



## Weber County Human Resources Policy 3-800 Violence in the Workplace

### I. Purpose

The purpose of this policy is to provide guidance to employees regarding the prevention and mitigation of violence in the workplace and to establish procedures for supervisors and employees when they are confronted with violence or threats of violence. It is the intent of Weber County to provide a workplace free from intimidation, threats, or violent acts.

### II. Policy

Weber County has a zero tolerance policy for violence in the workplace by any of its employees, customers, the public, and anyone else who conducts business with the County. Prohibited conduct within the Weber County workplace includes violent behavior, physical attacks, verbal or physical threats of violence, physical intimidation, stalking, and property damage.

### III. Procedures

**A. The prevention of workplace violence is a shared responsibility. Employees are expected to assist the general public and fellow employees in a courteous manner. The following guidelines are suggested actions to follow to reduce the potential for workplace violence:**

1. If a person becomes angry, the employee should courteously attempt to calm the person down by explaining they would like to help them resolve their concerns and if they each can communicate calmly this is likely to happen. If that does not work, the employee should get his or her supervisor involved or call for assistance from another employee.
2. If the person is threatening bodily harm, the employee should attempt to leave the scene, if it can be done safely. The employee should then immediately report the incident or threat of imminent violence to 911 and notify their supervisor as soon as it can be done safely.
3. Warning signs of violent or hostile behavior should be immediately reported to a supervisor.
4. Behaviors or attitudes that may be indicators of disruptive, threatening, or violent behaviors such as: recent changes in behavior, appearance, or demeanor; work or personal crisis; withdrawal from normal activities or contacts; substance abuse; threats or references to violence or self-harm; possession of or fascination with weapons; and expressions of being wronged, humiliated, or degraded should be immediately reported to a supervisor.

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5. Any employee who acts in good faith by reporting actual or implied violent behavior will not be subjected to retaliation. Employees having knowledge of a violent or potentially violent incident and failing to report it may face disciplinary action. Employees may, at their choice, make a report of workplace violence to any of the following:
  - a. Any supervisor in the employee's chain of command
  - b. The Human Resources Department
  - c. Any County Commissioner, or
  - d. The County Attorney's Office

### **B. Supervisors Responsibilities:**

1. Supervisors shall immediately report violent incidents or threats of imminent violence to 911 with a detailed explanation of the incident including the date, time, nature of the incident, individual(s) involved and context.
2. Prepare a written incident report and send a copy to Human Resources and the County Attorney's Office within 24 hours.
3. Take responsibility to ensure employees are trained on this policy.
4. Take appropriate steps to protect those who report threatening behavior from retaliation.

### **C. Human Resources Responsibilities:**

1. Review reports of alleged conduct prohibited by this policy.
2. Advise and coordinate with the County Attorney's Office and affected agencies on an appropriate response.
3. Review and recommend disciplinary action against employees who have violated the policy.
4. Take appropriate steps to protect those who report threatening behavior from retaliation.
5. Review this policy annually and recommend revisions as appropriate to enhance its effectiveness.
6. Ensure the effective implementation of this policy by collaborating with agencies.

### **D. Discipline**

1. Conduct violating this policy may subject an employee to discipline up to and including termination, and, depending on the violent act, may be subject to criminal sanctions.

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2. Progressive discipline is not required in cases of threatening or violent behavior where the violation justifies more severe disciplinary action.
3. An employee who is removed from the workplace due to an alleged violation of this policy will be placed on administrative leave pending further action.

**E. Employee Assistance Program (EAP)**

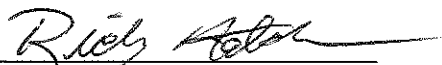
1. If an employee becomes the victim of an incident of workplace violence, the employee is encouraged to seek assistance from the EAP. When determined by an investigation that an employee committed a violent act, they may be referred to the EAP by the Department Head/Elected Official. In these cases, failure by the employee to keep any appointments with the EAP may result in disciplinary action including termination of employment.

DATED this 23<sup>RD</sup> day of October, 2018.

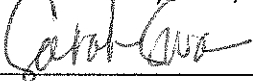
BOARD OF COUNTY COMMISSIONERS  
OF WEBER COUNTY:

  
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James H. Harvey, Chair

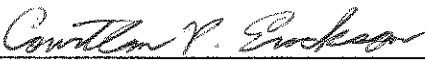
ATTEST:

  
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Ricky Hatch, CPA

Weber County Clerk/Auditor

  
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Sarah Swan  
Human Resources

Approved as to form and legality:

  
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Courtlan Erickson  
Deputy County Attorney