

Workplace Violence Policy

City of Dunedin, Florida

PURPOSE:

The City of Dunedin places a high priority on the safety and security of its employees. The City strives to provide a safe and secure environment that is free from any type of violence or the threat of violence from employees, customers, the general public, or anyone who conducts business with the City. The purpose of this policy is to define and forbid unacceptable behavior, to prohibit the condoning or perpetuating of such conduct and provide a means for reporting and resolving complaints.

DEFINITIONS:

Workplace violence includes, but is not limited to, physical or verbal attacks or threats of violence, or property damage, which has the potential to create a hostile work environment.

Hostile work environment refers to a condition where an employee cannot do their job without feeling threatened. It must be sufficiently severe or pervasive to alter the conditions of the individual's employment and create an abusive working environment.

Threatening behavior includes any behavior that is harassing, provoking, or unsafe which by its very nature could be interpreted by a reasonable person as intent to cause harm to another individual. It may or may not include the actual act of physical force, with or without a weapon, toward another individual and it may or may not be face-to-face contact.

POLICY:

All City employees are public servants and will conduct themselves in a manner, which provides for a safe and secure work environment. It is the City's expectation that anyone who does business with the City or otherwise comes into contact with its employees in the course and scope of their employment shall also behave in an appropriate and non-threatening fashion. The City of Dunedin does not condone any inappropriate or threatening behavior by its employees, customers, the general public, or anyone who conducts business with the City.

Any person who makes substantial threats, exhibits threatening behavior, or engages in violent acts on City property will be removed from the premises as quickly as safety permits, and shall remain off City premises pending the outcome of an investigation.

PROHIBITIONS:

- No employee of the City shall intentionally or knowingly engage in any type of violent or threatening behavior while on City property, while in City uniform or while representing the City in any capacity.
- No employee shall possess any firearm and/or other dangerous weapons on City property, while in City uniform or while representing the City in any capacity.
- No employee shall loan or give out a City vehicle, equipment or building key or a security code to persons other than those designated by his/her supervisor.
- No employee shall allow access to any non-public areas of any City buildings without authorization from his/her supervisor.
- No employee shall engage in violent or threatening behavior off duty which negatively impacts the City's reputation or ability to function effectively.
- Non-employees shall not attempt access to any non-public areas of any City buildings without authorization from the appropriate City official.
- Non-employees shall not intentionally or knowingly engage in any type of violent or threatening behavior toward City employees engaged in the performance of their duties.

EMPLOYEE COMPLAINT PROCEDURE:

Employees are encouraged to report incidents involving inappropriate or threatening conduct, which has the potential to create a hostile work environment.

In the event that an individual wishes to submit a complaint, the following steps will be taken. **If the situation is of a life-threatening nature, employees should immediately notify their supervisor, Division Director, Department Director, Section Leader, the Division of Human Resources (or appropriate law enforcement personnel if necessary) in lieu of following these steps.**

1. Complainant completes a Workplace Violence Complaint form and forwards to their supervisor.
2. Upon receipt of the complaint, the supervisor shall immediately forward the form through the chain-of-command to the Division Director of Human Resources. **If the complaint involves an employee's Supervisor, Department Director, Division Director, or Section Leader, the complaint may be routed directly to the Division Director of Human Resources.**

3. Department Directors, Division Directors, Section Leaders and other employees who are in a position of supervising other employees, will immediately investigate the allegations in coordination with the Division of Human Resources. This shall include interviewing witnesses or gathering relevant documentation as appropriate.
4. Department Directors, Division Directors, Section Leaders and other employees who are in a position of supervising other employees, will take steps to insure immediate cessation of any inappropriate behavior which they know or reasonably should know is occurring and notify Human Resources immediately.
5. Upon completion of the investigation, appropriate discipline will be issued, if necessary, in accordance with the City's Progressive Discipline Policy.
6. The complainant will be notified by the Division of Human Resources that the complaint has been resolved. If the complainant is not satisfied with the final resolution, he/she may appeal in writing to the City Manager within five (5) calendar days of such notification.
7. The City Manager will render an appeal decision within ten (10) working days after receipt of the appeal. The City Manager's decision will be final.
8. All persons in a supervisory role are responsible for appropriately monitoring the work environment to insure that any situations arising under the Policy are resolved.

In order to ensure the highest degree and opportunity for reporting complaints, the affected employee may submit a written or oral complaint directly to the Division Director of Human Resources in lieu of following the chain of command.

NON-EMPLOYEE COMPLAINTS:

Any non-employees regarding alleged threatening or violent behavior while that person is on City property, in uniform, or participating in a City sponsored event should be directed to the Division of Human Resources for investigation. Complainants alleging off duty behavior by a City employee of a violent or threatening nature unconnected to their City employment may be referred to the appropriate law enforcement agency as warranted, depending on the circumstances.

PROTECTION:

The City of Dunedin will not retaliate against any employee who files a workplace violence complaint. Retaliation may include, but is not limited to, such acts as refusing to recommend an employee for a salary increase or benefit for which he/she qualifies, spreading rumors about the employee, encouraging hostility from co-workers, escalating the inappropriate behavior or refusing to consider the individual for promotion and/or transfer to another position.

Any employee who falsely and/or maliciously in bad faith accuses another individual of threatening behavior will be subject to disciplinary action up to and including termination in accordance with the City's Progressive Discipline Policy.

Any supervisor who ignores a complaint or inappropriate behavior or fails to immediately notify Human Resources will be subject to disciplinary action.

PREVENTION:

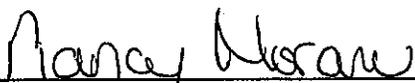
All reasonable steps will be taken to ensure that this Workplace Violence Policy is followed by all employees, supervisors, and others who have contact with City employees. Periodic training will be conducted for all City employees when necessary.

Department Directors, Division Directors, Section Leaders and other employees who are in a position of supervising other employees are responsible for appropriately monitoring the work environment of employees and taking reasonable steps to ensure a safe and secure workplace.

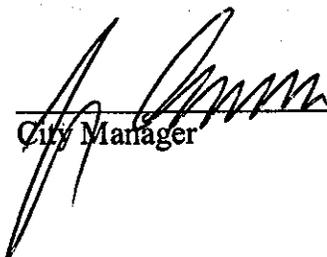
Employees are encouraged to seek counseling, if necessary, through the City's Employee Assistance Program. The City reserves the right to have employees mandatorily evaluated to determine fitness for duty where appropriate. Failure to comply with this policy will be handled in accordance with the City's Progressive Discipline Policy.

Effective Date of Policy: March 2002

Approved:



Division Director of Human Resources
and Risk/Safety



City Manager



Assistant City Manager

Workplace Violence Complaint
City of Dunedin, Florida

Human Resources Use Only
Date/Time Received

Complainant: _____ Job Title: _____
Department: _____ Division: _____
Supervisor's Name: _____

Date(s) of incident(s): _____ Time(s) of incident(s): _____

Place(s) of incident(s): _____

Name(s) of offender(s): _____

Describe the incident giving complete details (attach additional sheets): _____

Please list the name(s) of any eyewitness(es) to the incident(s): _____

Have you ever asked the offender to stop this behavior? Yes No

If no, why not? _____

If yes, when? _____ What happened? _____

What action(s) do you feel would resolve this situation? _____

Employee Signature: _____ Date: _____

Date complaint resolved: _____ How resolved: _____

Date the Complainant was advised that the incident was resolved? _____

Human Resources Signature: _____ Date: _____

In accordance with the Complaint Procedures, send copy immediately to Human Resources

