

WORKPLACE VIOLENCE POLICY

Approved by the Board of Commissioners on December 18th, 2024

Because of its concern for the safety of all employees, The Chelsea Housing Authority (CHA) will not tolerate any form of workplace violence and will take appropriate action against any employee who endangers another employee in violation of this policy. The CHA has a “Zero-Tolerance” Policy against workplace violence. All employees must refrain from conduct that may be dangerous or threatening to others. Threatening behavior or acts of violence against employees, visitors or property will not be tolerated. The purpose of this policy is to provide CHA employees with guidance in order to maintain within all CHA properties and at all CHA sponsored events an environment that is free from violence or the threat of violence.

POLICY:

Violent behavior of any kind or threats of violence, either implied or direct, are prohibited at CHA, on its properties and at CHA sponsored events. Such conduct by a CHA employee will not be tolerated. An employee who exhibits violent behavior may be subject to criminal prosecution and shall be subject to disciplinary action up to and including dismissal. Violent threats or actions by a non-employee may result in criminal prosecution and being prohibited from CHA properties. The CHA will investigate all complaints filed and will also investigate any possible violation of this policy of which we are made aware. **Retaliation or any kind against a person who makes a complaint regarding violent behavior or threats of violence made to them is also prohibited.**

DEFINITION:

Workplace violence: Behavior in which an employee, former employee, client, or relative to a workplace inflicts or threatens to inflict damage to property, serious harm, injury or death to others at the workplace.

Threat: The implication or expression of intent to inflict physical harm or actions that a reasonable person would interpret as a threat to personal physical safety or property.

Intimidation: Making others afraid or fearful through threatening behavior or words.

Zero-tolerance: A standard that establishes that any behavior, implied or explicit, that violates the policy will not be tolerated.

PROHIBITED BEHAVIOR:

Violence in the workplace may include, but is not limited to the following list of prohibited behaviors directed at or by a co-worker, supervisor or member of the public:

- 1) Direct threats or physical intimidation.
- 2) Implications or suggestions of violence; including “veiled threats.”
- 3) Stalking.
- 4) Possession of weapons of any kind on CHA property, including parking lots, other exterior premises or while engaged in activities for CHA in other locations, or at CHA sponsored events, unless such possession or use is a requirement of the job.
- 5) Assault of any form.
- 6) Physical restraint, confinement.
- 7) Dangerous or threatening horseplay.
- 8) Loud, disruptive or angry behavior or language that is clearly not part of the typical work environment.
- 9) Blatant or intentional disregard for the safety or well-being of others.
- 10) Any other act that a reasonable person would perceive as constituting a threat of violence.
- 11) Acts of violence prohibited by this policy include, but are not limited to conduct such as punching, shoving, kicking or throwing objects in the direction of another employee.

REPORTING ACTS OF THREATS OF VIOLENCE:

An employee who:

1. Is the victim of violence, or
2. Believes they have been threatened with violence, or
3. Witnesses an act or threat of violence towards anyone else shall take the following steps:

If an emergency exists and the situation is one of immediate danger, the employee shall contact the local police officials by dialing 911 and may take whatever emergency steps are available and appropriate to protect themselves from immediate harm, such as leaving the area. If the situation is not one of immediate danger, the employee shall report the incident to the appropriate supervisor or manager as soon as possible and complete the CHA workplace incident report form. Employees shall have the right to file a complaint with the police department on their own.

INCIDENT INVESTIGATION:

Acts of violence or threats will be investigated immediately to protect employees from danger, unnecessary anxiety concerning their welfare, and the loss of productivity. The employee's department director will initiate an investigation into potential violation of work rules/policies. The Department Director will refer the matter to the Executive Director and Deputy Director along with a completed incident report for their review of potential violation of workplace violence policy.

PROCEDURES FOR INVESTIGATING INCIDENTS OF WORKPLACE VIOLENCE INCLUDE:

- Visiting the scene of an incident as soon as possible.
- Interviewing injured and threatened employees and witnesses.
- Examining the workplace for security risk factors associated with the incident, including any reports of inappropriate behavior by the perpetrator.
- Determining the cause of the incident.
- Taking mitigation measures to prevent the incident from recurring. Recording the findings and mitigation actions taken.

MITIGATING MEASURES:

Incidents which threaten the security of employees shall be mitigated as soon as possible following their discovery. Mitigating actions include:

- Notification of law enforcement authorities when a potential criminal act has occurred.
- Provision of emergency medical care in the event of any violent act upon an employee.
- Post-event trauma counseling for those employees desiring such assistance.
- Assurance that incidents are handled in accordance with the workplace violence policy.
- Requesting the CHA's attorney to file a restraining order as appropriate.

TRAINING AND INSTRUCTION:

The CHA Human Resources department shall be responsible for ensuring that all employees, including managers and supervisors, are provided with training and instruction on general workplace security practices. The Department shall be responsible for ensuring that all employees, including managers and supervisors, are provided with training and instructions on job specific workplace security practices.

TRAINING AND INSTRUCTIONS SHALL BE PROVIDED AS FOLLOWS:

- To all current employees when the policy is first implemented.
- To all newly hired employees, supervisors and managers, or employees given new job assignments for which specific workplace security training for that job assignment has not previously been provided.

- To affected employees whenever management is made aware of a new or previously unrecognized hazard.

WORKPLACE SECURITY TRAINING AND INSTRUCTIONS INCLUDES, BUT NOT LIMITED TO, THE FOLLOWING:

- Preventive measures to reduce the threat of workplace violence, including procedures for reporting workplace security hazards.
- Methods to diffuse hostile or threatening situations.
- Escape routes.
- Explanation of this workplace prevention policy.

INSTRUCTIONS

This form should be completed by either the employee, their supervisor or jointly. When an employee reports incidents or phone calls such as a threat, act of intimidation, violence or other unacceptable behavior being committed by another employee or external contact.

Date of Incident _____ Time _____ AM PM Date of notification _____

Location of incident _____

Name of victim _____

Name of person who committed the incident (if known)

Action taken by _____

Date _____

Name of person completing the form
