

Sacramento Suburban Water District

Workplace Violence Policy

Adopted: July 21, 2003

Approved with changes on: July 16, 2018

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 very important to the District. Threats, threatening behavior, acts of violence, or any related conduct that interferes with a director's, officer's, employee's or consultant's work performance or security, a customer's or visitor's safety, or the District's operations will not be tolerated.

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, including threats made via telephone, fax, electronic or conventional mail, or any other communication medium, regardless of whether made on site or off-site;
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; and
6. Carrying, displaying, threatening to use or using weapons or firearms of any kind.

Dangerous weapon is a device or instrument that is capable of causing death or great bodily harm including, but not limited to, the following:

1. A firearm of any type, whether loaded or unloaded;
2. Any type of bomb, grenade, or other incendiary or explosive device;
3. Any type of knife, dirk, dagger, sword, or stiletto having a blade longer than three inches;
4. Any razor with an unguarded blade;
5. Any wood or metal pipe or bar used or intended to be used as a club;
6. Any hand-operated instrument or device such as a crossbow, slingshot, brass or composite knuckles, or shuriken (throwing stars); and

7. Any instrument or device capable of releasing or injecting any poisonous substance capable of causing death or great bodily harm.

This definition does not apply to a dangerous weapon carried by an authorized law enforcement official who is on duty at the time he or she is on District premises for any purpose.

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. Any person who makes threats, exhibits threatening behavior, or engages in violent acts on District property may be removed from the premises pending the outcome of an investigation. Threats, threatening behavior, or other acts of violence off District property, but directed at District employees or the public while conducting District business, is a violation of this policy.

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.

To insure the District maintains a workplace that is safe and free of violence for all employees and customers, the District prohibits the possession or use of dangerous weapons on District property. A license issued by a law enforcement agency to carry a dangerous weapon does not supersede this policy. District property is defined as all District owned or leased buildings and surrounding areas such as sidewalks, walkways, driveways and parking lots under District ownership or control. This policy also applies to all vehicles that come onto District property.

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 training programs to address situations that may present the possibility of violence.

300.00 Authority and Remedies

Employees are responsible for immediately notifying the General Manager, Assistant General Manager, or any other manager of any threats they have witnessed, received or have been told that another person witnessed or received, or whenever they witness any display, use or threat to use any dangerous weapon on District property or in connection with performance of District business off premises. Employees should also immediately report any behavior they have witnessed, which they regard as

threatening or violent when that behavior is job related or might be carried out on District property or in connection with employment.

An employee should also notify the General Manager if a 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/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. A 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.

Violations of this policy will lead to disciplinary action that may include termination of employment, arrest and prosecution. In addition, if the source of such inappropriate behavior is a member of the public, the response may also include barring that person from District property, termination of business relationships with the person, and/or preferring charges or seeking a restraining order against the person.

400.00 Policy Review

This Policy shall be reviewed at least biennially.