

# Workplace Violence

**THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.**

## **Policy**

The Authority has a zero tolerance policy regarding acts or threats of violence in the workplace, which includes violence committed by or against the Authority employees or members of the public (customers and visitors). Acts of violence in the workplace will be investigated and violators will be dealt with accordingly, including dismissal from employment and/or arrest and prosecution.

## **PROVISIONS**

The Authority defines violence, threats and intimidation to include, but not limited to:

- Hitting or shoving an individual.
- Threatening to harm an individual or his/her family, friends, associates or property, including physical and verbal threats or gestures reasonably perceived to be harmful to another individual or to endanger the safety of an individual.
- Making harassing or threatening telephone calls, sending letters, or other forms of written or electronic communications.
- Harassing surveillance (stalking), which is the willful, malicious and repeated following of another person and/or making a threat with intent to place the other person in reasonable fear of his/her safety.
- Making a suggestion or otherwise intimating an intent to injure persons or property.
- Unauthorized possession or inappropriate use of firearms, weapons, or any other dangerous devices on any property that the Authority owns or leases.
- Acting in a manner that management deems inappropriate to the workplace.
- Telling offensive jokes or making comments regarding participation in violent events.

## **REPORTING**

1. If the act constitutes a severe emergency, call 9-911 immediately.

2. If the situation is potentially violent, representatives from the Legal Division, Human Resources, and the immediate supervisor will convene to investigate and assess the situation.
3. Any employee who experiences or witnesses such acts, conduct, behavior, or communication must immediately contact his or her supervisor and the Director of Human Resources. The employee may complete a Workplace Violence Incident Report to be submitted to the employee's immediate supervisor, Human Resources, or an appropriate person upward in the supervisory chain.
4. Any supervisor who receives a complaint of violence, threats, or harassment, or who has reason to suspect that these acts or behaviors are occurring, must respond immediately.
5. Upon being informed of an allegation of violence, threat, or harassment, the Director of Human Resources or other designated officials will investigate the matter in as confidential a manner as possible.
6. Upon the conclusion of the investigation, the agency will determine how to respond. The reporting employee will be notified of the outcome of the investigation and the employee will be advised of any corrective or preventative action taken.

#### **DISCIPLINARY ACTION**

Appropriate disciplinary action, up to and including dismissal and/or prosecution, will be taken in instances of misconduct, as identified by the Authority.

Employees who had knowledge of violence, threats, or harassment but did not act consistent with this procedure will be subject to appropriate disciplinary action.

An employee will not be retaliated against by the Authority for reporting incidents of violence, threats, or harassment.