

MADISON COUNTY, VIRGINIA PERSONNEL POLICIES MANUAL

WORKPLACE VIOLENCE

POLICY NO.

6.3

EFFECTIVE:

01/02/2024

Madison County provides a safe workplace for all employees. To ensure a safe workplace and to reduce the risk of violence, all employees should review and understand all provisions of this workplace violence policy.

A. Prohibited Conduct

Madison County does not tolerate any type of workplace violence committed by or against employees. Employees are prohibited from making threats or engaging in violent activities. This list of behaviors provides examples of conduct that is prohibited:

1. Causing physical injury to another person.
2. Making threatening remarks.
3. Displaying aggressive or hostile behavior that creates a reasonable fear of injury to another person or subjects another individual to emotional distress.
4. Intentionally damaging employer property or property of another employee.
5. Possessing a concealed weapon while on county property or while on county business. Weapons kept in personal vehicles on county property shall not be considered a violation of this policy.
6. Committing acts motivated by, or related to, sexual harassment or domestic violence.

B. Reporting Procedures

Any potentially dangerous situations must be immediately reported to a supervisor or the County Administrator. Reports can be made anonymously, and all reported incidents will be investigated. Reports or incidents warranting confidentiality will be handled appropriately, and information will be disclosed to others only on a need-to-know basis. All parties involved in a situation will be counseled, and the results of investigations will be discussed with them. Madison County will actively intervene at any indication of a possibly hostile or violent situation.

C. Risk Reduction Measures

1. Hiring

The County Administrator takes reasonable measures to conduct background investigations to review candidates' backgrounds and to reduce the risk of hiring individuals with a history of violent behavior.

2. Safety

Department heads shall conduct annual inspections of the premises to evaluate and determine any vulnerabilities to workplace violence or hazards. Any necessary corrective action will be taken to reduce all risks.

D. Individual situations

Although Madison County does not expect employees to be skilled at identifying potentially dangerous persons, employees are expected to exercise good judgment and to inform the County Administrator if any employee exhibits behavior that could be a sign of a potentially dangerous situation. Such behavior includes:

1. Threatening others with weapons or bringing them into the workplace;
2. Displaying overt signs of extreme stress, resentment, hostility or anger;
3. Making threatening remarks;
4. Showing sudden or significant deterioration of performance; and/or
5. Displaying irrational or inappropriate behavior.

E. Employees at risk

The County Administrator will identify and maintain a list of employees who have been determined to be at risk for becoming victims of violence because of the nature of their job or because they are subject to harassment, violence or threats from a nonemployee. The County Administrator will design a plan with at-risk employees to prepare for any possible emergency situations.

F. Dangerous/Emergency Situations

Employees who confront or encounter an armed or dangerous person should not attempt to challenge or disarm the individual. Employees should remain calm, make constant eye contact and talk to the individual. If a supervisor can be safely notified of the need for assistance without endangering the safety of the

employee or others, such notice should be given. Otherwise, employees should cooperate and follow the instructions given.

G. 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. Nonemployees engaged in violent acts on the employer's premises will be reported to the proper authorities and fully prosecuted.