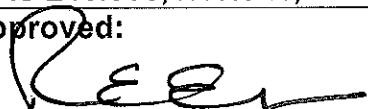




# OREGON DEPARTMENT OF FISH AND WILDLIFE POLICY

## Human Resources Division

<b>Title:</b>	<b>Violence-Free Workplace</b>	<b>HR_450_04</b>
<b>Supersedes:</b>	HR 450_04 dated February 1, 2008	
<b>Applicability:</b>	All employees, volunteers, vendors, contract service providers and visitors	
<b>Reference:</b>	State Policy 50.010.02; ORS 240.306; 240.321; 240.555; 240.560	
<b>Effective Date:</b>	November 1, 2010	<b>Approved:</b> 

### I. PURPOSE

To promote and enhance a safe workplace environment for employees in their dealings with staff, volunteers, contract service providers, and/or the public, to reduce the potential risk of violence in the workplace.

### II. POLICY

- A. The department director administers this policy as the department's Violence-Free Workplace policy.
- B. This policy prohibits workplace violence which is behavior that to a reasonable person is intimidating, hostile, threatening, violent, or abusive. Such behavior may include:
  - 1. Threats or threatening behavior such as physical, verbal, or written acts that express or are reasonably perceived to imply intent to cause physical or psychological harm against a person or persons, or cause damage to property.
  - 2. Statements, gestures, or expressions that communicate a direct or indirect threat of physical harm.
  - 3. Violent behavior such as carrying out threats or threatening behavior.
- C. The department director or Human Resources Division Safety and Health Section designs a general safety plan for the department and specific safety plans with at-risk employees to prepare for emergencies. Resources for safety planning and training appear in State HR Policy 50.010.04 Workplace Effects of Domestic Violence, Sexual Assault, and Stalking and the accompanying online Toolkit; and online through the Department of Consumer and Business Services and the Oregon Occupational Safety and Health Administration.
- D. Employees report immediately any potentially dangerous situations such as threats or threatening behavior and other behaviors listed in Section II.B. to the department director, a supervisor, the department Human Resources Division, or the department Safety and Health Section. Employees may make anonymous reports. Supervisors and safety officers notify the

department director or the department Human Resources Division of any reports they receive from employees.

- E. The department director, Human Resources Division Safety and Health Section or a designee assesses all reported incidents, investigates when appropriate and responds. The department follows its safety plan to address any immediate threats to the department employees or others. The department reports threats or assaults that require the immediate attention of law enforcement or security to the appropriate security entity, the police at 9-1-1, or the local law enforcement emergency number where 9-1-1 does not exist. The department handles reports or incidents involving confidential information appropriately and only discloses the information on a need-to-know basis or when legally required.
- F. Department management or law enforcement may direct people who engage in workplace violence (employees, volunteers, customers, vendors, or visitors) to leave the premises if warranted. Criminal penalties, or barring from the workplace may also occur as well as discipline, up to and including dismissal (applies to employees), and termination from appointment (applies to temporary employees and volunteers).
- G. Retaliating against employees who report or experience workplace violence or participate in an investigation of workplace violence is prohibited. Any employee found to have engaged in retaliatory action or behavior may be subject to discipline, up to and including dismissal.
- H. The department takes the following measures to promote a safe working environment:
  - 1. Pre-employment screening. Hiring managers shall conduct reference checks of final candidates to reduce the risk of hiring people with a history of violent behavior. Criminal history background checks shall be conducted by department Human Resources when authorized by statute or Executive Order.
  - 2. Training. Train employees and managers to identify and respond to unsafe workplace hazards, employees, or other people in the workplace who exhibit behavior that could be a sign of danger.
  - 3. Safety and Security. The department shall conduct periodic inspections of the premises to evaluate and determine vulnerabilities to workplace violence and take reasonable corrective action to reduce identified risks.