

POLICY NO.: 322-15

WORKPLACE VIOLENCE PREVENTION POLICY

A. PURPOSE

This policy is intended to make employees of the County of Cape May (County) aware of the potential for workplace violence and understand how to appropriately respond to violence or the threat of violence in the workplace.

B. POLICY

It is the County's goal to rid the workplace of violence. The County will not tolerate violence at any County-designated workplace. As such, the County will actively intervene in any potentially violent situation and will not hesitate to commence appropriate disciplinary action and/or legal action as the County deems necessary.

1. DEFINITIONS

- a. County-designated workplaces include, but are not limited to, County property, offices, events, worksites, field locations, vehicles, and situations where County business is conducted.
- b. Persons include, but are not limited to, employees, contractors, vendors and members of the public.
- c. Workplace violence includes, but is not limited to, intentionally, indirectly or directly:
 - i. causing physical injury to another person,
 - ii. physically assaulting oneself and/or another person,
 - iii. acting physically aggressive and/or hostile,
 - iv. damaging, destroying, and/or sabotaging property of another person,
 - v. subjecting another person to emotional distress,
 - vi. verbally abusing another person, including through the use of offensive, profane, and/or vulgar language,
 - vii. communicating by oral or written words, gestures, or symbols an actual, implied, and/or potential threat of physical and/or mental harm,
 - viii. possessing a weapon while at a County-designated workplace, except by those who possess a weapon as a condition of employment,
 - ix. harassing, threatening, intimidating, coercing, stalking, frightening, bullying, and/or showing undue focus on another person, and/or

- x. committing acts motivated by and/or related to sexual harassment and/or domestic violence.

2 SCOPE OF THE POLICY

- a. All employees of the County are required to comply with this policy.
- b. This policy extends to all County-designated workplaces.

3 EMPLOYEES' RESPONSIBILITIES

- a. All employees of the County are responsible for, among other things:
 - i. treating persons and property with dignity and respect,
 - ii. promptly reporting incidents of workplace violence, and
 - iii. being familiar with this policy regarding workplace violence.

4 REPORTING WORKPLACE VIOLENCE

- a. It is the shared obligation and responsibility of all employees and employee organizations to individually and jointly act to prevent and/or defuse workplace violence by immediately reporting incidents of workplace violence to a Department Head, the Director of the Department of Human Resources & Training (465-1060), and/or the Director of Operations (465-1071). The Department Head, Director of the Department of Human Resources & Training, and/or the Director of Operations will contact the appropriate law enforcement agency when appropriate.
- b. When possible, the County will maintain the confidentiality of any person who reports an incident of workplace violence.
- c. Retaliation against an employee who makes a good faith report of actual, implied, and/or potential workplace violence is strictly prohibited. Reporting, in bad faith, a false report of workplace violence is cause for serious disciplinary action and possible legal action.