

451 WORKPLACE VIOLENCE PREVENTION

1.0 Purpose

The William Shore Metropolitan Park District (District) is committed to providing a safe workplace for its employees, guests, contractors, vendors and the public. Therefore, in an effort to help prevent or reduce the possibility of violence here in our workplace, the District has implemented this policy on workplace violence for our employees.

2.0 Workplace Violence Prohibition

The District strictly prohibits threatened or actual workplace violence. This includes, but is not limited to, any of the following conduct associated in or around the workplace, or otherwise related to employment:

- Bullying or threatening injury or damage against a person or property
- Fighting or threatening to fight with another person
- Threatening to use, or in the possession, custody, storage, or control of a weapon (an instrument or device of any kind which may be used to inflict bodily harm or injury, or to establish fear simply due to its presence on the scene) on the District premises unless the person is engaged in official law enforcement business.
- Abusing or injuring another person
- Abusing or damaging property
- Using obscene or abusive language or gestures in a threatening manner
- Raising voices in a threatening manner

(Because of the potential for misunderstanding, joking about any of the above misconduct is also prohibited.)

3.0 Definitions

“District Premises” Definition: The term “premises” means all areas within the ownership and/or control of the District, including, but not limited to, buildings, offices, work areas, lounges, parking lots, desks, cabinets, lockers, storage areas, and any other the District owned property on which employees may work. The District *reserves the right to search all facility “premises” when the facility management determines that such a search is a reasonable and necessary precaution for workplace safety.*

4.0 Reporting Violent Conduct

Any workplace violence incidents or incidents indicating a potential for violence are to be reported by an employee to the supervisor (and/or Department Head) as soon as possible. Incident reports are to be completed, as appropriate. If the District determines that an employee has violated this policy, the employee will be subject to immediate discipline up to and including discharge. Concerns with members of the public or other parties shall be handled by the District as it determines under its policies and procedures.

Employees are encouraged to report the existence of restraining orders and protection orders. Also, in emergency situations, employees should call law enforcement directly.

5.0 Imminent Danger/Violence Incident Procedure

Any employee who reasonably believes that a situation with an aggressive employee, resident, guest, contractor, vendor, or other party (e.g., any person who uses obscene or abusive language or gestures, makes threats or acts in a violent or threatening manner) may immediately become violent, putting the

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employee or others in imminent danger, the employee should promptly leave the work area and report to his/her supervisor (and/or the Executive Director or Aquatics Manager). No disciplinary action shall be taken against any employee who leaves a work area when the employee has a reasonable belief that an emerging situation with an aggressive person is likely to turn violent at that time. The supervisor should take immediate action and contact the Executive Director and/or Manager as soon as possible for immediate action (e.g., 911 call). The timing and circumstances of possible return by the employee to the area should be coordinated by the on-duty pool supervisor or the Executive Director. The employee, supervisor and/or Department Head will follow the District procedures in response to such events, including incident reporting and appropriate action deemed necessary by facility supervisor.

6.0 Security Precautions

All the District security policies and rules must be adhered to at all times. To prevent inappropriate outsider access, facility solicitation and access rules must be strictly followed. It is especially important that building security rules and procedures are specifically enforced at all times (e.g., doors locked after hours). Failure to comply with these requirements may lead to disciplinary action, up to and including discharge.