



TITLE:
Workplace Violence Prevention Policy
ADOPTED BY BOARD OF HARBOR COMMISSIONERS:
March 23, 2015
EFFECTIVE DATE:
This Administrative Policy is effective upon approval by the Board of Harbor Commissioners.
SUPERSESSION:
This policy supersedes Administrative Policy # 12625.
PURPOSE:
The purpose of this Administrative Policy is to clearly affirm the Oxnard Harbor District's commitment to preventing workplace violence.
POLICY:
<p><u>Workplace Violence Prevention.</u></p> <p>A. <u>Objective.</u> The District is strongly committed to ensuring the safety of all District employees. Consistent with this policy, acts or threats of violence, including intimidation, harassment, and/or coercion that involve or affect District employees will not be tolerated and will be subject to appropriate disciplinary action up to and including termination. The following are the objectives of the District:</p> <ol style="list-style-type: none">(1) To ensure all workplace threats and violent behavior are addressed promptly.(2) To ensure the level of physical and facility security in District workplaces is sufficient to protect the health and safety of District employees.(3) To ensure that all disciplinary action taken for behavior prohibited under this Policy is reviewed, evaluated, and administered consistently and equitably throughout the District and done so in a timely manner. <p>B. <u>Threats or Acts of Violence Defined.</u> A credible threat of violence is a knowing and willful statement or course of conduct that would place a reasonable person in fear for his/her safety, or the safety of his/her immediate family, and that serves no legitimate purpose. General examples of prohibited workplace violence include, but are not limited to the following:</p> <ol style="list-style-type: none">(1) Threatening to harm or harming an individual and/or his/her family, friends,

associates, and/or their property.

- (2) Fighting or challenging another individual to a fight.
- (3) Intimidation through direct or veiled verbal threats, or through physical threats, such as obscene gestures, grabbing, and pushing.
- (4) Making harassing or threatening telephone calls; sending harassing or threatening letters, emails, or other correspondence.
- (5) Intimidating or attempting to coerce an employee to do wrongful acts that would affect the business interests of the District.
- (6) Harassing surveillance or stalking, which is engaging in a pattern of conduct with the intent to follow, alarm, or harass another individual, which presents a credible threat to the individual and causes the individual to fear for his/her safety, or the safety of his/her immediate family, as defined in California *Civil Code* section 1708.7.
- (7) Making a suggestion or otherwise intimating that an act to injure persons or property is appropriate behavior.
- (8) Unauthorized possession of firearms (loaded or unloaded), weapons, or any other dangerous devices on District property. This includes look-alike weapons, such as toy guns. Weapons and dangerous devices may include, but are not limited to the following, when their possession or use is not expressly authorized by the District CEO & Port Director: blackjacks, slingshots, metal knuckles, explosive substances, dirks, daggers, gas- or spring-operated guns, knives, folding knives having a blade that locks into place, razor blades, and clubs.
- (9) Use of a personal or District-issued tool or other equipment in a threatening manner toward another.

C. Reporting Workplace Violence. Any employee who is the victim of a threat or act of violence, or any employee who witnesses such conduct, must immediately report the incident to his/her Supervisor or other appropriate person in the chain of command. Should the employee perceive that he/she is in immediate danger of a violent act, or has just been victimized by a violent act, or is a witness of a violent act, he/she shall take the following action(s) as soon as possible:

- (1) Place themselves in a safe location.
- (2) If appropriate, call 911 and request immediate response of a police officer and be prepared to inform the police dispatcher of the circumstances and the exact location of where an officer is needed.
- (3) Inform a Supervisor, Department Head, or the Chief Finance & Administrative Officer of the circumstances.



(4) Complete a written report as soon as possible and submit the original to the Chief Finance & Administrative Officer.

(5) Cooperate fully in any administrative or criminal investigation, which shall be conducted within existing policy and laws.

D. Reporting Future Workplace Violence. Employees who have reason to believe that they or any District employee may be the subject of a violent act in the workplace or as a result of their District employment, should immediately notify their Supervisor, Department Head, or the Chief Finance & Administrative Officer.

E. Violation of Policy. The District prohibition against threats and acts of violence applies to all persons involved in District operations, including but not limited to District personnel, contract and temporary workers, vendors, and anyone else on District property. Violations of this Policy by any individual may be followed by legal action as appropriate, which may include, seeking a temporary restraining order and/or injunction on behalf of District employees if the situation warrants such action. In addition to appropriate legal action, violations of this Policy by employees, including making a false report under this Policy, may lead to disciplinary action, up to and including termination.

F. Notice. A copy of this policy must be provided to any employee of the District upon hiring, and to any contractor, agent, consultant or vendor of the District whose personnel will be physically present on District property beyond a *de minimis* or one-time only visit.

G. Program. This Policy shall also be known as the District's Workplace Violence Prevention Program.

RELATED POLICIES AND PROCEDURES:

None.

DEFINITIONS:

None.