

# HUMAN RESOURCES MANAGEMENT

## Workplace Violence Prevention

## Policy 7-6

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### Policy

The State of Connecticut and the Department of Children and Families are committed to providing its employees with a safe and healthy workplace, free from intimidating, harassing and violent acts. Any act of workplace violence as defined herein is strictly prohibited and shall not be tolerated.

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### Definitions

**Dangerous instrument** means any instrument, article, chemical agent or substance that, under the circumstances, is capable of causing death or serious physical injury.

**Weapon** means:

- any firearm, including a BB gun, whether loaded or unloaded;
- any knife (excluding a small pen or pocket knife), including a switchblade or other knife having an automatic spring release device or a stiletto;
- any police baton or nightstick;
- any martial arts weapon; and
- any electronic defense weapon.

**Workplace** means any location, either permanent or temporary, where an employee performs any work-related duties, including:

- state office buildings and facilities, as well as the surrounding perimeters and parking lots;
- all state-owned and -leased space;
- all state vehicles; and
- any other location where state business is conducted.

**Workplace violence** means a range of inappropriate behaviors in the workplace that include but are not limited to the following:

- intimidating or threatening behaviors;
  - physical abuse;
  - verbal abuse;
  - vandalism;
  - arson;
  - sabotage;
  - carrying, possessing, using or threatening to use weapons of any kind;
  - carrying, possessing, using or threatening to use dangerous instruments of any kind;
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### Definitions (continued)

- any other act that a reasonable person would consider inappropriate such as bullying, or posing a threat of danger or violence in the workplace including but not limited to oral, written or electronic statements, gestures or expressions that communicate a direct or indirect threat of physical harm or are undertaken for the purpose of or could reasonably be construed to have the purpose of intimidation or the creation of emotional distress in the workplace; and
- offensive statements regarding incidents of workplace violence.

**Workplace violence emergency** means a situation in which workplace violence has caused an injury or the immediate threat of physical harm or injury.

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### Prohibitions

Except as may be required as a condition of employment, no employee shall:

- bring into any state workplace any weapon or dangerous instrument;
- use, attempt to use or threaten to use any such weapon or dangerous instrument in a state workplace; or
- engage in any physical altercation with another person at a state workplace.

Additionally, no employee shall:

- engage in behaviors that constitute workplace violence;
- cause or threaten to cause death or physical injury to any individual at a state workplace;
- intimidate, harass or otherwise perform any violent act against another employee;
- knowingly make a false report of violence or threat of violence; or
- engage in workplace bullying including but not limited to the use of social media or other public sites to post defamatory or bullying statements regarding other employees regardless of where such activity occurs.

Any weapon or dangerous instrument in the workplace shall be confiscated. There shall be no reasonable expectation of privacy with respect to such items in the workplace.

Violation of the above reasonable work rules shall subject the employee to disciplinary action up to and including termination and possible criminal charges.

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### **Reporting Non- Emergency Situations**

Employees who feel subjected to or witness any of the prohibited behaviors listed in this policy shall immediately report the incident to their supervisor, their manager or to Human Resource Management.

Such employee shall complete the SEC-1, "Workplace Violence Incident Report – Detailed" and submit the completed form to his or her supervisor. Completion and submission of the form online shall result in the report being transmitted directly to Human Resource Management and to the Engineering Services Division.

Supervisors and managers shall have an affirmative responsibility to monitor, intervene and report any conduct that may be or, if left unaddressed, may result in, a violation of this policy. Any supervisor or manager who receives a complaint about potential workplace violence or who has witnessed or become aware of potential workplace violence shall report it to Human Resource Management.

Regional Administrators, Central Office Administrators and Facility Superintendants shall immediately report to the Commissioner's Office, to Human Resource Management and to the Engineering Services Division any incident involving a serious threat, serious injury or an assault, and initiate a Threat Assessment Team meeting in accordance with the State Workplace Violence Prevention Policies and Procedures Manual to determine the appropriate steps to be taken.

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### **Reporting Emergency Situations**

In the case of a workplace violence emergency, personal safety shall be the primary consideration. If possible, any employee facing an emergency situation shall call for immediate assistance by dialing 911 or contacting building security personnel. If the situation permits, the employee shall also contact local supervisory and managerial staff, Human Resource Management and the Engineering Services Division.

Supervisors and managers who become aware of a workplace violence emergency shall first ensure their personal safety and the safety of their staff and contact emergency personnel for assistance. As soon as practicable thereafter, a report shall be made to Human Resource Management and the Commissioner's Office.

Human Resource Management and the Commissioner's Office shall make additional notifications in accordance with the State Workplace Violence Prevention Policies and Procedures Manual.

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### **Investigating Reports of Workplace Violence**

Human Resource Management shall investigate all reports of workplace violence.

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