

**RESOLUTION NO. 2407**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
LEUCADIA WASTEWATER DISTRICT  
ADOPTING THE LEUCADIA WASTEWATER DISTRICT'S  
REVISED WORKPLACE VIOLENCE PREVENTION POLICY**

**WHEREAS**, the Leucadia Wastewater District's (LWD) originally adopted the Workplace Violence Prevention Policy on November 14, 2007 to establish a policy that promotes a safe work environment; and

**WHEREAS**, the Workplace Violence Prevention Policy was last updated on September 11, 2013; and

**WHEREAS**, it is prudent for LWD to periodically review its Workplace Violence Prevention Policy to reflect administrative changes as well as changes in laws and regulations.

**NOW, THEREFORE**, it is resolved as follows:

1. The LWD Board of Directors adopts the LWD Revised Workplace Violence Prevention Policy attached hereto as Exhibit "A" and directs that it be implemented consistent with all applicable laws and related District policies.
2. This Resolution supersedes Resolution No. 2239.

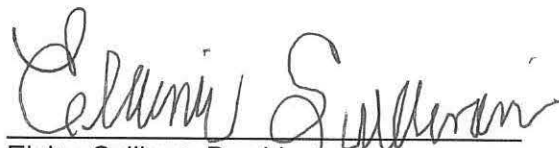
**PASSED AND ADOPTED** at a meeting of the Board of Directors of the Leucadia Wastewater District held December 13, 2023 by the following vote:


AYES: Sullivan, Roesink, Saldana, Omsted, Pacilio

NOES: None.

ABSENT: None.

ABSTAIN: None.

  
Elaine Sullivan, President

ATTEST:  
  
Paul Bushee, Board Secretary

## LEUCADIA WASTEWATER DISTRICT WORKPLACE VIOLENCE PREVENTION POLICY

### 1. Policy

Leucadia Wastewater District (LWD) is committed to providing a safe and secure working environment for all employees. This policy aims to prevent incidents of workplace violence and ensure that everyone associated with LWD, including employees and customers, never feels threatened by the actions or conduct of any employee or independent contractor.

This policy amplifies information contained in LWD's Human Resources Policy Manual.

### 2. Prohibited Behaviors

LWD has a policy of zero tolerance for workplace violence and the following behaviors are strictly prohibited in the workplace:

- **Physical Violence:** Any form of physical assault, hitting, kicking, pushing, or other acts that cause harm or injury to another person.
- **Verbal or Emotional Abuse:** Engaging in aggressive or abusive language, including threats, insults, derogatory comments, or humiliation that may cause emotional distress.
- **Intimidation or Coercion:** using threats, manipulation, or other means to force or control another person's behavior or actions.

### 3. Workplace Security Measures

To fulfill this commitment to a safe work environment for employees, customers, and visitors, a few simple rules have been created. These are:

#### A. Limited workplace access

- Access to LWD's workplace (i.e. facilities beyond the public parking lot and reception area) is limited to those with a legitimate business interest.
- All visitors to the workplace who are not a guest of an employee or who are not attending a District-approved meeting must sign in at the reception area before entering limited areas.

#### B. All Weapons Banned

LWD specifically prohibits the possession or transportation of weapons by any employee while on LWD's property. This ban includes keeping or transporting a weapon in a privately owned vehicle on LWD property. Employees are also prohibited from carrying a weapon in an LWD owned vehicle or while performing their official duties on or off LWD

Adopted: November 14, 2007

Revised: September 11, 2013

Revised: December 13, 2023

property.

Weapons include guns, knives (with blades longer than 3 inches unless issued as part of District equipment), explosives, and other items with the potential to inflict harm. Appropriate disciplinary action, up to and including termination, may be taken against any employee who violates this policy.

#### **4. Reporting and Investigation Procedures**

Employees are responsible for reporting potentially violent situations in the workplace to a supervisor or manager.

If an immediate threat to personal safety exists, employees should contact local law enforcement or emergency services.

Employees are encouraged to report any incident that may involve a violation of any LWD's policies that are designed to provide a comfortable, safe, and non-hostile workplace environment. Reporting should be done without fear of retaliation, and all reports will be handled promptly.

