



VIOLENCE IN THE WORKPLACE POLICY



CITY OF TURLOCK POLICY AGAINST VIOLENCE IN THE WORKPLACE

POLICY

The City of Turlock is committed to providing a safe work environment that is free of violence, threats of violence, and/or threatening acts. Any violent or threatening conduct of any kind on City premises or involving City-related activities will not be tolerated (whether it is direct against a co-worker, manager/supervisor, volunteer or outside party). The City of Turlock will act quickly and firmly to investigate all incidents of workplace violence and take appropriate disciplinary action against offending employees. All reports will be taken seriously and investigated promptly and thoroughly. If deemed necessary, the City will prosecute those employees or non-employees (volunteers) who threaten, endanger, or intimidate others.

PURPOSE

The City of Turlock recognizes that workplace violence is a growing concern for both the employees and the employers. The purpose of this policy is to ensure a violence-free workplace and affirm the City's commitment to providing a safe and secure workplace. The City of Turlock will hold all managers, supervisors, and employees accountable should they commit acts of intimidation or violence at work. Further, this policy is designed to provide avenues of resolution and support for employees who experience violence at work; and will warn of the potential disciplinary consequences if they engage in violent behavior during the course of their employment.

DEFINITION OF WORKPLACE VIOLENCE

Workplace violence consists of violent or potentially violent verbal or physical acts which occur on an employer's premises and/or at other locations where employees are engaged in work-related activities. The City of Turlock defines workplace violence as follows:

1. **Act of Violence** means any assault, battery, or stalking with the intent or implied intent to harm a person or property.
2. **Threat of violence** means a statement or course of conduct that could cause a reasonable person to believe that he or she is under threat of death or bodily injury or that his/her property would be damaged.
3. **Intimidation or harassment** towards others means to torment persistently to where an individual becomes timid or fearful.

EXAMPLES OF PROHIBITED VIOLENT CONDUCT

Examples of workplace violence include, but are not limited to the following:

1. **Threats** – Violence in the workplace is not limited to physical acts. Verbal threats, whether or not such comments are accompanied by any physical component, undermine workplace safety and security.
2. **Threatening, physically aggressive, or violent behavior** – May include physically dominating or “bullying” someone, whether actually touching them or not such as looming over them, blocking their path ect.
3. **Other behavior that suggests a propensity towards violence** – May include belligerent speech, excessive arguing or swearing, destruction and/or defacement of City property or facilities, or a demonstrated pattern of refusal to follow City policies and procedures, or to maintain effective working relationships with City employees and others contacted in the course of work.
4. **Carrying Weapons** – With the exception of authorized police personnel, bringing weapons, firearms, or other potentially harmful devices of any kind on City presises, in City parking lots, into City vehicles, while conducting City business ir while involved in any City-related functions is prohibited.

A zero tolerance applies to any of the following which shall also be considered violent acts:

- a. Striking, punching, slapping or assaulting another person.
- b. Fighting or challenging another person to fight.
- c. Grabbing, pinching or touching another person in an unwanted way.
- d. Damaging/destruction of City property or property of others.
- e. Using different means of communication to express anger or irritation in a form that can be considered threatening or bullying (Ex: letters, e-mails, phone calls/voicemails, text messages, blogs or social media sites)

REPORTING WORKPLACE VIOLENCE

All City if Turlock employees are responsible for communicating and implementing this policy. Any employee who has been a victim of an act or threat of violence, or who has witnessed or been made aware of such behavior or incidents in the workplace, shall be expected to immediately report all facts of the incident(s) and name(s) of the individuals involved.

No employee who, acting in good faith, initiates a complaint or reports and incident under this policy shall be subject to retaliation or harassment for doing so. To the greatest extent possible the City will maintain the confidentiality of the reporting individual and of the investigation.

RETALIATION

Employees must feel comfortable in reporting potential actual violence in the workplace in order for the City to resolve these situations. Any retaliation against an employee for reporting violent or potentially violent behavior, or participating in a subsequent investigation, will not be tolerated. Any employee engaging in retaliatory behavior, which is found to be in violation of this policy, will be subject to disciplinary action in accordance with the City’s Personnel Rules and Regulations.

RESPONSIBILITIES

1. Except as set forth below, the City Manager is responsible for enforcement of the City Policy Against violence in the workplace.
2. The Human Resources Manager is responsible for ensuring that all complaints of violence are investigated thoroughly and promptly, including presentation of recommendations for any necessary action to the City Manager, Department Director, or Department Manager.
3. Every Department Director is responsible for informing all employees of the City Policy Against Violence in the Workplace and for taking the steps necessary to set a positive example in the prevention of violence.
4. Every Supervisor is responsible for taking immediate and appropriate corrective action upon the observation of any incident of violence or upon receipt of an oral or written report of any occurrence of violence in the workplace.
5. Every City Employee is responsible for reporting any act of violence to the immediate Supervisor, Department Manager, Department Director, Human Resources Manager or the City Manager.

COMPLAINT RESOLUTION PROCEDURES

City employees shall report any act of violence to their immediate Supervisor, Department Manager or Department Director. The Human Resources Manager will investigate and attempt resolution of the violence complaints in accordance with the City's Complaint Procedure.



PROCEDURE FOR FILING A COMPLAINT REGARDING VIOLENCE IN THE WORKPLACE

When an employee feels that they have been a victim of violence as defined in the City Policy Against Violence in the Workplace, they should file a complaint with the Immediate Supervisor, Department Manager, Department Director, Human Resources Manager or the City Manager so that an investigation can be performed.

Complete the Violence in the Workplace Complaint Form and submit to Human Resources. The Human Resources Manager will conduct an investigation of the complaint by interviewing the complainant and any witnesses to the alleged behavior.

The Human Resources Manager will also interview the individual(s) accused of violent behavior.

Based upon the results of the investigation, the Human Resources Manager or designee will make a determination regarding the validity and severity of any violation of the policy and recommend what action, if any, should be taken to correct the issues related to the complaint, including but not limited to, counseling, discipline, and/or termination.

The complainant will be advised at the conclusion of the investigation, if their complaint regarding the violent behavior was substantiated and in general terms, what remedial action will be taken against the individual(s) accused of Violence in the Workplace.



VIOLENCE IN THE WORKPLACE COMPLAINT FORM

Date Received: _____

EMPLOYEE NAME (Complainant) _____
Please type or print

1. List Employee(s) alleged to have exhibited the violent behavior.

2. Describe incident(s), which support your complaint. Include location, dates, times and witnesses to the incident(s). (Attach additional pages if necessary).

3. In your own words describe why you feel these incidents represent violent acts/threats as described in the City Policy Against Violence in the Workplace.

Complainant Signature

Date