



BOBBY JINDAL
GOVERNOR

State of Louisiana
Governor's Office of Homeland Security
and
Emergency Preparedness

MARK A. COOPER
DIRECTOR

Violence in the Workplace Policy
Policy Number: GEN-0009

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Approval:


Mark A. Cooper, Director

I. POLICY

In compliance with all applicable State and Federal laws, it is the policy of the Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP) that all employees will be informed of the policy regarding Violence in the Workplace and that this policy shall be applied and enforced in a fair and consistent manner and in accordance with the following instructions and procedures.

II. PURPOSE

GOHSEP promotes a safe environment for its employees. GOHSEP is committed to working with its employees to maintain a work environment free from violence, threats of violence, harassment, intimidation and other disruptive behavior.

III. APPLICABILITY

This policy applies to all GOHSEP employees.

IV. DEFINITIONS

Employee: An individual who works for GOHSEP on a full-time, part-time or temporary basis. It includes volunteers, contractors and consultants engaged to perform services for GOHSEP.

Workplace: All GOHSEP facilities, premises or equipment and any location where employees are engaged in GOHSEP business.

V. SCOPE

- A. It is GOHSEP's policy to promote a safe environment for its employees and to communicate the attitude that violent behavior will not be excused or tolerated.
- B. Violence, threats, harassment, intimidation or other disruptive behavior in the workplace will not be tolerated. All reports of such incidents will be taken seriously and dealt with appropriately.
- C. Inappropriate behavior can include oral or written statements, gestures or expressions that communicate a direct or indirect threat of physical harm, property destruction or which are otherwise disruptive by nature.
- D. An employee who commits or threatens to commit an act of violence may be removed from the premises and may be subject to disciplinary action and/or criminal penalties. The perpetrator shall be held accountable regardless of employment, position or status.
- E. Firearms are banned in the workplace.
- F. An employee who reports violence, reports a credible threat of violence, or assists GOHSEP in a workplace violence investigation shall not be retaliated against.
- G. Cooperation of all employees is imperative to implement this policy effectively and to maintain a safe working environment. Employees should not ignore violent, threatening, harassing, intimidating or other disruptive behavior.
- H. Employees who observe such behavior on GOHSEP property shall immediately report the behavior to a supervisor.
- I. Behavior threatening bodily harm, injury or property should immediately be reported to law enforcement by dialing 9-1-1, in addition to the security of their facility if applicable.

VI. RESPONSIBILITIES

A. Employee

- 1. An employee shall report to his supervisor all occurrences of workplace violence involving the employee.

2. An employee shall cooperate with GOHSEP personnel officially involved in a workplace violence complaint or investigation.

B. Section Chief

1. The Section Chief shall ensure that the workplace violence policy is explained to new employees.
2. The Section Chief shall monitor daily activity in the workplace, identify actual or potential violence incidents and take appropriate action to divert such disturbances in the workplace.
3. The Section Chief shall immediately notify his Assistant Deputy Director regarding complaints of workplace violence.
4. The Section Chief shall obtain a Workplace Violence/Domestic Violence Incident Statement from each employee who is a witness or party to a credible threat or act of violence. Attempts should be made to obtain a form or a written statement from non-employee witnesses. The form and written statements shall be forwarded through the chain-of-command to the Assistant Deputy Director.
5. The Section Chief shall cooperate with GOHSEP personnel officially involved in a workplace violence complaint or investigation.
6. The Section Chief shall take appropriate action based on the findings of a workplace violence investigation.

C. Assistant Deputy Director

1. The Assistant Deputy Director shall be responsible for implementing in his respective Division all GOHSEP policies and procedures related to workplace violence.
2. The Assistant Deputy Director shall immediately notify the Deputy Director and Director of complaints regarding workplace violence.
3. The Assistant Deputy Director shall take appropriate action based on the findings of a workplace violence investigation.
4. The Assistant Deputy Director shall immediately forward the Workplace Violence/Domestic Violence Incident Statement and written statements to the Human Resources Manager.

D. Human Resources

1. Upon receipt of a complaint regarding workplace violence, the Human Resources Manager or his designee shall conduct an investigation to verify the validity of the complaint.
2. The Human Resources Manager or his designee shall consult with the law enforcement agency investigating the incident.
3. The Human Resources Manager or his designee shall provide to the Assistant Deputy Director, Deputy Director and Director a report of the Human Resources findings, if any.
4. The Human Resources Manager or his designee shall receive Workplace Violence/Domestic Violence Incident Statements alleging workplace violence. He shall establish a uniform reporting system to track all workplace violence incidents. He shall maintain the Workplace Violence/Domestic Violence Incident Statements and related records in accordance with public records laws.
5. The Human Resources Manager or his designee shall determine the effectiveness of this policy and develop changes as appropriate to prevent workplace violence.

VII. CONFIDENTIALITY

Confidentiality of the reporting employee shall be protected at all times. Employees will be informed on a need-to-know basis, and only to the extent provided by law.

VIII. VIOLATIONS

Any violation of this policy may result in disciplinary action up to and including termination.

IX. QUESTIONS

Questions regarding this policy should be directed to Human Resources at (225) 925-7338.