

# SCIOTO COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

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## 3.04.21 WORKPLACE VIOLENCE

### I. Policy Statement

All forms of workplace violence including, but not limited to, harassment, intimidation, threats and assaults will not be tolerated by the Scioto County Board of Developmental Disabilities. Workplace Violence is defined as physical or verbal assaults upon an employee, individual served or member of the public on-site or off-site during work-related activities. In addition, horseplay will also not be tolerated.

### II. Workplace Violence

- A. The Superintendent or designee is responsible for handling all complaints or threats of workplace violence and ensuring that all complaints and threats are fully and fairly investigated, regardless of the manner in which they are made or the individuals involved.
- B. The Superintendent or designee will review every case and ensure that each complaint or threat has been fully and impartially investigated. The Superintendent shall take appropriate disciplinary action against the offending employee, up to and including discharge.
- C. Employees are strongly encouraged to bring disputes to the attention of a supervisor and to report all forms of workplace violence, either physical or verbal. No employee shall be the focus of retaliation or reprisal for filing a workplace violence complaint in good faith.
- D. In further support of this serious workplace issue and in providing a safe workplace, employees, individuals served, and members of the public are prohibited from possessing or using any weapons on Board property. Violation of this policy will result in immediate discipline.
- E. Employees who need help or who have been victims of workplace violence are encouraged to see assistance through outside counseling or services. The Superintendent will make every effort to ensure reasonable accommodations are provided.
- F. The Board will attempt to prevent violent activities using means such as:
  - Training and educating employees.
  - Providing security measures such as external lighting, security cameras and/or alarms.
  - Documenting concerning employee behavior.
  - Controlling access and entry to the workplace.

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- Requiring visitors to sign in, wear identification and obtain permission to visit employees.

- G. Board resources shall not be used to threaten, stalk, or harass anyone at or outside the workplace.
- H. Employees should promptly report to their supervisor any protective or restraining order that they have obtained that lists the workplace as a protected area. Also, employees are encouraged to report safety concerns with regard to violence with an intimate partner or other non-work relationship. Supervisors are to report the minimum necessary information to personnel charged with program safety

### III. When an Emergency Situation Occurs

- A. The appropriate agencies are to be telephoned (i.e., emergency squad, community mental health, emergency contact).
- B. An incident report will be written within twenty-four hours of the emergency and submitted to the superintendent, or designee.