



POLICY:	<u>Workplace Violence & Weapons</u>	DEPARTMENT:	<u>ALL</u>
APPROVED:	<u>Robert W Stevenson</u>	REVIEWED / REVISED:	<u>08/23/13</u>

PURPOSE

The Hannibal Board of Public Works (HBPW) maintains a zero tolerance standard for any form of violence in the workplace, including bullying. The purpose of this policy is to provide HBPW employees with guidance with the goal of maintaining a work environment that is free of violence as well as any threat of violence.

POLICY

Violent behavior of any kind and any threat of violence are prohibited at the HBPW, in and on HBPW-controlled properties, and at the sites of all HBPW business activities. Such conduct by any HBPW employee, whether direct or indirect, will not be tolerated. An employee who acts with willful or reckless disregard for the safety or well-being of others will be held responsible for those actions regardless of actual intent. An employee who exhibits any form of violent or threatening behavior will be subject to disciplinary action up to and including dismissal and in certain circumstances may be subject to criminal prosecution.

HBPW views bullying as a form of violence that is covered by this zero-tolerance policy. Bullying includes any form of unwelcome, aggressive behavior, verbal, physical or otherwise, directed at one or more persons which results in intimidation, fear, or unreasonable exercise of control.

The HBPW will investigate all violent incidents, complaints regarding potential violence, reports of threats of violence, and reports of bullying. All possible violations of this policy which come to the attention of the HBPW will be investigated, whether or not through a formal complaint. HBPW will cooperate fully or initiate contact with local, state, and federal law enforcement authorities where potentially criminal conduct is involved. Retaliation against a person who makes a complaint regarding violent behavior or threats of violence made to him/her will not be tolerated.

PROHIBITED BEHAVIOR

Violence and bullying in the workplace include, but are not limited, to the following prohibited behaviors by employees or member of the public when directed at other employees or members of the public on HBPW property and/or during working hours:

1. Threats that are direct or implied
2. Physical conduct that results in harm to people or damage to property or that creates fear or apprehension of harm in others.
3. Possession of weapons of any kind on HBPW-controlled property, including parking lots and other exterior premises or while engaged in activities for the HBPW in other locations, or at HBPW-sponsored events, regardless of the individuals legal right to carry such weapons, concealed or not, unless a duly authorized and active employee of a recognized law enforcement entity.
4. Stalking
5. Physical restraint, confinement, or other behavior that intentionally restricts or impedes someone's movement.
6. Physical Intimidation such as inappropriate gestures, violation of physical space, pantomiming violent acts.
7. Unwelcome physical contact with another person, including dangerous or threatening horseplay, poking, pinching, grabbing, hitting, and shoving.
8. Loud, disruptive or angry behavior or language that is clearly not part of the typical work environment.
9. Unwelcome name calling, insults, or other verbally abusive behavior

10. Commission of a violent felony or misdemeanor on HBPW property.
11. Any other act that a reasonable person would perceive as violence or a threat of violence.

WHAT TO DO IN A VIOLENT SITUATION

If danger is present or imminent, employees are encouraged to take the following steps:

1. Remove yourself from the threat of immediate harm by leaving the scene as quickly as possible. Get to a place where you are out of harm's way and call 911. If you are in the building, contact the local police officials by dialing 911.
2. If you cannot physically leave the scene, hide yourself as well as possible, preferably behind a large object. If the violent individual is not in the same room as you, shut and lock the doors, turn off the lights and stay away from windows where you can be seen. Silence or turn off cell phones or other devices.
3. Do not attempt to challenge, fight or engage the violent individual unless there is no other course of action and you feel comfortable doing so.

REPORTING ACTS OR THREATS OF VIOLENCE

An employee who has been the victim of violence in the workplace, has been threatened with violence in the workplace; has reason to believe that he/she may become the target of violence while at work, or who has witnessed an act or threat of violence in the workplace should take the following steps:

1. If danger is present or imminent, follow the guidelines on dealing with an active violence situation;
2. If the situation is not one of immediate danger, report the incident to your supervisor or manager as soon as possible. If your supervisor or manager is not readily available, report the incident to any supervisor or manager.
3. Employees who have concerns about violent acts that may occur in the future at the workplace or as a direct result of their employment with the HBPW, must inform their supervisor immediately.

Any supervisor or manager who observes or who becomes aware of threats or other potentially violent situations must relay that information to the Director of Operations and/or the Director of Human Resources.

Where a valid temporary or permanent restraining order has been filed by or filed against an employee due to a potential act of violence, the employee shall immediately supply a copy of the signed order to his/her supervisor and/or the Director of Operations and/or the Director of Human Resources.

DEFINITIONS

Court Order: An order by a Court of competent jurisdiction that specifies and/or restricts the behavior of an individual will be adhered to the best of the HBPW ability. Court Orders, including Temporary Restraining Orders, may be issued including but not limited to, domestic violence, stalking or harassment, among other types of protective situations.

HBPW: Hannibal Board of Public Works

Intimidation: Making others afraid or fearful through threatening behavior.

Threat: The implication or expression of any intent to inflict physical harm or actions that a reasonable person would interpret as a threat to physical safety or property.

Weapon: Any firearm, whether loaded or unloaded, from which a shot may be discharged including but not limited to pistol, revolver, shotgun, rifle, bb gun, or any knife including switchblade knife, gravity knife, or any knife with a blade longer than 3 inches, or billy club, blackjack, bludgeon, metal knuckles, bow and arrow, electronic stunning device, chemical defense spray, etc., except as approved and issued by the HBPW.

Workplace Violence: Behavior in which an employee, former employee, visitor to a workplace, or member of the public inflicts or threatens to inflict damage to property, serious harm, injury or death to others at the workplace or to those involved in HBPW business activities.

Zero-tolerance: A standard that establishes that any behavior, implied or actual, that violates the policy will not be tolerated.

Originated / Revised History

Originated: 01/26/11 – Robert Stevenson

Revised: 08/23/13 – Robert Stevenson