

# RANCHO MURIETA COMMUNITY SERVICES DISTRICT

<b>Category:</b>	Personnel	<b>Policy #</b> 2019-01
<b>Title:</b>	Violence in the Workplace	

## PURPOSE

The District recognizes that workplace violence is a growing concern among employers and employees across the country. The District is committed to providing a safe, violence-free workplace. In this regard, the District strictly prohibits employees, officers, consultants, contractors, vendors, customers, visitors, or anyone else on District premises or engaging in a District-related activity from behaving in a violent or threatening manner. Moreover, as part of this policy, the District seeks to prevent workplace violence before it begins and reserves the right to deal with behavior that suggests a propensity towards violence prior to any violent behavior occurring. The District believes that prevention of workplace violence begins with recognition and awareness of potential early warning signs and has established procedures for responding to any situation that presents the possibility of violence.

## BASIC POLICY

**Workplace Violence Defined.** Workplace violence includes, but is not limited to, the following: (a) threats of any kind; (b) threatening, physically aggressive, or violent behavior, such as intimidation of or attempts to instill fear in others; (c) other behavior that suggests a propensity towards violence, including yelling, belligerent speech, excessive arguing or swearing, sabotage, or threats to sabotage District property, or a demonstrated pattern of refusal to follow District policies and procedures; (d) defacing District property or causing physical damage to the facilities; or (e) bringing weapons or firearms of any kind on District premises, in District parking lots, or while conducting District business. Workplace violence excludes the proper and authorized use firearms (e.g., “blanks,” paint guns and net guns) within the course and scope of an employee’s work duties.

**Reporting.** If any employee (a) observes or is aware of any of the actions or behavior listed above by any person in or around the District premises or otherwise in connection with District business, (b) is aware of any restraining order regarding a District employee, or (c) is aware of a potentially violent non-work related situation that could result in violence in the workplace, then he or she shall immediately notify the Manager or a supervisor immediately.

**Investigation.** All reports of workplace violence will be taken seriously and will be investigated promptly and thoroughly. In appropriate circumstances, the District will inform the reporting individual of the results of the investigation. To the extent possible, the District will maintain the confidentiality of the reporting employee and of the investigation. The District may, however, need to disclose results in appropriate circumstances, for example, in order to protect individual safety. The District will not tolerate retaliation against any employee or other person who reports workplace violence.

**Corrective Action and Discipline.** If the District determines that workplace violence has occurred or that there has been another violation of this policy, effective remedial action and/or discipline will be taken in accordance with the circumstances involved. Any employee, officer, contractor, consultant, or vendor determined by the District to be responsible for workplace violence or other violation of this policy will be subject to appropriate disciplinary action according to the nature and

severity of the offense, and any prior record of discipline. The range of disciplinary action includes verbal or written reprimand, censure, suspension without pay, demotion, probation, discharge from employment, and, for contractors, consultants and vendors, termination, cancellation or suspension of its contract. If the workplace violence is that of a non-employee, the District will strive to take appropriate corrective action in an attempt to ensure that such behavior is not repeated. Under certain circumstances, the District may forego disciplinary action against an employee on the condition that the employee agrees to take a medical leave of absence. In addition, the District may provide for the employee to participate in counseling, either voluntarily or as a condition of continued employment.

<b>Approved by Rancho Murieta Community Services District's Board of Directors</b>	<b>Adopted February 20, 2019</b>
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