

## Workplace Violence Policy

### Purpose

The purpose of this policy is to define what constitutes workplace violence and to provide direction for reporting and investigating workplace violence.

Rockdale County Government provides a safe workplace for all employees. To ensure a safe workplace and to reduce the risk of violence, all employees should review and understand all provisions of this workplace violence policy.

### Definition of Workplace Violence

For the purposes of this policy, "workplace" is defined as:

- A place (such as Rockdale County) where work is done
- Any location where County business is conducted
- County vehicles or private vehicles being used for Rockdale County business
- In addition, workplace violence can occur at any location if the violence has resulted from an act or decision made during the course of conducting County business

Workplace violence includes but is not limited to the following:

- Physical assault and/or battery
- Threats and/or acts of intimidation communicated by any means that cause an employee to be in fear of their own physical safety or that of a colleague
- Disruptive or aggressive behavior that places a reasonable person in fear of physical harm and/or that causes a disruption of workplace productivity; and/or
- Property damage

Violent behavior can include actions or communication in person, by letter or note, telephone, text, fax, or electronic mail. Incidents of workplace violence may be acted out individually or take place between employees, employees and clients/customers, employees and acquaintances/partners and employees and the general public.

### Prohibited Conduct

Rockdale County Government does not tolerate any type of workplace violence committed by or against employees. Employees are prohibited from making threats or engaging in violent activities. This list of behaviors provides examples of conduct that is prohibited:

- Causing physical injury to another person
- Making threatening remarks
- Displaying aggressive or hostile behavior that creates a reasonable fear of injury to another person or subjects another individual to emotional distress
- Intentionally damaging employer property or property of another employee
- Possessing a weapon while on company property or while on company business
- Committing acts motivated by, or related to, sexual harassment or domestic violence

**Reporting Procedures**

Any potentially dangerous situations must be immediately reported to a Supervisor/Manager or the Department of Talent Management. Reports can be made anonymously, and all reported incidents will be investigated. Reports or incidents warranting confidentiality will be handled appropriately, and information will be disclosed to others only on a need-to-know basis. All parties involved in a situation will be counseled, and the results of investigations will be discussed with them. Talent Management will actively intervene at any indication of a possibly hostile or violent situation.

**Risk Reduction Measures**

Hiring

The Department of Talent Management takes reasonable measures to conduct background investigations to review candidates' backgrounds and to reduce the risk of hiring individuals with a history of violent behavior.

Safety

Rockdale County Risk Management conducts annual inspections of the premises to evaluate and determine any vulnerabilities to workplace violence or hazards. Any necessary corrective action will be taken to reduce all risks.

Individual situations

Although Rockdale County does not expect employees to be skilled at identifying potentially dangerous persons, employees are expected to exercise good judgment and to inform Talent Management if any employee exhibits behavior that could be a sign of a potentially dangerous situation. Such behavior includes:

- Discussing weapons or bringing them to the workplace
- Displaying overt signs of extreme stress, resentment, hostility or anger
- Making threatening remarks
- Showing sudden or significant deterioration of performance
- Displaying irrational or inappropriate behavior

**Dangerous/Emergency Situations**

Employees who confront or encounter an armed or dangerous person should not attempt to challenge or disarm the individual. Employees should remain calm, make constant eye contact and talk to the individual. If a supervisor can be safely notified of the need for assistance without endangering the safety of the employee or others, such notice should be given. Otherwise, employees should cooperate and follow the instructions given.

**Enforcement**

Threats, threatening conduct, or any other acts of aggression or violence in the workplace will not be tolerated. Any employee determined to have committed such acts will be subject to disciplinary action, up to and including termination. Rockdale County Government maintains a zero-tolerance policy for workplace violence. Non-employees engaged in violent acts on the employer's premises will be reported to the proper authorities and fully prosecuted.

**Policy Changes:**

The County reserves the right to delete, modify, amend or terminate this policy at any time with or without prior notice.

Approved this 14 day of December 2021

Rockdale County Board of Commissioners



\_\_\_\_\_  
Oz Nesbitt, Sr., Chairman

ATTEST:



\_\_\_\_\_  
Jennifer Rutledge, County Clerk