All potentially violent situations are serious and all threats of violence against LWD employees will be reported to the appropriate law enforcement authorities immediately.

Employees are required to report:

- Any suspicious or unauthorized persons on or near LWD premises.
- Threatening communications include mail, telephone calls, electronic communications and faxes, and verbal remarks.
- Other acts by or against employees that may affect employee safety including harassment, intimidation, stalking, invasion of privacy, or the possession of prohibited items as described herein.

Concerns of violence may be presented to the employee's supervisor or any LWD Manager. There is no chain of command when contacting the General Manager; an individual does not need supervisor or manager approval to do this. If the alleged offender is the employee's supervisor or manager, the employee should report the conduct to any other supervisor, manager or the General Manager. In incidents where the General Manager is accused of violating this policy, the complaint shall be filed with the District's Legal Counsel, Worden Williams, LLP or the "We Tip" hotline at [www.wetip.com](http://www.wetip.com). Contact information for LWD's legal counsel will be provided to each employee.

Upon receiving a report of workplace violence, LWD's management will conduct a thorough investigation to determine the facts and gather evidence. Appropriate disciplinary action against individuals found guilty of workplace violence, which may include verbal or written warnings, suspension, termination, or legal action as deemed necessary.

If an employee(s) engages in any violence in the workplace or threatens violence in the workplace, he/she employment may be terminated immediately for cause.

If necessary, LWD will implement corrective measures, such as increased security measures,

counseling services, or training programs to prevent future incidents. In accordance with SB 553, LWD will maintain a violent incident log for all workplace violence incidents.

### Inspections

LWD reserves the right to search all company vehicles, workstations, work areas, desks, file cabinets, lockers, and other personal property of employees (including personal vehicles parked or operated on LWD property) and their contents for weapons. LWD will conduct searches when there is reasonable cause to believe that an employee or independent contractor has a weapon. "Reasonable Cause" is defined as facts that would lead a reasonably prudent person to believe that the employee or any other individual on District property has a weapon or that a weapon is in the area to be searched. Employees, who are found to have a weapon in violation of this policy or other LWD policies, may be subject to disciplinary action, up to and including termination of employment.

#### **A. Incident Management**

In the event of a major workplace incident that affects, or has the potential to affect, the mental health of LWD's workforce, LWD will provide initial counseling and support services.

As the crisis passes and support systems are put into place for individuals affected by the incident, LWD will make every effort to return to normal business operations. A reasonable effort will be made to notify employees, customers, and others who need to know of the status of business operations directly whenever possible. In cases where direct contact is not possible or practical, an effort will be made to communicate through the news media and other available resources.

#### **B. Confidentiality**

To the extent possible, LWD will endeavor to keep the reporting of the applicant or employee's concerns confidential; however, complete confidentiality cannot be guaranteed when it interferes with LWD's ability to fulfill its obligations under this policy. All employees are required to cooperate fully with any investigation. This includes but is not limited to, maintaining an appropriate level of discretion regarding the investigation and disclosing any information that may be pertinent to the alleged violation to the person conducting the investigation.

#### **C. Training**

As part of its commitment to preventing workplace violence, LWD will ensure that all employees are aware of this policy by establishing an annual training requirement. Training will initially be included as part of the new employee orientation process; thereafter, it will be provided in a manner approved by the General Manager.

#### **D. Employee Support and Resources**

In addition to required training, LWD encourages employees to pursue additional training and/or courses in areas such as communication, problem-solving, building effective working relationships, stress management, etc. to minimize the risk of workplace violence. These activities may be provided at LWD's expense or supported by its tuition reimbursement program subject to General Manager's approval.

Employee assistance program

LWD provides an Employee Assistance Program (EAP) for all full-time employees. This EAP offers services to employees and their eligible dependents. While LWD receives periodic reports on the number and types of visits or calls made to the EAP, LWD does not receive information about individual contacts with the EAP.

Employees are encouraged to use the EAP whenever he/she feels the need for guidance in coping with personal difficulties. If an employee has difficulty handling drugs or alcohol, the EAP can provide information on treatment. The EAP is a confidential service to be used when an employee needs help.