

Category: 300
Number: 326

Subject: **WORKPLACE VIOLENCE POLICY**

1. **PURPOSE:** The County of Saginaw is committed to an environment which is safe and free from physical assault, threats, and harassing behaviors for its employees and visiting general public, and supports the philosophy that violence has no place in the workplace. The prevention of potential workplace violence is a responsibility shared by all employees.
2. **AUTHORITY:** The Saginaw County Board of Commissioners.
3. **APPLICATION:** The rules and regulations herein set forth apply to all employees paid by Saginaw County, pursuant to Policy 301.
4. **RESPONSIBILITY:** The Controller/CAO of Saginaw County shall be responsible for the implementation and administration of this policy.
5. **DEFINITIONS:** NONE
6. **POLICY:**
 - 6.1 All employees are expected to meet County standards of professionalism and demonstrate courtesy to customers, co-workers and members of the public. Each employee shares the responsibility for preventing possible workplace violence. The following provisions pertain to the County of Saginaw's policy on workplace violence:
 - 6.1.1 No employee shall threaten or use force or violence to restrain, coerce, or intimidate any customers, co-workers and/or members of the public during County sponsored functions or on County premises including County provided parking areas and worksites. This paragraph shall not apply to employees acting within the scope of their duties, for example law enforcement, and child care workers.
 - 6.1.2 An employee who participates in an altercation (verbal or physical) on County premises or worksites or during a County sponsored function will be subject to disciplinary action up to and including discharge. Employees who feel they are being provoked or harassed by co-workers shall discuss the problem immediately with their supervisor or the Personnel Division of the Controller's Office.

- 6.1.3 Guns, knives and other dangerous weapons are prohibited on all County premises including County provided parking areas, worksites and at all functions sponsored by the County. This restriction supersedes any and all permits obtained from any issuing authority, which allows private citizens to possess, carry or conceal guns or other weapons. For further clarification on the County policy relative to dangerous weapons, see the Concealed Weapons Policy, Number 323.
- 6.1.4 Any employee who receives a threat of violence by customers, co-workers and/or members of the public, and any employee who hears, observes, reads and/or otherwise becomes aware of a threat by customers, co-workers and members of the public, against himself or a co-worker, whether such threat is direct or implied, is obligated by this policy to report the fact of such threat to his/her supervisor and/or the Personnel Division.
- 6.1.5 All threats of violence are considered serious matters and will be thoroughly investigated. Any employee who fails to report such threats may be subject to discipline under this policy.
- 6.2 Willful violation of the provisions of this policy, including the possession of guns, knives and/or other dangerous weapons or participation in workplace violence on County premises including County provided parking areas and worksites, or at any County sponsored function, will constitute grounds for disciplinary action, up to and including termination of employment.

7. ADMINISTRATIVE PROCEDURES: NONE

8. CONTROLLER/CAO LEGAL COUNSEL REVIEW: The Controller/CAO has determined that this policy as submitted to the Board of Commissioners contains the necessary substance in order to carry out the purpose of the policy. County Civil Counsel has determined that this policy as submitted contains content that appears to be legal activities of the Saginaw County Board of Commissioners.

Approved as to Substance:
Saginaw County Controller/CAO

Approved as to Legal Content:
Saginaw County Civil Counsel

ADOPTED/AMENDED: April 23, 2002