



Policy: Violence in the Workplace

ChildNet Number: CN 009.061

Original Approved Date: June 9, 2003

Policy Revised Date(s): September 8, 2008, October 2009, May 20, 2010

Policy Sunset Date:

COA Standard(s): ASE 6.01, 6.04

Statement of Policy:

ChildNet does not tolerate workplace violence such as threats of harm or violence, including implied threats or acts of harm or violence, intimidation, harassment, and/or coercion.

Board Chair's Signature: _____

Date: _____

10/19/10



Procedure: Violence in the Workplace

ChildNet Number: CN 009.061

Original Approved Date: June 9, 2003

**Procedure Revised Date(s): September 8, 2008, October 2009, May 20, 2010
August 22, 2014**

Procedure Sunset Date:

COA Standard(s): ASE 6.01, ASE 6.04

Definitions:

Violence is defined as any prohibited behavior which by its very nature could be interpreted by a reasonable person as intent to cause physical or emotional harm. Examples include, but are not limited to:

- A. Injuring another person physically
- B. Engaging in behavior that creates a reasonable fear of injury, such as threats or harassment
- C. Possessing, brandishing or using a weapon while on premises or engaging in official agency business
- D. Damaging property intentionally
- E. Threatening to injure an individual including threatening phone calls or emails

Statement of Procedure:

ChildNet employees are strictly prohibited from making threats or engaging in violent acts.

- A. Employees who commit violent acts or who otherwise violate this policy are subject to corrective action, up to and including termination of employment.
- B. Employees are not to confront any individual who is making a threat of harm or exhibiting violent behavior.
- C. Any threats of harm or exhibiting of violent behavior are to be reported immediately to a supervisor or director, to the Facilities staff, and to Talent Management. In cases of emergency, 911 is to be called.
- D. All employees are required to familiarize themselves with and use emergency routes as needed. Emergency routes are posted and maintained by Facilities in the hallways of ChildNet's main entrance areas.



- E. All complaints are to be fully investigated as threats of harm are taken seriously and ChildNet promptly responds to any complaint, incident or threat of violence.

President's Signature:

A handwritten signature in black ink, written over a horizontal line. The signature is cursive and appears to be 'Samuel R. ...'.

Date:

08-27-14