need to disclose results in order to protect individual safety.
- The Authority will not tolerate retaliation against any employee who reports the workplace violence of another individual.

Employees who obtain protective restraining orders that ban an individual from Authority property must notify their supervisor or a representative of the Human Resources Department as soon as possible. A copy of the restraining order should be provided to the Authority and the General Counsel's office.

Any employee who believes that s/he may have a problem that could lead to a violent behavior is encouraged to use the Employee Assistance Program (EAP). Note: EAP is a professional, confidential counseling service that is available to employees and members of their households to assist in resolving emotional difficulties, marital and family conflict, stress, chemical dependency, conflicts at work, and other concerns. EAP services are prepaid by the Authority.