

<b>SUBJECT:</b> Violence-Free Workplace	<b>NUMBER:</b> 50.010.02
<b>DIVISION:</b> Chief Human Resources Office	<b>EFFECTIVE DATE:</b> 2/01/2019

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**APPROVED: Signature on file with the Chief Human Resources Office**

**POLICY STATEMENT:** Oregon state government is committed to a violence-free work environment.

**AUTHORITY:** ORS 240.306; 240.321; 240.555; 240.560

**APPLICABILITY:** All employees where not in conflict with an applicable collective bargaining agreement, includes temporary employees and volunteers

**ATTACHMENTS:** None

**DEFINITIONS:** Also refer to State HR Policy 10.000.01 Definitions

**POLICY:**

- (1) The agency director administers this policy as the agency's Violence-Free Workplace policy.
- (2) This policy prohibits workplace violence which is behavior that to a reasonable person is intimidating, hostile, threatening, violent or abusive. Such behavior may include:
  - (a) Threats and threatening behavior such as physical, verbal, or written acts that express or are reasonably perceived to imply intent to cause physical or psychological harm against a person or persons, or cause damage to property
  - (b) Statements, gestures, or expressions that communicate a direct or indirect threat of physical or psychological harm
  - (c) Violent behavior such as carrying out threats or threatening behavior.
- (3) Refer to agency processes for incidents involving individuals in the care and custody of the agency.
- (4) The agency director, human resource section, or safety section designs a general safety plan for the agency and specific safety plans with at-risk employees to prepare for emergencies. Resources for safety planning and training appear in State HR Policy 50.010.04 Workplace Effects of Domestic Violence, Sexual Assault, and Stalking and the accompanying online Toolkit; and online through the Department of Consumer and Business Services and the Oregon Occupational Safety and Health Administration.

- (5) Employees report immediately any potentially dangerous situations such threats or threatening behavior and other behaviors listed in Section (2), to the agency Director, a supervisor, the agency Human Resource section, or the agency safety section. Employees may make anonymous reports. Supervisors and safety officers notify the agency director or the agency human resource section of any reports they receive from employees.
- (6) The agency director, human resource section, safety section or a designee assesses all reported incidents, investigates when appropriate and responds. The agency follows its safety plan to address immediate threats to agency employees or others. The agency reports threats or assaults that require the immediate attention of law enforcement or security to the appropriate security entity, the police at 9-1-1, or the local law enforcement emergency number where 9-1-1 does not exist. The agency handles reports or incidents involving confidential information appropriately and only discloses the information on a need-to-know basis or when legally required.
- (7) Agency management or law enforcement may direct people who engage in workplace violence (employees, volunteers, customers, vendors, or visitors) to leave the premises if warranted. Criminal penalties, or barring from the workplace may also occur as well as discipline, up to and including dismissal (applies to employees), and termination from appointment (applies to temporary employees and volunteers).
- (8) Retaliating against employees who report or experience workplace violence or who participate in an investigation of workplace violence is prohibited. Any employee found to have engaged in retaliatory action or behavior may be subject to discipline, up to and including dismissal.
- (9) Agencies take the following measures to promote a safe working environment:
  - (a) Conduct reference checks of final candidates to reduce the risk of hiring people with a history of violent behavior. Conduct criminal history background checks when authorized by statute or Executive Order.
  - (b) Train employees and managers to identify and respond to unsafe workplace hazards, employees, or other people in the workplace who exhibit behavior that could be a sign of danger.
  - (c) Conduct periodic inspections of the premises to evaluate and determine vulnerabilities to workplace violence or hazards and take reasonable action to reduce identified risks.