

## SOUTH PLACER MUNICIPAL UTILITY DISTRICT POLICIES

<b>Policy Name:</b>	2037 – WORKPLACE VIOLENCE POLICY		
<b>Approval Authority:</b>	SPMUD BOARD OF DIRECTORS	<b>Adopted:</b>	11/05/2020
<b>Resolution No.</b>	20-33	<b>Revised:</b>	

### PURPOSE

The purpose of this policy is to provide a violence-free workplace for all employees.

### POLICY STATEMENT

#### Section 1. General

This Policy is in conformance with the SPMUD Employee Manual, Section 2.20 Workplace Restrictions, Workplace Violence. South Placer Municipal Utility District will take all appropriate, reasonable, and timely steps to prevent acts and threats of violence against employees and other individuals while on District property or in the course of doing business with the District.

#### Section 2. Behaviors

The following behavior will not be tolerated:

1. Threats or threatening behavior towards fellow employees, visitors, guests, or other individuals. All threats will be considered serious.
2. Acts of violence against fellow employees, visitors, guests, or other individuals.
3. Use or possession of a weapon, firearm, or fixed blade knife, on District property, or while on District business, unless allowed by state law or local ordinance and permitted in writing by the General Manager.

#### Section 3. Weapon Defined

Weapon - Includes firearms, a fixed blade knife or knives greater than three and one-half inches in length, explosives, hazardous materials, or any item that could be reasonably be defined as a weapon.

#### Section 4. Reporting

Every District employee has an obligation to immediately report any violence or threat of violence against any District employee, visitor, or other individual. This report should be made as quickly as possible, either by radio, in person, or by telephone-regardless of the time of day or night that the threat or violence occurs. Emergencies should be reported immediately to a manager or supervisor. If the situation warrants, the City of Rocklin Police Department or Placer County Sheriff shall also be notified.

Any person who makes substantial threats, exhibits threatening behavior, is found to be in possession of a weapon, or engages in violent acts on District property or during the course of conducting District business, shall be removed from the premises as quickly as safety permits, and shall remain off District premises pending the outcome of an investigation.

**Section 5.** Investigation

All such reports will be investigated, and corrective action will be taken as deemed necessary. The investigation will be immediate, thorough, and objective. Documentation of the investigation will be maintained in a confidential file. To protect the privacy of the people involved, detailed information regarding investigations and subsequent actions will be confidential.

**Section 6.** Confidentiality

To the extent possible, an employee reporting an act of violence or the threat of violence will be accorded confidentiality. However, depending on the circumstances, disclosure of identities of individuals making such reports may be required (i.e., when discipline results from such reports). Investigation records will be held in the strictest confidence, to the extent permitted by law. The privacy rights of all parties involved in an investigation will be protected to the greatest extent possible.

**Section 7.** Truthfulness

Information provided by employees must be factual, based on witnessed events, accurate and complete. It is against District policy to make false or malicious statements about other employees and doing so can result in disciplinary action being taken against the offending employee.

**Section 8.** Retaliation

All employees may report an actual or potentially violent incident or participate in any investigation under this policy without fear of retaliation by the District, a management staff person, or another employee. Regardless of disciplinary action resulting from an investigation of a reported incident of violence, retaliation of any kind will not be tolerated. Acts of retaliation or behavior suggestive of retaliation shall be reported to a manager.

**Section 9.** Training

All employees shall be trained on general workplace violence prevention issues and on the specifics of this policy. Training shall be provided when this policy is first implemented and periodically thereafter. Training shall also be provided to new employees on hire. Additional training will be provided to all employees whenever the District is made aware of new or previously unrecognized hazards, or whenever a significant change to this policy is deemed necessary. The District may also conduct additional training for managers and supervisors, so they can better deal with potentially violent situations. Records of all training performed will be maintained for a minimum of three years.

Training will include the following:

1. Explanation of the District's Workplace Violence Prevention Policy, including measures for reporting any violent acts or threats of violence.
2. Identification and recognition of the risk factors associated with workplace violence.
3. Measures to prevent workplace violence, including procedures for reporting to management workplace security hazards or threats.
4. Suggested ways to defuse hostile or threatening situations.

**Section 10.** Employee and Management Responsibility

Employee Responsibility - Every District employee has an obligation to immediately report any violence or threat of violence against any District employee, visitor, or other individual. If the situation warrants, the City of Rocklin Police Department or Placer County Sheriff shall also be notified. Employees are required to behave in accordance with all aspects of this policy, which includes cooperating with and being truthful in any investigation of potential or actual workplace violence; maintaining confidentiality; participating in training; and refraining from engaging in retaliation.

Management Responsibility – Upon notification of a violation of the policy, District Management is obligated to:

1. Take appropriate and immediate action to prevent injury.
2. Managers must notify the General Manager of all acts or threats of violence.
3. Investigate every reported threat or act of violence. Include another manager when possible. The investigation will be immediate, thorough, and objective.
4. Document the investigation in a confidential file to be maintained by the Administrative Services Manager.
5. Maintain confidentiality. To protect the privacy of the people involved, detailed information regarding investigations and subsequent actions will be confidential.
6. Take appropriate preventive and disciplinary action.