

TO: All Consumer Protection Employees

DATE: February 2, 2012

SUBJ: Violence in the Workplace Prevention Policy - Reissued

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Enclosed is the Department of Consumer Protection's Violence In The Workplace Prevention Policy. This policy is effective immediately. It supercedes any existing Agency policy.

The policy is consistent with Governor Rowland's Executive Order No. 16, and it requires a "Zero Tolerance" approach on this important issue. Violence or the threat of violence by or against any employee of the Department of Consumer Protection is unacceptable and will subject the perpetrator to serious disciplinary action and possible criminal charges. There is no such thing as "kidding" when dealing with this issue. For the safety and piece of mind for all employees and citizens who work for or interact with the Department of Consumer Protection, I urge you to adhere to this policy.

This policy applies to any state worksite, which includes but is not limited to: any location where an employee performs work-related duty; buildings and the surrounding perimeters, including parking lots; state-owned and leased space, including vehicles; and any location where state business is conducted.

**Division Directors and supervisors must ensure that this policy is prominently posted in all agency offices, and that a copy of it is provided to every employee under their supervision.**

Questions or concerns on this matter may be directed to Human Resources Specialist Carolyn Kozak at (860) 713-5166.

Your cooperation is appreciated.

William M. Rubenstein, Commissioner of Consumer Protection

## **VIOLENCE IN THE WORKPLACE PREVENTION POLICY**

In accordance and consistent with Governor John G. Rowland's Executive Order No. 16, the Department of Consumer Protection adopts a zero tolerance policy for workplace violence.

Therefore, except as may be required as a condition of employment ---

- No employee shall bring into any state worksite any weapon or dangerous instrument as defined herein.
- No employee shall use, attempt to use, or threaten to use any such weapon or dangerous instrument in a state worksite.
- No employee shall cause or threaten to cause death or physical injury to any individual in a state worksite.

Weapons 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, a stiletto, any police baton or nightstick or any martial arts weapon or electronic defense weapon.

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

**Violation of the above reasonable work rules shall subject the employee to disciplinary action up to and including discharge.**

This policy shall be prominently posted and all managers and supervisors must clearly communicate this policy to all employees. All managers and supervisors are expected to enforce this policy fairly and uniformly.

Any employee who feels subjected to or witnesses violent, threatening, harassing, or intimidating behavior in the workplace should immediately report the incident or statement to their supervisor, manager, or human resources at (860)713-5110.

Any employee who believes that there is a serious threat to their safety or the safety of others that requires immediate attention should immediately notify proper law enforcement authorities and his or her manager or supervisor.

Any manager or supervisor receiving any report under this policy shall immediately contact Human Resources representative Carolyn Kozak at (860)713-5166 to evaluate, investigate and take appropriate action.

All parties must cooperate fully when questioned regarding violations of this policy.

Any weapon or dangerous instrument at the worksite will be confiscated and there is no reasonable expectation of privacy with respect to such items in the workplace.