

COUNTY OF ORLEANS INDUSTRIAL DEVELOPMENT AGENCY
Workplace Violence Prevention Policy

It is the policy of the County of Orleans Industrial Development Agency (“COIDA”) to ensure a safe workplace and to reduce the risk of violence to our employees. It is a shared obligation of all employees, individually and collectively, to prevent and/or defuse actual or implied violent behavior (verbal or physical) at work.

Any person who engages in a violent or threatening manner, either verbal or physical in nature, will be removed from the premises as quickly as safety permits.

At COIDA’s discretion, employees and/or the public may be barred from COIDA’s premises pending the outcome of an investigation. Any employee who engages in such behavior may be subject to disciplinary action up to and including termination, criminal penalties, or both.

DEFINITION

Violent behavior on the job includes, but is not limited to:

1. Causing or attempting to cause physical injury to another person;
2. Intentional destruction or threat of destruction of COIDA property or another person’s personal property;
3. Expressing intent to cause physical harm or emotional duress;
4. Acting in a hostile manner through unwelcome words, actions or physical contact not resulting in physical harm to another person.
5. Surveillance or stalking;
6. Possession of a weapon while on COIDA property or while on COIDA business without proper authorization;
7. Veiled threats of physical violence;
8. Expression of suicidal or homicidal intent or thoughts; and
9. Unusual agitation or excitement, which may be accompanied by incoherent and/or irrational behavior or harassment.

PROCEDURES

Reporting Procedures

- A. Law enforcement officials will be notified as soon as possible of any situation that has the potential for immediate danger to the safety of an employee or any other person.
- B. All employees are responsible to inform their department head and to file the attached workplace violence Incident Report of any condition or behavior that the employee experiences or witnesses and believes places the employee and/or others at risk of injury. Such actions may include, but are not limited to:

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- i. Causing or attempting to cause physical injury to another person;
 - ii. Possession of a weapon while on COIDA property or while on COIDA business without proper authorization;
 - iii. Expressing an intent to cause immediate physical harm; and
 - iv. Intentional destruction or threat of immediate destruction of COIDA property or another person's personal property.
- C. Once notified the CEO/CFO will report all employee concerns to the COIDA Board, who will:
- i. Take immediate action to end the dangerous or harassing behavior; and
 - ii. If appropriate, take appropriate disciplinary action.
- D. The COIDA Chairperson will assure that a full investigation is made and will assist the CEO/CFO in resolving the issue.

Reports should be made regardless of whether the potentially dangerous person is a co-worker or a non-employee. Reports or incidents warranting confidentiality will be handled appropriately, and information will be disclosed to others on a "need to know" basis. This policy does not prevent employees from directly notifying law enforcement officials of the problems.

- E. Emergency Situations – It is recommended that employees who are confronted by or who encounter an armed or dangerous person not attempt to challenge or disarm the individual. The employee should use his/her best judgment under the circumstances to avoid injury to him/her or others. If the employee is able to contact the Police or emergency assistance safely, then the employee should do so immediately or as soon as possible.
- F. 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. Reports to law enforcement officials will be made as appropriate. Non-employees engaged in violent acts in or affecting the workplace will also be reported to the proper authorities. COIDA will cooperate fully with law enforcement authorities during any investigation.
- G. Eligibility for Rehire – Employees terminated for violating a provision of this policy shall not be eligible to rehire with COIDA in any capacity.

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Workplace Violence Incident Report

Today's Date _____

Date of Incident _____

Time of Incident _____

Employee Name _____

Title _____

Workplace Location _____

What was the employee doing just prior to the incident?

Incident Description (Minimally include names of involved employees, extent of injuries and names of witnesses):

Provide information on preventative actions that the public employer has taken or is considering as a result of the incident to prevent against further like occurrences:

After the occurrence of a workplace violence incident, the public employer shall consider global (all public employer worksites) prevention enhancements, which may be necessary to properly protect employees.

The employer is responsible for maintaining copies of reports which shall be used when the program is reviewed and updated.