

REGIONAL WATER AUTHORITY
PERSONNEL RULES – POLICY 400.1 APPENDIX E

Policy Type: Employment
Policy Title: Workplace Violence Prevention
Policy Number: 400.1 Appendix E
Date Adopted: January 10, 2019
Date Amended:

I. POLICY

The Regional Water Authority (Authority) is committed to providing a safe and secure workplace and will not tolerate acts or threats of violence in the workplace. (Labor Code § 6400.) The workplace includes any location where Authority business is conducted, including vehicles and parking lots.

Any violation of this Policy may lead to criminal prosecution, and/or disciplinary action, up to and including termination.

Employees are prohibited from participating in or promoting acts of intimidation, violence, threats, coercion, assault and/or abusive behavior toward any person while in the course of Authority employment. The Authority has zero tolerance for any conduct that references workplace violence, even if it was intended to be harmless, humorous, a prank, blowing off steam, or venting.

II. DEFINITIONS

“Workplace violence” is defined as any conduct that causes an individual to reasonably fear for his or her personal safety or the safety of his or her family, friends, and/or property. Specific examples of workplace violence include, but are not limited to, the following:

1. Threats or acts of physical harm directed toward an individual or his/her family, friends, associates, or property.
2. Bullying behavior, i.e., acts or verbal comments that could ‘mentally’ hurt or isolate a person in the workplace; repeated incidents or a pattern of behavior intended to intimidate, offend, degrade, or humiliate a particular person or group of people; the assertion of power through aggression.
3. The destruction of, or threat of destruction of Authority property or another employee’s property.
4. Fighting, challenging another person to fight, or participating in dangerous or threatening horseplay.
5. Striking, punching, slapping, or assaulting another person.
6. Grabbing, pinching, or touching another person in an unwanted way whether sexually or otherwise.

7. Harassing or threatening phone calls.
8. Surveillance.
9. Stalking.
10. Possessing a weapon(s) during work hours. "Weapon" is defined as a firearm, chemical agent, club or baton, knife, or any other device, tool, or implement that can cause bodily harm if used as a weapon or displayed in such a manner to cause harm or threaten a person with harm.

III. INCIDENT REPORTING PROCEDURES

1. Employees must immediately report to their supervisor or the Executive Director whether they have been a victim of, or have witnessed, workplace violence. The supervisor will immediately report the matter to the Executive Director. Employees also should notify the Executive Director of any restraining order in effect, or if a potentially violent non-work-related situation exists that could result in violence in the workplace.

Any Authority official, who is a victim of any violent threatening or harassing conduct, who is a witness to such, or who receives a report of such conduct, whether the alleged perpetrator is an Authority employee or non-employee, shall immediately report the incident to the Executive Director, or to the police.

Anyone who fears for the safety of persons at the scene of the violent act should call law enforcement immediately.

2. The Executive Director or designee will document the incident, including the names(s) of employees and non-employees involved, date/time, location, incident description, witness names and statements, description of unidentified parties, description of the act(s) and/or behavior arising from the incident, action taken, and provide any other relevant information regarding the incident.
3. The Executive Director will take appropriate steps to provide security, such as:
 - a. Placing the employee alleged to have engaged in workplace violence on administrative leave, pending investigation;
 - b. Asking any threatening or potentially violent person to leave the site; or
 - c. Immediately contacting an appropriate law enforcement agency.

IV. INVESTIGATION

The Executive Director or designee will see that reported violations of this Policy are investigated as necessary.

V. PREVENTION

The Authority will enforce this Policy by:

1. Informing supervisors about their responsibilities under this Policy;
2. Assuring that reports of workplace violence are accurately and timely documented and addressed;
3. Notifying the Executive Director and/or law enforcement authorities of any incidents;
4. Making all reasonable efforts to maintain a safe and secure workplace; and
5. Maintaining records and documents follow up actions as to reports of workplace violence.