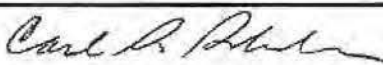




Human Resources Policies and Procedures

Policy Title: Violence Free Workplace	Policy Number: 2.5
Effective: October 30, 2005	
Supersedes: Administrative Policy #308 R11/98	
Approval: 	Page 1 of 5

1.0 Scope

- | | |
|--|---|
| <input checked="" type="checkbox"/> Full-time | <input checked="" type="checkbox"/> Union |
| <input checked="" type="checkbox"/> Part-time | <input checked="" type="checkbox"/> Independent Contractors |
| <input checked="" type="checkbox"/> Temporary/Contract | <input checked="" type="checkbox"/> Visitors and Vendors |
| <input checked="" type="checkbox"/> Salaried | |

Employees who are covered under the provisions of a collective bargaining agreement will follow the standards as contained in their respective contracts if this policy conflicts with the language in the contract.

2.0 Purpose

To promote a violent free workplace and ensure a proper response in the event a violent act occurs to a City employee or at a City facility.

3.0 Policy

- 3.1** The City of Ann Arbor is committed to maintaining a safe and non-violent environment for its employees, customers, and visitors. This means an environment that is free of threats, harassment, intimidation, physical abuse, verbal abuse and coercion. Threatening, harassing, intimidating, physically abusing, verbally abusing, stalking or coercing the City of Ann Arbor employees, customers and visitors are considered serious offenses. Employee conduct of this nature may be subject to immediate and appropriate disciplinary action up to and including discharge.
- 3.2** No employee may commit an act of violence or articulate a threat of violence while on the City of Ann Arbor premises, projects, in the City of Ann Arbor vehicles or during working hours (including lunch and breaks).

DISCLAIMER

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- 3.3** The City of Ann Arbor prohibits, with the exception of sworn Police Officers, possession or use of any type of weapons or dangerous devices (as defined in Chapter 115 of the City Code) anywhere on City property or while at City sponsored events. Carrying a Concealed Weapon permit does not exclude employees from this standard of conduct.

4.0 Responsibility

All employees are responsible for helping to maintain a safe workplace. Management is responsible for documenting in writing any occurrence of violence committed by a City employee.

5.0 Definitions

- 5.1** *Threatening behavior* consists of any direct or indirect language or action perceived to:

- be harmful to another individual or oneself
- endanger a group of employees or others on the premises
- destroy personal or organizational property
- be threatening/aggressive or abusive including referring to a violent occurrence such as "going postal"
- possession, display of, use of or threat to use a weapon of any kind

- 5.2** *Violent acts and threats of violence* committed during non-working hours or away from the workplace are prohibited where:

- the employee conduct adversely affects the City of Ann Arbor reputation, or
- the City of Ann Arbor, in its discretion, determines that the effects of the off-duty conduct may be carried into the workplace and/or pose a threat to the City of Ann Arbor employees, customers, visitors, or property.

- 5.3** Threats made as a joke, prank, in jest or in connection with horseplay are considered real threats under this policy and will not be permitted.

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- 5.4 Behavior that constitutes *an imminent and direct threat* includes any behavior a reasonable person would interpret as:
- A potential physical assault or use of a weapon;
 - Actions or statements that have the immediate potential for violence against persons or property (e.g. breaking or throwing objects, gesturing with a fist, etc).
 - Any physical contact that is considered to be aggressive.

6.0 Procedures

- 6.1 Employees who believe they are subject to, or are aware of threats, harassment, intimidation, physical abuse, verbal abuse or coercion from employees, customers, visitors or others will report all specific occurrences and circumstances to their supervisor or Human Resources Services.
- 6.2 Due to the potential for permanent injury or loss of life, employees who do not make such reports will be subject to disciplinary action up to and including discharge.
- 6.3 The City of Ann Arbor will investigate all reports of violence thoroughly and promptly and take whatever action deemed appropriate to protect City employees, customers, visitors and property.
- 6.4 Failure of management at any level to take such allegations seriously or failure to report such allegations to Human Resources Services shall be subject to disciplinary action, up to and including discharge.
- 6.5 The manager or supervisor receiving and/or investigating the complaint shall document the events giving rise to the complaint and forward a copy to Human Resources Services.
- 6.6 Employees are expected to cooperate in any investigation in the City's efforts to maintain a safe workplace.
- 6.7 The City of Ann Arbor will make every reasonable attempt to preserve the confidentiality of any reported act or threat of violence within the framework of the law.

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- 6.8** Management has a responsibility to be educated and aware of potential signs of such behavior in order to minimize the risk of violent or threatening incidents. Employees should also be made aware of the internal resources available to them such as the Employee Assistance Program. (See Policy 4.14)
- 6.9** If a threat is imminent and direct in nature, 911 emergency or the local law enforcement authority should be contacted immediately.
- 6.10** Any employee who articulates a threat of violence may be required to meet with an Employee Assistance Program counselor, other counselor, or physician chosen by the City of Ann Arbor to determine fitness for duty. Any information disclosed or shared with the counselor or physician will be shared with the City of Ann Arbor to the extent deemed necessary by the counselor or physician.
- 6.11** The City of Ann Arbor reserves the right, at all times, and without prior notice to inspect and search any and all City property, work areas and personal belongings brought onto the City of Ann Arbor premises. Failure to cooperate in such a search will be considered insubordination and result in corrective action up to and including discharge. Searches must have the approval of Human Resources Services or an officer of the Ann Arbor Police Department prior to being conducted.
- 6.12** The City of Ann Arbor may occasionally find it necessary to investigate current employees where behavior or other relevant circumstances raise legitimate questions concerning a potential threat to the safety of others, or of oneself. Employee investigations may, where appropriate, include investigation of their background, substance abuse habits, work history, criminal history and weapons ownership.
- 6.13** Employees are expected to reasonably cooperate with the City's lawful efforts to obtain relevant information. Failure to cooperate may result in appropriate disciplinary action up to and including discharge.
- 6.14** Any City employee who obtains a restraining or personal protection order against another person must immediately report that to his/her immediate supervisor.
- 6.15** The City encourages employees to bring their disputes or differences with other employees to the attention of their supervisors or Human Resources Services before the situation escalates into potential violence. The City is eager to assist in the resolution of employee disputes.

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- 6.16** After an investigation of an alleged violent incident has been conducted a decision regarding the nature of discipline up to and including discharge will be made. In addition an employee may be required to pay for any City property and or equipment that was damaged or destroyed.
- 6.17** If, after full investigation of a complaint, the results of the investigation reveal that the complainant intentionally and knowingly filed a false complaint, the complainant shall be subject to discipline up to and including discharge.

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