Steven K. Reviczky
Commissioner

STATE OF CONNECTICUT
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OFFICE OF THE COMMISSIONER

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VIOLENCE IN THE WORKPLACE PREVENTION POLICY

The State of Connecticut has adopted a statewide zero tolerance policy for workplace violence. The Connecticut Department of Agriculture (DoAg) fully supports this policy and recognizes the right of its employees to work in a safe and secure environment that is characterized by respect and professionalism.

Prohibited Conduct

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 in this policy.
- 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.

In addition, DoAg prohibits:

- All conduct, either verbal or physical, that is abusive, threatening, intimidating or demeaning.

Definitions

- "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, 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.

Confiscation of Weapons and Dangerous Instruments

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.

Reporting Procedure

- **Emergency Situations:** Any employee who believes that there is a serious threat to his/her safety or the safety of others that requires immediate attention should contact **911**. The employee must also contact his/her **immediate supervisor** or the **Human Resources Office** at (860) 713-5313.

Please note that when 911 is dialed from a hard line, the local police authority will respond. When dialing from a cell phone, 911 will connect you directly to the nearest State Police Troop.

- **Non-Emergency Situations:** 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 his/her supervisor or manager, the Human Resources Office, or the DoAg Threat Assessment Team (860) 713-2501.

- **Supervisors/Managers Responsibilities:** Any supervisor or manager who receives a report of violent, threatening, harassing, or intimidating behavior shall immediately contact the DoAg Threat Assessment Team or the Human Resources Office so they may evaluate, investigate, and take appropriate action.

Investigation and Corrective Action

- All reports or alleged incidents of violent, threatening, harassing or intimidating behavior will be promptly investigated.

- All employees are expected to cooperate fully in all such investigations.

- The employee suspected of violating this policy may be placed immediately on administrative leave pending the results of the investigation.

- If the claims of violent, threatening, harassing or intimidating conduct are substantiated, the employee will be dealt with through the appropriate disciplinary process, and may be subject to discipline up to and including dismissal from state service.

- Where the situation warrants, DoAg will request that the appropriate law enforcement agencies become involved in the investigation of the matter, and DoAg may seek prosecution of conduct that violates the law.

Enforcement of the Policy

This policy will be prominently posted for all DoAg employees.

Steven K. Reviczky, Commissioner
Department of Agriculture

5/7/12
Date