

**CALHOUN COUNTY
BOARD OF COMMISSIONERS
POLICY STATEMENT**

SUBJECT: WORKPLACE VIOLENCE	DATE APPROVED:	EFFECTIVE: Immediately	POLICY NO. 290
	6/4/15	REPLACES: 290 Adopted 7/1/04	

POLICY STATEMENT: Calhoun County recognizes the need to provide for the safety, security, and wellbeing of its employees in the workplace and complies with all applicable federal, state, and local laws. The County will not tolerate any threats, threatening behavior or acts of violence against employees, regardless of their position, clients, vendors, contractors, contractors, visitors, guests, or any other person doing business with Calhoun County.

PREVENTION: The County supports the prevention of violence in the workplace and prevention efforts include, but are not limited to, informing employees of this policy, educating and instructing employees regarding the dangers of workplace violence, communicating the sanctions imposed for violating this policy, and providing a complaint process to report incidents without fear and/or reprisal.

VIOLATION(S): It is a violation of this policy to engage in any act or conduct, verbal or physical, that intimidates, endangers or creates the perception of intent to harm persons or property. Examples include but are not limited to:

- Physical assaults or threats of physical assault or violence, whether made in person or by other means (i.e. writing, phone, fax, text, e-mail, social media, gestures, stalking).
- Verbal conduct that is intimidating and/or has the purpose or effect of threatening the health, safety, or wellbeing of another person.
- Behavior and/or conduct that represents an imminent or potential danger to workplace safety or security.
- Damage or destruction of County property, or property that is owned by employees, vendors, visitors, contractors, etc., that is located on the County premises.
- Possession of unauthorized weapons. No employee or third party, excluding law enforcement and other authorized personnel, is permitted to bring or use unauthorized weapons or firearms into the workplace, vehicles, or property owned by the County.

Any person who, in the opinion of supervision (elected officials, department heads, or their designees) poses a threat to themselves or others shall be removed from the premises and shall remain off the County’s premises pending the outcome of an investigation. If a person refuses to leave the premises when requested, then local law enforcement should be contacted.

EMPLOYEE RESPONSIBILITY: Employees are expected to assist the general public and fellow employees in a courteous manner, but not subject themselves to abusive conduct if confronted by a distraught, harassing, or abusively angry person or a person threatening bodily harm. If an employee feels that he/she or another person is being threatened, and/or in danger of bodily harm, the employee should attempt to leave the scene if it can be done safely. The employee must notify a supervisor as soon as possible to address any immediate departmental or organizational safety needs. If the situation warrants, the appropriate law enforcement agency should be notified.

Any employee or supervisor having knowledge of conduct prohibited by this policy involving another employee (as victim or perpetrator) must report such conduct through the complaint process outlined below. Disciplinary action may result if an employee has knowledge of suspected or known workplace violence but fails to report it in accordance with this policy.

All employees who obtain a protective or restraining order which lists the County's property or facilities as being protected areas must provide this information to the Department Head or Elected Official of their department, along with the Human Resources Director. The Human Resources Director will notify the Office of the Sheriff and/or building security of the potential safety concern.

COMPLAINT PROCESS: Individuals who believe they have been subjected to conduct prohibited by this policy, or who believe they have witnessed such conduct, should report their concerns to the Human Resources Director immediately.

Any reported allegations of workplace violence will be investigated promptly by the Human Resources Director. The investigation findings and a recommendation shall be reported to the Administrator/Controller or designee, along with Corporation Counsel, who will make a final decision on the appropriate course of action. If the matter involves an employee of an Elected Official, the Elected Official or designee shall be included in the investigation and decision making process.

Violations of this policy shall result in disciplinary action, up to and including termination of employment. Retaliation against an individual for reporting workplace violence, or for participating in an investigation, is also prohibited conduct under this policy. Acts of retaliation should be reported immediately to the Human Resources Director and the investigation will be handled in the same manner as identified above. Substantiated claims of retaliation will be grounds for discipline up to and including termination of employment.

OTHER RELATED POLICIES: Harassment is not covered under this policy unless it also involves acts or threats of violence. See Policy #326 – Harassment.

This Policy can be amended or terminated at any time by the Board of Commissioners.