



Policy 7.5	Workplace Violence Prevention and Weapons		
<u>Effective Date:</u> 9/14/10	<u>Applicable Law/Statute:</u> None	<u>Source Doc/Dept.:</u> None/HR	<u>Authorizing I.C. Sec.:</u> None
<u>Last Amended Date:</u> 2/28/12, 3/25/14			

WORKPLACE VIOLENCE PREVENTION AND WEAPONS

7.5

POLICY

It is the policy of DuPage County to develop practices that ensure a safe and respectful work environment for anyone who works at or visits our facilities. In order to minimize risks within the workplace, it is the responsibility of each employee to report conduct or situations that may pose a possible threat or danger.

ELIGIBILITY

- All employees under County Board Jurisdiction regardless of employment status.

GUIDELINES

- A.** Employees are expected to conduct themselves in an appropriate and professional manner and treat others with courtesy and respect at all times.
- B.** Workplace Violence shall be defined as any act of physical violence, threat of physical violence (verbal, written, electronic or otherwise), harassment, intimidation, or threatening, disruptive behavior towards an employee, customer, vendor or visitor, including any workplace-related incident initiated or prompted by an employee's significant other (i.e., domestic violence) or an individual who perceives such a relationship (i.e., a stalker) which causes emotional or physical harm to the employee. This shall include any statement or threat, whether verbal, implied, written, electronic or otherwise, that instills the fear of present or future harm to the recipient or to a third party. (See also Personnel Policy 7.4: Harassment and Personnel Policy 9.1: Employment Ethics)
- C.** Any conduct or behavior that directly or implicitly threatens, intimidates, or coerces another employee, customer or member of the public will not be tolerated. This includes but is not limited to:
 - 1.** Intimidating conduct or harassment that disrupts the work environment or results in fear for personal safety

2. Aggressive or hostile behavior that creates a reasonable fear of injury to another person or subjects another person to emotional distress
 3. Intentionally damaging employer or co-worker property
- D.** Employees are not permitted to have weapons of any kind in County buildings or County vehicles, with the exception of authorized security, or law enforcement personnel. A weapon may be any object, device or instrument designed as a weapon, or through its use capable of threatening or producing bodily harm, or which may be used to inflict self-injury.
- E.** Employees may not, while in the course of conducting County business, carry a firearm or any other weapon, with the exception of authorized security or law enforcement.

PROCEDURES

1. Any conduct that is perceived to be an act of workplace violence or a violation of this policy should be reported immediately to security and/ or a supervisor. If necessary, 911 should be called.
2. Upon report of an incident, Security in conjunction with Human Resources shall initiate an investigation. Employees may be asked to provide as much information as possible.
3. All reports of threats, harassment, acts of violence, suspicious individuals or suspicious activities will be promptly and thoroughly investigated. Confidentiality will be maintained throughout the investigative process to the greatest extent possible. During the investigation process, an employee may be suspended from work, with or without pay, pending the outcome of the investigation.
4. All County vehicles, work areas and storage areas are subject to inspection at any time.
5. When a threat has been reported, and a determination that a potential for violence exists, the employee may be required to undergo an assessment to determine the risk of danger. Further assessment may be in the form of a Fitness for Duty evaluation (Personnel Policy 7.8: Fitness for Duty) or formal referral to the Employee Assistance Program (EAP).
6. An employee should immediately and confidentially report to Human Resources any order of protection (i.e., a restraining order) they have received against an individual or themselves, whether temporary or permanent, so that the appropriate levels of support can be provided.
7. DuPage County will make a reasonable effort to protect victims of workplace violence. Victims may also need special accommodations or adjustments to their work schedule, location, or working conditions in order to enhance their safety. (See also Personnel Policy 5.10: Victim's Economic Security and Safety Act (VESSA)).
8. In situations where it has been determined that an employee was responsible for

conduct in violation of this policy, the employee will be subject to disciplinary action, not to exclude termination, and/or reporting of the act(s) to local law enforcement for further investigation (Personnel Policy 10.1: Employee Disciplinary Guidelines).

9. A formal written referral to the Employee Assistance Program (EAP) may be issued in accordance with this policy. (Personnel Policy 7.1: Employee Assistance Program)
10. Retaliation against an individual for reporting conduct as defined within this policy or for participating in an investigation in accordance with this policy will not be tolerated and will be subject to disciplinary action, not to exclude termination. Acts of retaliation should be reported immediately and will be promptly investigated and addressed.
11. The County encourages employees to bring disputes or differences with other employees to the attention of their Supervisor, Manager, Department Head or Human Resources Representative before the situation escalates into a potentially violent situation.