

Stark County Board of Developmental Disabilities

Policy 3.08 Workplace Violence Prevention	Effective: 6/22/18
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WORKPLACE VIOLENCE PREVENTION

POLICY

The Stark County Board of Developmental Disabilities is committed to providing and maintaining a safe and secure working environment for its staff, individuals, vendors, and visitors. The Board will not tolerate violence in the workplace and has established a zero-tolerance policy toward workplace violence.

It is the policy of the Stark County Board of Developmental Disabilities that no person, including employees, volunteers, individuals supported by the Board, or visitors, except law enforcement officers acting in the scope of their official duty, shall carry, convey, or possess a weapon or firearm while in the workplace or while engaged in business for the Board. The workplace includes: any Board building or property; any place a Board-related activity, event, or function is conducted; and a Board owned, leased and/or Board approved vehicle for use to and from any Board or Board-related activity, event, or function.

This policy applies to all persons involved in Board operations including, but not limited to, employees, Board members, contracted and temporary workers, individuals served and their families, guests, vendors, and anyone else on Board property. Any violation of this policy may result in legal action and/or law enforcement involvement as needed. Violation of this policy by Board personnel may lead to disciplinary action up to and including termination in accordance with applicable law, rule, and/or collective bargaining agreement.

Prohibited conduct in the Stark County Board of Developmental Disabilities workplace includes , but is not limited to the following:

- Violent or disruptive behavior
- Physical attacks
- Verbal abuse including malicious, false, or harmful statements about others
- Physical intimidation
- Stalking
- Possession of a dangerous weapon or firearm
- Abusive or harassing phone calls, emails, or other communications
- Property damage committed by or against any Board employee
- Any behavior designed or patterned to cause inconvenience or alarm to another, or conduct that a reasonable person perceives as threatening by the recipient
- Suspicious activity such as the following:
 - A vehicle parked in an odd location, an unattended package, a window/door is open that is usually closed.

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- A person questions individuals at a level beyond curiosity about a building's purpose, operations, security procedures and/or personnel, shift changes.
- Someone pays unusual attention to facilities or buildings beyond a casual or professional interest. This includes extended loitering without explanation; unusual, repeated, and/or prolonged observation of a building; taking notes or measurements; counting paces; or sketching floor plans.

Prohibited conduct does not encompass lawful acts of self-defense or the defense of others. The prevention of workplace violence is a shared responsibility. Any potential workplace violence, or actual workplace violence, must be reported immediately by any staff person subjected to, witnessing, or having knowledge of workplace violence to his or her immediate supervisor, any available supervisor, or to the Director of Human Resources. All reports of such incidents will be taken seriously and will be dealt with appropriately and thoroughly investigated.

This policy prohibits retaliation against any employee who brings a complaint of violence in the workplace to the attention of management, or who assists in the investigation of such complaints.

<p>Historical Resolution Information</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Date</th> <th style="text-align: left;">Resolution Number</th> </tr> </thead> <tbody> <tr> <td>6/22/10</td> <td>06-65-10</td> </tr> <tr> <td>4/25/15</td> <td>04-23-15</td> </tr> <tr> <td>5/22/18</td> <td>05-29-18</td> </tr> </tbody> </table>	Date	Resolution Number	6/22/10	06-65-10	4/25/15	04-23-15	5/22/18	05-29-18	<p>Reviewer(s): Director of Human Resources</p>
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