

DEPARTMENT OF NATURAL RESOURCES

Human Resources Policy No: 11
Effective Date: February, 1999
Subject: Workplace Violence
Authorization: MJF 97-15; R.S. 36-354

I. Philosophy

Every employee has a reasonable expectation of performing his/her duties in an atmosphere free of violence and threats of violence. Recognizing the increasing incidence of violence in the workplace, the Department establishes the following policy to protect its employees.

II. Applicability

This policy applies to all Department employees, regardless of status, irrespective of an employee's possession of a valid firearms permit from a federal, state or local law enforcement authority.

III. Definitions

1. Act of Violence: Fighting, punching, hitting, slapping, poking, kicking, pinching, grabbing, pushing or other such physical contact, with or without the use of a weapon or other instrumentality, which harms, endangers or threatens to endanger the safety of any individual in the workplace. An act of violence includes conduct which is intentional or merely in reckless disregard for the safety of others.
2. Credible Threat of Violence: A statement or action that causes a reasonable person to fear for his personal safety or that of another.
3. Dangerous Weapon: Firearms of any type, ammunition, knives (except pocket knives of reasonable length), explosives, incendiary devices, and any gas, liquid or other substance or instrumentality which, in the manner used, is calculated or likely to produce death or bodily harm.
4. Workplace: Includes all Department premises and any location in which an employee is conducting Department business, including travel to/from a business location.
5. Workplace Violence: Includes a credible threat of violence and/or act of violence in the workplace.

IV. Policy

1. The Department will not tolerate violence of any nature in the workplace. Employees are prohibited from making any statement or engaging in any behavior which constitutes an act of violence or credible threat of violence.
2. The unauthorized possession and/or use of a dangerous weapon in the workplace, whether on or off duty, is strictly prohibited. This policy does not apply to the authorized use of utility knives or other such devices in the course and scope of employment. Employees should refer to the Department's Firearms Policy regarding the limited right to lawfully possess a firearm within a privately owned vehicle on Department premises.
3. All acts of violence and credible threats of violence will be viewed seriously and immediately investigated. Employees are required to cooperate in the investigative process. To the extent possible, the identification of all parties and all reports will be maintained in strict confidence.
4. Retaliation or reprisal against an employee making a good faith report of an act of violence or credible threat of violence is strictly prohibited. Employees participating in the investigative process will likewise be protected from retaliation.
5. Due consideration will be afforded employees experiencing an act of violence or credible threat of violence. Where appropriate, employees will be afforded time off, provided confidential referral to counseling, assisted in filing a worker's compensation claim and in obtaining restraining orders or other injunctive relief as allowed by law.

V. Reporting Requirements

1. Acts of Violence/Credible Threats of Violence

All acts of violence and all credible threats of violence must immediately be reported to the Human Resources Director. Behavior which must be reported includes, but is not limited to:

- a) Unwelcomed, threatening name-calling, obscene and other abusive language;
- b) Intimidation through direct or veiled verbal threats;
- c) Physical touching in a harmful, threatening or malicious manner, including punching, hitting, slapping, poking, kicking, pinching, grabbing or pushing; and
- d) Physically intimidating behavior such as obscene gestures, invading another's space, fist-shaking, throwing objects, etc.

2. Unauthorized Dangerous Weapons

All employees must report to the Human Resources Director the presence of an unauthorized dangerous weapon in the workplace. Employees should presume that weapons are unauthorized in all circumstances.

3. Restraining Orders/Protective Orders

All employees must report to the Human Resources Director the name of any person against whom a restraining/protective order has been obtained. Any other information requested, including the individual's physical description, address and other identifying information, must also be reported.

4. Conditions Which Create or Enhance the Possibility of Workplace Violence

Employees are responsible for reporting to the Human Resources Director any conditions or limitations within the workplace which create or increase the possibility of workplace violence. Examples include poor lighting, unlocked doors, suspicious visitors, etc.

VI. Summoning Emergency Assistance

In the case of actual or imminent violence, employees should immediately summon assistance from building security, local law enforcement or by dialing "911". A victim of workplace violence has the right to notify law enforcement authorities and institute criminal proceedings, as warranted.

VII. Non-Intervention in Incidents of Workplace Violence

Employees should never intervene in an incident of workplace violence if doing so will further jeopardize their safety, the safety of others or escalate the situation.

VIII. Investigative Process

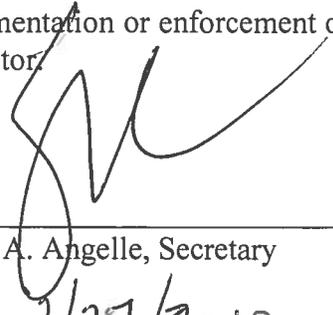
Employees are required to fully cooperate in the investigative process which includes providing accurate, detailed information and written/taped statements. Such cooperation extends to questioning or investigations conducted by or at the direction of the Human Resources Director or law enforcement personnel.

IX. Violations of this Policy

Any employee found to have violated this policy will be appropriately disciplined in accordance with the Civil Service Rules, including the possibility of termination from the classified service.

X. Questions/Concerns

All questions or concerns regarding the substance, implementation or enforcement of this policy should be addressed to the Human Resources Director.



Scott A. Angelle, Secretary

2/27/2012

Secretary