

VIOLENCE IN THE WORKPLACE

POLICY STATEMENT

The County of Imperial is committed to maintaining, as reasonably as possible, a safe, healthful and efficient working environment where employees and members of the public doing business with the County on premises are free from threat of workplace violence.

PROHIBITED BEHAVIOR

In keeping with this policy, the County of Imperial prohibits any employee from engaging in any act – either on County premises or during the performance of work-related duties – that threatens the safety of an employee and/or member of the public.

Such acts include, but are not limited to:

- Threatening, intimidating or assaulting an employee or member of the public conducting business with the County on premises.
- Carrying concealed weapons, without proper authority, on County property or concealing a weapon on County property.
- Allowing unauthorized persons access to the building without management permission.

REPORT AND INVESTIGATION PROCEDURES

Any employee (including a supervisor or manager) who has been threatened, is a victim of a violent act, witnesses any threats or violent acts, or learns of any threats or violent acts, is to report such activity to the Director of Human Resources and Risk Management immediately.

Each report will be promptly evaluated and investigated with assistance from Behavioral Health and the Sheriff's Department as needed, to determine what actions are necessary. The Director of Human Resources and Risk Management has the authority to request law enforcement intervention if necessary.

CONFIDENTIALITY

Information about an incident or threat will be disclosed on a need-to-know basis only so that a fair and thorough investigation can be conducted and/ or appropriate corrective action can be taken. Additionally, the County will make every reasonable effort to ensure the safety and privacy of the individuals involved.

DISCIPLINE

An employee who engages in prohibited conduct will be subject to appropriate disciplinary action, as determined by findings of the investigation. Such discipline may include warnings, reprimand, suspension, or termination.

RETALIATION

Episodes of workplace violence can only be eliminated if employees are willing to report threats, violent acts, and other unsafe conditions. To encourage employees to come forward without the fear of retaliation, the County of Imperial promises to promptly investigate all complaints of retaliation and impose appropriate action.

Employee Signature

Date