

**Policy Title**

Workplace Violence

Control Number

HR008

Policy Date

02/05/18

Revision Date

new

Purpose

To provide a safe and healthy work environment, free from acts of violence

Scope

All County Employees; excluding the Sheriff's Office. The Register of Deeds has adopted this policy.

Policy Statement

Scotland County prohibits any form of workplace violence against persons or property, committed by or against its employees. A violence-free environment allows employees to confidently perform duties while serving our Citizens.

This policy applies to the conduct of an employee while functioning in the course and scope of employment as well as off-duty violent conduct that has a potential adverse impact on the employee's ability to perform assigned duties and responsibilities.

Definitions**Threats and Acts**

- any assaultive act within the workplace
- intentional harassment, physical attack, communicating threats
- acts perceived as violent or threatening, upon which investigation confirms were reasonably interpreted to be violent
- may involve a stranger, client, other employee, or domestic situation
- displaying items with intent to threaten, such as weapons, chemicals, explosives, or other objects

Intimidation

- engaging in actions or behavior intended to frighten, coerce or induce duress

Bullying

- unwanted offensive and malicious behaviors which undermine an individual or group through persistent negative attacks
- vindictive; behavior calculated to patronize, humiliate, intimidate or demean

Physical Attack

- physical contact such as hitting, fighting, pushing, shoving or throwing objects

Property Damage

- intentional damage to property, includes property owned by the County, employees, visitors or vendors



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Stalking

- harassing or pestering an individual, in person, in writing, by phone, or by electronic communication
- involves behaviors such as following, spying on, alarming, or causing distress for the recipient

Threat

- expression of intent to cause physical or mental harm; regardless as to the ability of the individual to carry-out or perform the threat; or regardless of the expression being contingent, conditional or future

Reporting

Employees are encouraged to report any potential workplace violence, whether a recipient or a witness of a workplace violence situation. Notification may be to their supervisor, Departmental Human Resources contact (DSS, Health), Department Head or directly to the Scotland County Human Resources Manager, or any other appropriate authority. Reports will be handled in a confidential manner, with information released on a need-to-know basis.

Upon notification, an investigation will be initiated. The purpose of an investigation is to gather all relevant facts and identify any persons involved in the situation. An investigation will also help determine the level of violence for the situation, identify any policy violations, assess any necessary security measures, and establish any corrective actions.

Imminent Situations

If the situation is imminent, such as physical attacks, display of weapons, or a reasonable person would feel endangered, the employee or by-standers should call 911 immediately.

Retaliation

This policy prohibits retaliation against any employee who, in good faith, reports a violation of this policy or participates in an investigation.

Disciplinary Action

A violation of this policy will be considered unacceptable personal conduct and is subject to discipline up to and including termination. Incidents perpetrated by individuals who are not County employees will be reported to local law enforcement.

Media Inquiries

Requests by media regarding any incidents will be handled by the Public Information Officer.

Reference

Federal OSHA, General Duty Clause