

Subject: WORKPLACE VIOLENCE

Date: March 28, 2018

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Replaces Policy Dated: April 28, 2005

PURPOSE: To establish guidelines for Pinal County employees regarding unacceptable behavior in the workplace.

SCOPE: This policy applies to all Pinal County employees.

STATEMENT OF POLICY: Pinal County requires employees to maintain a workplace environment that is free of violence and intimidation. Behavior that is physically or verbally threatening, either overtly or implicitly, as well as behavior that is coercive, intimidating, violent or harassing will not be tolerated.

DEFINITIONS: For the purposes of this policy the following definitions apply:

- A. Workplace Violence- Intimidation, threats, or acts which adversely affect employee morale or employee/departmental performance or which results in physical or emotional harm and/or property damage or a fear of physical or emotional harm and/or property damage.
- B. Threat- Any physical or verbal behavior, either overt or implicit, which communicates fear of physical or emotional or property damage regardless whether the threat is immediate or the communicating party has the ability to carry out the threat.
- C. Physical Attack- Unwanted or hostile contact or touching by any means such as hitting, fighting, pushing, shoving, or throwing objects.
- D. Intimidation- Engaging in actions including oral or written statements, gestures, bullying, or expressions, the use of profanity or other personally insulting remarks, resulting in a fear of physical or emotion harm.

Prohibited Conduct

The following is a list of behaviors which are unacceptable in the workplace. Any Employee engaging in such behaviors may receive disciplinary action up to and including termination:

- 1. Direct or veiled threats of harm;
- 2. Intimidating, belligerent, harassing, bullying, or other inappropriate and aggressive behavior;
- 3. Threats, violence, physical attacks, property damage;
- 4. Disruptive conflicts with supervisors or other employees;
- 5. Bringing an unauthorized weapon onto County property or workplace or brandishing an object in a threatening manner in the workplace.
- 6. Making harassing, threatening or obscene telephone calls to employees.

Reporting Conduct:

1. If any employee observes, or has information regarding violent, threatening, intimidating, or other disruptive behavior, such as those listed above, by anyone on County premises, they are to report it immediately to a supervisor or contract Human Resource Department
2. If a conflict is brought to the attention of a supervisor, it is their responsibility to conduct an immediate assessment of circumstances, which shall include notifying Human Resource Department.
3. The Human Resource Director after careful review shall have the discretion to determine whether an internal or external investigation will be conducted and/or whether law enforcement should be contacted.
4. Circumstances that involve imminent threat of danger or harm should immediately be forwarded to law enforcement.