



## **WORKPLACE VIOLENCE POLICY**

### **BOARD OF DIRECTORS POLICY AND PROCEDURE No. BOD 044**

#### **1. POLICY**

The Connecticut Resources Recovery Authority (CRRA) is committed to preventing workplace violence and to maintaining a safe work environment for all of its employees. Workplace violence is violence or the threat of violence against workers. It can occur at or outside the workplace and can range from threats and verbal abuse, to physical assaults and homicide.

CRRA has a **ZERO TOLERANCE** policy against any form of intimidation, threats or violence in the workplace. Any form of intimidation, threat or violent act is **STRICTLY PROHIBITED**.

#### **2. PROHIBITED CONDUCT**

CRRA does not tolerate any type of workplace violence committed by or against employees. Employees are prohibited from making threats or engaging in violent activities.

The following list of behaviors, while not inclusive, provides examples of conduct that is prohibited.

- Participating in, provoking or otherwise contributing to any threat or violent act in the workplace;
- Causing physical injury to another person (assault, battery);
- Making threatening remarks (abuse, oral or written);
- Aggressive or hostile behavior that creates a reasonable fear of injury to another person or subjects another individual to emotional distress (intimidation and harassment);

- Intentionally damaging employer property or property of another employee;
- Possession of a firearm or other weapon while on company property or while on company business;
- Committing acts motivated by, or related to, sexual harassment or domestic violence.

Because it is often difficult to distinguish between a real threat and one made in jest, all threats will be treated as real and therefore even threats of violence spoken only in a joking manner are strictly prohibited by this policy.

### **3. PENALTIES FOR VIOLATIONS**

Any employee who makes a threat, whether express or implicit, exhibits threatening behavior, or engages in any violent act or other violation of this policy on CRRA property or otherwise in the course of their employment, shall be removed from the premises as quickly as safety permits, and shall remain out of work pending the outcome of an investigation. Depending on the circumstances involved, CRRA's response may include, but is not limited to, reassignment of job duties, discipline up to and including suspension and termination of employment, and/or criminal prosecution of the person(s) involved.

### **4. RISK REDUCTION MEASURES**

CRRA's Human Resources Manager is responsible for taking reasonable measures to conduct background checks and reference checks on employees prior to offering them a position.

### **5. REPORTING PROCEDURES**

All CRRA personnel are responsible for notifying their supervisors and/or the Human Resources Manager and/or the President of any violation of this policy, including but not limited to, any threats they have witnessed, received, or have been told that another person witnessed or received. CRRA employees are also encouraged to report violent acts inflicted on them by non-CRRA employees such as our contractors. If an employee is subject to violent or abusive behavior by a contractor, the employee should report it immediately to his/her supervisor, CRRA Human Resources Manager or CRRA's President. All reports will be investigated fully and promptly.

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#### **ORIGINAL**

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Approved by: Board of Directors

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