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Review Responsibility: Board and Administrative Policies Committee

Other Handbooks: EHB 6D

FCCS PROCEDURE

NO.: 3P

SUBJECT: VIOLENCE IN THE WORKPLACE

Approved by: Executive Council

Effective Date: January 1, 2001

Date(s) of Revision: Apr 1, 2003; Sep 1, 2009; May 2, 2017; March 23, 2022

Responsible for Implementation: All Staff

Violence in the Workplace

Administrative Policy

It is the policy of Franklin County Children Services to promote a safe environment for its employees and the families we serve. Children Services is committed to working with its employees to maintain a work environment free from violence, threats of violence to oneself or others, harassment, intimidation, and other disruptive behavior. Children Services is also committed to creating a non-judgmental, supportive environment for employees who may be victims of family and/or intimate partner violence.

Violence, threats, harassment, intimidation, and other disruptive behavior in our workplace will not be tolerated. All reports of incidents will be taken seriously and will be dealt with appropriately. Disruptive behavior can include, but is not necessarily limited to, oral or written statements, gestures or expressions that communicate a direct or indirect threat of physical harm to oneself or others, acts of physical violence, intimidation, or harassment. All individuals, regardless of employment status with the agency, who commit such acts may be removed from the premises and may be subject to disciplinary action, criminal prosecution, or both. Non-employees who commit such acts against employees may be removed from the premises and may be subject to criminal prosecution.

Your cooperation is needed to implement this policy effectively and to maintain a safe working environment. Violent, threatening, harassing, intimidating or other disruptive behavior should not be ignored or tolerated. Should this type of behavior be observed or experienced by anyone on Children Services' premises during work hours, using company resources (phone, e-mail, pager, etc.) or at a sponsored social event, whether he/she is an agency employee or not, a report should immediately be made to a supervisor. Supervisors who receive such reports should immediately seek advice from the Human Resources Department regarding investigation and taking appropriate action. Threats or assaults requiring immediate attention should first be reported to the on-duty law enforcement officer at the building or to the police by dialing 8-911.

Children Services will support all reasonable efforts made by supervisors and other agency personnel in dealing with violent, threatening, harassing, intimidating or other disruptive behavior in our workplace. These support efforts will include but are not limited to manager referrals to mandated EAP services.

Procedure

1) Filing A Complaint

- a) Any employee who has been subjected to any act of violence, any threat of violence, harassment or intimidation shall immediately report such incident to either the employee's immediate supervisor, the Regional/Department Director or the Director of Employee Relations.
- b) A report may be made either verbally or in writing.
- c) Any complaint received by a supervisor or other management employee must be reported to the Director of Employee Relations.
- d) When an employee is subjected to any inappropriate behavior mentioned in this policy or has been the victim of an actual or threatened act of physical violence from a co-worker or outside person while performing his/her job duties, the employee will file an Critical Incident Report with his/her supervisor (see Policies and Procedures section 3L).

2) Responding to the Complaint

- a) When a complaint is received by a supervisor, an assessment will be made as to the urgency of the situation. Should the threat or act of

violence be occurring at that time, the supervisor shall immediately notify the on-duty law enforcement officer located at the work site. Should there not be an officer on site, the supervisor shall immediately call 8-911.

Should the threat or act of violence be towards oneself, regardless of whether the threat is immediate or to occur in the future, the supervisor shall immediately notify the Director of Employee Relations. The Director of Employee Relations, or designee, will notify the employee that the Agency is activating the process for a mandated referral to EAP services. The number of mandated appointments will be established by an outside mental health professional, including an EAP counselor. See Policy 3V Mandatory Referrals to EAP.

- b) When a complaint is received by a supervisor which requires the immediate assistance of law enforcement, the Department/Regional Director and the Director of Employee Relations shall be immediately notified of the situation. It will be the responsibility of the Department/Regional Director and the Director of Employee Relations to notify management personnel within their chain of supervision.
- c) Once the Department/Regional Director and the Director of Employee Relations are notified of a situation which requires the assistance of a law enforcement official, and the perpetrator of the inappropriate act is an agency employee, the Executive Director or designee shall decide whether the employee is to be removed from the work site.

3) Conducting the Investigation

- a) All Children Services employees who are involved in the incident will be interviewed by the Director of Employee Relations or designee.
- b) All interviews will be conducted in accordance with the prevailing rules contained in the collective bargaining agreement regarding investigatory interviews.
- c) A report will be prepared summarizing the interviews and other investigatory documents and will be submitted to the Executive Director for disposition.
- d) If it is determined that an employee has committed or threatened to commit any act of physical violence, harassment, intimidation or other

disruptive behavior, the employee shall be disciplined up to and including termination.

- e) Investigations into complaints of violations of this policy will be initiated within 30 days of the filing of the complaint. All reasonable efforts will be made to expedite these matters to full resolution.