

WORKPLACE VIOLENCE POLICY

Amended 10/30/06

I. PURPOSE

The County is committed to an environment which is safe and free from physical assault, threats, and harassing behaviors for its employees and visiting general public, and supports the philosophy that violence has no place in the workplace. The prevention of potential workplace violence is a responsibility shared by all employees.

II. POLICY

All employees are expected to meet County standards of professionalism and demonstrate courtesy to customers, co-workers and members of the public. Each employee shares the responsibility for preventing possible workplace violence. The following provisions pertain to the County's policy on workplace violence:

No employee shall threaten or use force or violence to restrain, coerce, or intimidate any customers, co-workers and/or members of the public during County sponsored functions or on County premises including County provided parking areas and worksites.

An employee who participates in an altercation on County premises or worksites or during a County sponsored function will be subject to disciplinary action up to and including discharge. Employees who feel they are being provoked or harassed by co-workers should discuss the problem immediately with their supervisor and/or the Controller's Office.

Guns, knives and other dangerous weapons are prohibited in all County buildings.

Any employee who receives a threat of violence by customers, co-workers and/or members of the public, and any employee who hears, observes, reads and/or otherwise becomes aware of a threat by customers, co-workers and members of the public, against himself or a co-worker, whether such threat is direct or implied, is obligated by this policy to report the fact of such threat to his/her supervisor and/or the Controller's Office.

All threats of violence are considered serious matters and will be thoroughly investigated. Any employee who fails to report such threats may be subject to discipline under this policy.

Willful violation of the provisions of this policy, including the possession of guns, knives and/or other dangerous weapons or participation in workplace violence on

County premises including County provided parking areas and worksites, or at any County sponsored function, will constitute grounds for disciplinary action, up to and including termination of employment. Employees will be suspended pending investigation.