

EASTERN MUNICIPAL WATER DISTRICT HUMAN RESOURCE MANAGEMENT POLICIES AND PROCEDURES



SECTION: Workplace Violence Policy	DATE: May 30, 2001	PREPARED BY: Angela Carman
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POLICY

The Eastern Municipal Water District (District) does not tolerate acts of workplace violence, sexual harassment, intimidation or threatening language committed by or against employees. The District strictly prohibits employees from making threats or engaging in violent acts. Employees found to have violated this policy will be disciplined pursuant to Ordinance 30, as amended.

PROHIBITED CONDUCT

Prohibited conduct includes, but is not limited to:

- Injuring another person physically;
- Engaging in behavior that creates a reasonable fear of injury in another person;
- Engaging in behavior that subjects another individual to extreme emotional distress;
- Possessing, claiming to possess, brandishing, or using a weapon while on District premises or engaged in District business;
- Intentionally damaging property or another employee's personal property while it is located on District property;
- Pushing, shoving or striking another individual;
- Yelling, screaming, gesturing in a way that threatens or makes another fearful;
- Threatening to injure an individual or damage property; and
- Committing injurious acts motivated by, or related to, domestic violence or sexual harassment.

IDENTIFYING AND RESPONDING TO RISKS

The District identifies and responds to workplace violence hazards as follows:

- Threat assessment: Periodically, the Human Resources and Risk Management Department, in coordination with security consultants, will assess the District's vulnerability to violence and determine if any changes to, or additional preventive

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measures are necessary. The work site review shall include, but not be limited to, inspecting security measures, analyzing records of violent incidents and monitoring trends. The Human Resources and Risk Management Department maintains records of all threats and incidents of violence committed against employees. Access to such records is on a need-to-know basis only.

- Security planning for at-risk employees: Some employees are known to be at risk for violence because of the nature of their jobs. Other employees can be at risk because they are subject to violence, threats, or harassment from a current or former spouse or partner or other non-employee. The Human Resources and Risk Management Department will work with at-risk employees and their supervisors to develop safety plans that address the specific risks the employees face while at work.
- Pre-hire screening: The Human Resources and Risk Management Department conducts a thorough background investigation on all newly hired employees which includes checks of criminal and civil court records, social security number, driving record, and verification of degrees, registration, or other certification if required.
- When District property or a District facility is listed as a protected area in a restraining order, the employee applying for the restraining order must provide the Human Resources & Risk Management Department with copies of:
 - ◆ The petition and declarations
 - ◆ Any Temporary Restraining Order
 - ◆ Any final permanent protective or restraining order
 - ◆ Any court order which modifies any of the above documents

GUIDELINES FOR HANDLING VIOLENT SITUATIONS

The Human Resources and Risk Management Department maintains and distributes to all employees guidelines and procedures for handling workplace violence and threats. (See "Managing Workplace Threats" brochure).

The guidelines are developed with the advice of local law enforcement personnel and/or qualified security consultants. The Human Resources and Risk Management Department is responsible for periodically reviewing the guidelines to ensure that they are adequate and up-to-date.

SUPPORT FOR VICTIMS OF VIOLENCE

Victims of violent incidents in the workplace often have to contend with a variety of medical, psychological, and legal consequences. The District accommodates victims of workplace violence by:

- Referring victims to the Employee Assistance Program (EAP) provider
- Providing flexible work hours or short-term or extended leave

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- Cooperating with law enforcement personnel in the investigation of the crime and the prosecution of the offender
- Providing a debriefing for employees within 24 to 48 hours after a serious violent occurrence to explain what happened and what steps are being taken by the District to support affected employee

ENFORCEMENT

Supervisors, supported by Human Resources and Risk Management personnel, must immediately investigate any reported violence, harassment, or threats committed on District premises or against District employees. Knowingly and intentionally making false accusation is prohibited.

All employees who commit violent acts or who otherwise violate this policy, are subject to corrective action or discipline, up to and including termination of employment.

The District will seek the prosecution of all of those who engage in violence on its premises or against its employees while they are engaged in District business.

AUTHORIZED SIGNATURES ON FILE