

Sacramento Suburban Water District

Workplace Violence Policy

Adopted: July 21, 2003

Revised: November 20, 2006; September 17, 2007; August 16, 2010

100.00 Purpose of the Policy

The purpose of this policy is to confirm the District's commitment to providing a safe and violence-free workplace since the safety and security of employees and customers are of the utmost importance to the District.

100.10 Definitions

Workplace violence includes, but is not limited to, the following: (1) fighting, hitting, striking, pushing or other physical contact of any kind; (2) threats of any kind; (3) threatening, physically aggressive, or violent behavior, such as intimidation or attempts to instill fear in others; (4) other behavior that suggests a propensity towards violence, including belligerent speech, excessive arguing or swearing, sabotage, or threats to sabotage District property, or a demonstrated pattern of refusal to follow District policies and procedures; (5) defacing District property or causing physical damage to the facilities; (6) carrying, displaying, threatening to use or using weapons or firearms of any kind. Workplace violence is prohibited whether it might occur on District premises, in District parking lots, or while conducting District business. All workplace violence that occurs off District premises but is directed at District employees or the public while conducting business for the District is a violation of this policy. Off-site workplace violence includes but is not limited to threats made via telephone, fax, electronic or conventional mail, or any other communication medium.

200.00 Policy

The District strictly prohibits directors, employees, officers, consultants, contractors, vendors, customers, visitors or anyone else on District premises or engaging in a District-related activity off District premises from behaving in a violent or threatening manner. As part of this policy, the District seeks to prevent workplace violence before it begins and reserves the right to address behavior that suggests a propensity toward violence before any violent behavior occurs. The District believes that prevention of workplace violence begins with recognition of potential early warning signs and has established procedures to address situations that may present the possibility of violence.

300.00 Authority and Responsibility

If any employee is the victim, observes or becomes aware of any conduct that constitutes workplace violence or that s/he believes may constitute workplace violence, whether such conduct occurs on or around the District premises or otherwise occurs off premises in connection with District business, s/he should immediately notify the General Manager or any management-level District employee that is immediately available.

Any employee should also notify the General Manager if any restraining order is in effect either protecting or restraining the employee, or if an employee is in any way involved in or connected to a potentially violent non-work-related situation that could result in workplace violence. Any employee that receives a protective or restraining order that lists District premises as a protected area also is required to provide a copy of the order to the General Manager.

All reports of workplace violence will be taken seriously and will be investigated promptly and thoroughly by the General Manager or his or her designee. If warranted, a written report of any investigation and/or immediate discipline or other corrective action will be prepared concerning the incident or conduct involving workplace violence and such report involving a District employee will become a part of that employee's personnel file and may be used in any further proceedings involving the employee to the extent permitted by law. In appropriate circumstances, the District will inform the reporting individual and any actual or alleged perpetrator of the results of the investigation. To the extent possible, the District will maintain the confidentiality of the reporting employee and of the investigation. The District may, however, need to disclose results in appropriate circumstances; for example, in order to protect individual safety. The District will not tolerate retaliation against any employee who reports actual or suspected workplace violence.

Any director, employee, officer, contractor, consultant or vendor determined by the District to be responsible for workplace violence will be subject to appropriate disciplinary action according to the nature and severity of the offense and any prior record of discipline. The range of disciplinary actions for employees includes verbal or written reprimand, censure, suspension without pay, demotion or termination from employment; for contractors, consultants and vendors, the range of actions includes termination, cancellation or suspension of its contract. The District reserves the right to immediately remove from, or restrain from entering, District premises any person who engages in any actual or alleged conduct constituting workplace violence under this policy pending the outcome of an investigation. Under certain circumstances, the District may forego disciplinary action against an employee on the condition that the employee voluntarily takes a medical leave of absence to obtain appropriate treatment and counseling for any condition connected to the employee engaging in workplace violence. If the source of workplace violence is a contractor, consultant, vendor or member of the public, the District may bar the responsible person from District premises, seek a restraining order prohibiting any contact with any District employee

or officer, terminate any business relationship with that person and/or prosecute that person.

400.00 Policy Review

This Policy shall be reviewed at least biennially.