

## Sacramento Suburban Water District

**Workplace Violence Policy**

Adopted: July 21, 2003

Approved with changes on: August 15, 2022

**100.00 Purpose of the Policy**

The purpose of this policy is to confirm the District's commitment to providing a safe and secure workplace that is free from violence for employees and customers, and to affirm the District's Zero Tolerance Policy for workplace violence. Threats, threatening behavior, acts or threats of violence, or any related conduct that interferes with work performance or the District's ability to execute business operations will not be tolerated.

**200.00 Policy**

Threats, threatening behavior, or other acts or threats of violence, even those not occurring on District property but which involve District business operations, are a violation of this policy. 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.

Prohibited conduct under this policy includes, but is not limited to:

1. Fighting, challenging another person to fight, participating in hitting, striking, pushing, or other physical violence/aggression/contact of any kind;
2. Making threats of any kind or acts of physical harm directed towards an individual or their family, friends, associates or property. This includes threats made via telephone, letter, or other forms of written or electronic communication, regardless of whether made on or off District property;
3. Engaging in intimidating, coercive, or other attempt to instill fear in others;
4. Engaging in other behaviors that suggest 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 or destroying District property, threatening to destroy, or causing physical damage to District facilities;
6. Surveilling or stalking; and
7. Carrying, displaying, threatening to use or using weapons of any kind.

Under this Policy, "Weapons" are defined as devices or instruments that are capable of causing death or great bodily harm, including, but not limited to, firearms (loaded

or unloaded; further defined under California Penal Code 12020), and weapons including but not limited to chemical agents, clubs or batons, knives, or any other device, tool, or implement that, if used as a weapon or displayed in such a manner, could cause harm to another person.

The District's prohibition against threats and acts of violence applies to all persons involved in the District's operations, including but not limited to, District staff, contract and temporary workers, consultants, vendors, customers, or visitors. 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.

To ensure 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 weapons on District property. A license issued by a law enforcement agency to carry a weapon in a private citizen capacity 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 and to all District vehicles wherever used or located. Notwithstanding the above, this prohibition does not apply to a 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.

### **300.00 Authority and Remedies**

Employees are responsible for immediately notifying the General Manager, Assistant General Manager, or Human Resources Administrator of any type of workplace violence prohibited under this policy that they have witnessed, received, or have been informed another person witnessed or received; or whenever they witness any display, use, or threat to use any weapon on District property or in connection with performance of District business off premises.

An employee shall 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 violent or potentially violent non-work-related situation that could result in workplace violence. Any employee that receives a protective or restraining order listing 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 their designee. If warranted, a written report of any investigation or immediate discipline or other corrective action will be prepared concerning the incident or conduct involving workplace violence. A report involving a District employee may 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 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 consultant, vendor or member of the public, the response may also include barring the responsible person from District property, termination of business relationships with the person, and filing charges or seeking a restraining order against the person.

#### **400.00 Policy Review**

This Policy shall be reviewed at least biennially.