



LEADERS IN  
ENVIRONMENTAL  
PROTECTION

Ref: 14-3806

## **WORKPLACE VIOLENCE PREVENTION POLICY**

Leucadia Wastewater District (LWD) has a policy of zero tolerance for violence. If you engage in any violence in the workplace, or threaten violence in the workplace, your employment may be terminated immediately for cause.

"Violence" includes physically harming another, shoving, pushing, harassing, intimidating, coercing, brandishing weapons, and threatening or talking of engaging in those activities. It is the intent of this policy to ensure that everyone associated with LWD, including employees and customers, never feel threatened by actions or conduct of any District employee or agent.

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

### ***Workplace security measures***

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

#### ***Limited workplace access***

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

#### ***All weapons banned***

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

#### ***Inspections***

The District reserves the right to search any and all company vehicles, workstations, work areas, desks, file cabinets, lockers, and other personal property of employees and their contents for weapons. The District will conduct searches when there is reasonable cause to believe that a District employee or agent 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 be in possession of a weapon in violation of this policy or other LWD policies, may be subject to disciplinary action, up to and including termination of employment.

### ***Reporting violence***

It is every employee's responsibility to prevent violence in the workplace. You can help by reporting what you see in the workplace that could indicate that there is a potentially violent situation.

You are encouraged to report any incident that may involve a violation of any of the District's policies that are designed to provide a comfortable, safe and non-hostile workplace environment. 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 including mail, telephone calls, electronic communications and faxes, and verbal remarks.
- Other acts by or against employees which 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 your supervisor or any LWD Manager. If there is a circumstance in which a Supervisor, Manager or General Manager is accused of violating this policy, the complaint shall be filed with LWD's legal counsel. Contact information for LWD's legal counsel will be provided to each employee. All reports will be investigated.

### ***Training programs***

As part of its commitment to preventing workplace violence, LWD will ensure that all employees are aware of this policy by establishing a biennial 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.

### ***Education offerings***

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

### ***Employee assistance program***

The District provides an employee assistance program (EAP) for all full-time employees. This EAP offers services to employees and their eligible dependents. While we receive periodic reports on the number and types of visits or calls made to the EAP, we do not receive information about individual contacts with the EAP.

Employees are encouraged to use the EAP whenever you feel the need for guidance in coping with personal difficulties. If you have difficulty handling drugs or alcohol, the EAP can provide information on treatment. The EAP is a confidential service to be used when you need help.

### ***Violence prevention team***

LWD management staff will serve as the District's violence prevention team to create and implement our workplace violence prevention program. The team will also handle the consequences of any incidents of violence that we experience, providing assistance to employees and information to the media. The team will take the steps necessary to continue or resume business.

***Incident management***

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

As the crisis passes and support systems are put into place for individuals affected by the incident, the District 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.

Adopted: November 14, 2007

Revised: September 11, 2013