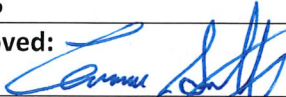




OREGON DEPARTMENT OF FISH AND WILDLIFE VOLUNTEER PROGRAM POLICY AND PROCEDURE

Title: Violence- Free Workplace	VP_05
Effective Date: 04/17/2017	Approved: 

1) PURPOSE

To promote and enhance a safe workplace environment for volunteers in their dealing with staff, the public and other volunteers, to reduce the potential risk of violence in the workplace.

2) POLICY

This policy prohibits workplace violence which is behavior that to a reasonable person is intimidating, hostile, threatening, violent, or abusive. Such behavior may include:

- a) 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.
- b) Statements, gestures, or expressions that communicate a direct or indirect threat of physical harm.
- c) Violent behavior such as carrying out threats or threatening behavior.

The Department Director or Human Resources Division Safety and Health Section designs a general safety plan for the Department to prepare for emergencies.

Volunteers report immediately any potential dangerous situations such as threats or threatening behavior and other behaviors listed above to the volunteer supervisor, volunteer program coordinator or upper management. Volunteers may make anonymous reports.

The Department Director, volunteer supervisor, volunteer program coordinator or a designee assess all reported incidents and investigates when appropriate and responds. The Department follows its safety plan to address any immediate threats to the Department employees, volunteers 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 discusses the information on a need-to-know basis or when legally required.

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 termination of volunteer services.

Retaliating against volunteers who report or experience workplace violence or participate in an investigation or workplace violence is prohibited. Any employee found to have engaged in retaliatory action or behavior may be subject to termination of services.

The Department takes the following measures to promote a safe working environment:

- a) Background Checks: The Department conducts Criminal History background checks when authorized by statute or Executive Order.
- b) Training: Train volunteers, employees and managers to identify and respond to unsafe workplace hazards, employees, volunteers, or other people in the workplace who exhibit behavior that could be a sign of danger.
- c) 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.