



**HUMAN RESOURCES
POLICIES AND PROCEDURES**

Policy:	Workplace Violence	
Date: May 30, 2001	Revision Date: May 3, 2017	Approved by: Human Resources

PURPOSE AND SCOPE

The Eastern Municipal Water District (District) does not tolerate acts of workplace violence, sexual harassment, intimidation or threatening language committed by or against employees.

POLICY STATEMENTS

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 the Employee Discipline Policy.

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, or gesturing in a way that threatens or makes another fearful;
- Threatening to injure an individual or damage property;
- Stalking- when any person willfully, maliciously, and repeatedly follows or harasses another and makes a credible threat with the intent to place that person in reasonable fear for his/her safety or the safety of his/her immediate family; and
- Committing injurious acts motivated by, or related to, domestic violence or sexual harassment.

PROHIBITED ITEMS

In accordance with applicable state and federal laws, while on District property, all employees (current, former, temporary, and limited-term personnel), vendors, volunteers, applicants, visitors and any individual conducting business on District property are prohibited from possessing or storing any firearm or weapon, in their personal vehicle, personal property, District vehicles or District property regardless of concealed weapon permits held by the individual. Provision of this policy do not apply to authorized personnel (e.g., peace officers, federal officers, personnel under contract with the District to provide armed security, etc.) who must carry firearms as a condition of their employment or contract.

Prohibited weapons include but not limited to:

- Any firearm;
- Any knife with a blade length in excess of four inches, the blade of which is fixed or is capable of being fixed in an unguarded position by the use of one or two hands;
- Any taser or stun gun; and
- Any instrument that expels a metallic or plastic projectile, such as a BB or pellet, through the force of air pressure, CO2 pressure, or spring action, or any spot marker gun or paint gun.

IDENTIFYING AND RESPONDING TO RISKS

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

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

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Protected Area: 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 Department with copies of:

- The petition and declarations;
- Any Temporary Restraining Order;
- Any final permanent protective or restraining order; and
- Any court order which modifies any of the above documents.

GUIDELINES FOR HANDLING VIOLENT SITUATIONS

The Human Resources Department and the Safety, Risk and Emergency Management Department maintain 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 Department and the Safety, Risk and Emergency Management Department are responsible for periodically reviewing the guidelines to ensure that they are adequate and up-to-date.

All threats of (or actual) violence, both direct and indirect, must be reported as soon as possible to your immediate supervisor or any other member of management. Employees may contact the appropriate law enforcement authorities without first informing their immediate supervisor if there is a reasonable belief that immediate danger to their own safety or that of others exists. Employees shall then immediately report to their supervisor or others in the District.

A reportable incident can be an act or threat from employees, as well as other members of the public and includes those threats or acts that may be perceived, actually experienced or witnessed. When reporting an act or threat of violence, you should be as specific and detailed as possible. Employees must also report all threats or violent acts they witness or experience while on duty away from District premises or during any District-related activity, or which are related to the employee or legitimate business interest of the District.

Although the District does not expect employees to be skilled at identifying potentially dangerous persons, employees are expected to exercise good judgment and to inform their management or Human Resources staff if any employee exhibits behavior that could be a sign of a potentially dangerous situation. As an alternative, the District offers a hotline to report such concerns.

Such behavior could include:

- Discussing weapons or bringing them to the workplace;
- Displaying overt signs of extreme stress, resentment, hostility or anger;
- Making threatening remarks; or
- Displaying irrational or inappropriate behavior.

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The identity of the individual making a report will be protected as much as is practical. In order to maintain workplace safety and the integrity of its investigation, the District may suspend employees suspected of violence or threats of violence, pending investigation.

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

ENFORCEMENT

Supervisors, supported by Human Resources personnel, must immediately investigate any reported violence, harassment, or threats committed on District premises or against District employees. In no instance will an employee be disciplined, retaliated against, or discharged for good faith reporting of any legitimate act or threat of violence. Anyone reasonably believed to have engaged in retaliation of any kind will be subject to disciplinary action up to and including termination of employment and/or prosecution for any criminal behavior linked to retaliatory activity. Intentionally false or misleading reports are unacceptable and will be handled through District personnel procedures regarding disciplinary measures up to and including termination.

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