

**PRO-302.8
PROHIBITION ON THREATENING, DISRUPTIVE, OR VIOLENT BEHAVIOR IN THE
WORKPLACE ADMINISTRATIVE PROCEDURE**

1.0 Purpose.

The purpose of this Administrative Procedure is to implement Section 301.13 of TRWD Board Policy 301 Employment Practices prohibiting Violence in the Workplace and Section 302.3.1 of TRWD Board Policy 302 Policy Employee Standards of Conduct and Code of Ethics, which directs the General Manager or designee to establish and implement administrative procedures or guidelines that set forth standards of conduct that all TRWD employees must follow with respect to the District's prohibition on threatening, disruptive, or violent behavior in the workplace.

The safety of TRWD employees in the workplace is of utmost priority to the District. TRWD is committed to preventing workplace violence and to maintaining a safe work environment. The following standards address conduct that may occur in the workplace, through TRWD electronic communications, or offsite conduct during work-related activities.

2.0 Scope.

This Prohibition on Threatening, Disruptive, or Violent Behavior in the Workplace Administrative Procedure applies to all departments, divisions, and offices within TRWD, and to all TRWD employees.

3.0 Prohibited Conduct.

All TRWD employees, customers, constituents, or vendors should be treated with professional courtesy at all times. TRWD employees shall not engage in physical altercations or other conduct dangerous to others. Threatening or intimidating conduct or acts of coercion against any employee, customer, constituent, or vendor will not be tolerated. TRWD technology, supplies, or resources may not be used to disrupt, or threaten anyone in, the workplace. Employees should also refrain from fighting, "horseplay," or other conduct that may endanger others.

4.0 Preventive Measures.

TRWD encourages employees to bring their workplace disputes or differences with one another to the attention of their supervisor or the Human Resources Department before the situation escalates to a potentially violent situation.

5.0 Reporting Procedures.

Any employee who believes he or she has been subjected to violent behavior by a co-worker, customer, constituent, or vendor, is threatened with violence, or knows of threats or actual violence occurring in the workplace, should report such conduct to his or her supervisor, the Human Resources Department, or to TRWD's Communications Center. The Communications Center will evaluate the incident and notify the relevant parties

which may include Law Enforcement if applicable. Those in immediate danger should call 911 as their first step.

All threats of violence, actual violence, suspicious activity, workplace disruptions, or potentially dangerous conditions must be immediately reported to a supervisor, TRWD Communications Center, or the Human Resource Department. Reports of violence or threats may be made anonymously. Those in immediate danger should call 911 as their first step.

6.0 Response to Reports of Threatening, Disruptive, or Violent Behavior.

Reports of threats, violence, workplace disruptions, or suspicious activity will be addressed by management promptly. TRWD's management will make every effort to determine the safest way to handle the situation and minimize the risk to all employees. If TRWD's management, including the Human Resources Director, determines that further investigation is needed, they may initiate the complaint process set forth in the *TRWD 301.3 Employee Complaint Administrative Procedure*.

The identity of individuals who report threats, violence, or suspicious activity will be protected to the extent possible.

Retaliation against employees who make good faith reports of threats, violence, or suspicious activity is prohibited.

7.0 Employee Initiation of the Complaint Process.

An employee who wishes to initiate an investigation regarding threats, violence, workplace disruptions, or suspicious activity—or who is unsatisfied with the initial response to a report under Section 6.0—may file a complaint under the *TRWD 301.3 Employee Complaint Administrative Procedure* to initiate TRWD's employee complaint process.

8.0 Domestic Violence.

Employees who have obtained protective orders or restraining orders that protect the employee's workplace should immediately inform the Human Resources Department and provide a copy of the order. Employees should report any personal safety concerns, including concerns related to intimate partner violence, to TRWD's Human Resources Department. Human Resources and TRWD Law Enforcement will work with the employee to plan for any emergency situations that may arise.

9.0 Enforcement.

Threatening, disruptive, or violent behavior in the workplace will not be tolerated. TRWD employees who engage in such conduct prohibited by Section 301.13 of TRWD Board Policy 301 or this Administrative Procedure will be subject to disciplinary action, up to and including termination.

Non-TRWD employees who engage in threatening, violent, or intimidating conduct or coercion on TRWD premises or toward TRWD employees will be reported to the proper authorities.