



Shawnee Heights Fire District

WORKPLACE VIOLENCE POLICY

Purpose: To establish a policy to promote a safe and secure work environment.

Applicability: To all District employees.

Effective Date: November 20, 2008

1. PURPOSE

- a. The Shawnee Heights Fire District is committed to promoting a safe and secure work environment. Nothing is more important to the district than the safety and security of its employees. We are committed to providing a working environment free from any types of prohibited behaviors. Consistent with this policy, acts or threats of physical violence which involve or affect the District, or which occur on District property or District controlled property, will not be tolerated.

2. GUIDELINES

- a. The Shawnee Heights Fire District shall maintain a zero tolerance policy toward workplace violence, or the threat of violence, by any of its employees, customers, the general public, and/or anyone who conducts business with the District. Zero tolerance means that, under no circumstances will prohibited behavior be tolerated. Shawnee Heights Fire District employees and members of the public doing business with the District shall be prohibited from carrying firearms and weapons on District property. The only persons exempted from this firearms and weapons prohibition are certified law enforcement officers. The District intends to use any means available to secure the workplace from violence and prohibited behavior, and to reasonably protect employees and members of the public. This prohibition also applies to District sponsored functions, including but not limited to, picnics or fundraisers.
- b. Violation of this policy by District employees will lead to disciplinary action, and may include dismissal, arrest, and prosecution. If the source of prohibited behavior is a member of the public, the response may include removing and barring the person(s) from District-owned or leased property, District-sponsored functions, termination of business relationships, and/or appropriate legal action of the person(s) involved.
- c. All incidents are to be reported. With the assistance of the supervisor, a written report will be completed by the employee and forwarded to the Fire Chief where a copy will be maintained.
- d. Any employee who acts in good faith by reporting real, perceived, or implied violent behavior will not be subjected to retaliation or harassment. Any action of this type resulting from a report of violence must be reported to the appropriate management staff for investigation and decision regarding proper action.
- e. Any employee who files an intentionally false report against another individual shall be subject to disciplinary action, up to and including termination.

This Policy specifically repeals and replaces prior District policies and administrative memoranda regarding the subject of workplace weapons and violence.

Approved: By Board Action on November 20, 2008.

EMPLOYEE ACKNOWLEDGEMENT

I have read and understand the Shawnee Heights Fire District's Workplace Violence Policy. Specifically, I acknowledge my understanding of the following:

1. I understand the type of conduct and behavior that is prohibited under this policy.
2. I understand that I will be subject to discipline, up to and including the termination of my employment, if I engage or conduct prohibited by this policy.
3. I know how to report violations of this policy to the Shawnee Heights Fire District.

Signature

Date

Printed Name