

POLICY

In 1991 the Minnesota State Legislature adopted the following policy (Minnesota Statutes, sections 1.50 and 15.86):

FREEDOM FROM VIOLENCE

The state of Minnesota hereby adopts a policy of zero tolerance of violence. It is state policy that every person in the state has a right to live free from violence.

It is the policy of the Department of Administration and the responsibility of its managers, supervisors and employees to maintain a workplace free from threats and acts of violence. The department will work to provide a safe workplace for employees and for visitors to the workplace. Each employee, and everyone with whom we come into contact in our work, deserves to be treated with courtesy and respect.

DESCRIPTION

The department will not tolerate violence on or around department premises either by or against employees or members of the public. The department will not tolerate discrimination or harassment against any employee, applicant for employment, or member of the public because of age, race, color, creed or religion, veteran status, sex, disability, marital status, sexual preference, public assistance status, national origin/ancestry, or political opinions of affiliations.

DEFINITIONS

Workplace violence encompasses a wide range of behaviors that can include aggression by coworkers, criminal assault in the work area, or direct or indirect threats of physical violence.

GENERAL INFORMATION

It is the goal of the Minnesota Department of Administration to achieve a work environment, which is free from threats and acts of violence. The department will not tolerate workplace violence of any type, from any source. This includes threatening or violent actions by employees directed against other employees, department customers, or other workplace visitors, and by department customers or visitors directed against department employees.

The Department of Administration's policy on work-related violence includes:

- The department will actively work to prevent and eliminate acts of work-related violence.
- The department will respond promptly, positively and aggressively to deal with threats or acts of violence. This response will include timely involvement of law enforcement agencies, when appropriate.
- The department hereby adopts, and will work to enforce, a policy of prohibiting possession of firearms and other dangerous weapons in the workplace.
- Incidents of work-related threats or acts of violence will be treated seriously by the department. Reports of such acts will be promptly investigated, and management will take

action, as necessary, to appropriately address each incident.

- The department will take strong disciplinary action, up to and including discharge from state employment, against employees who are involved in work-related threats or acts of violence.
- The department will support criminal prosecution of those who threaten or commit work-related violence against its employees or any visitors to its work environment.

Pursuant to Minnesota Statute 15.86, this policy does not create any civil liability on the part of the State of Minnesota.

PROCEDURE

<u>Step</u>	<u>Action</u>	<u>Responsibility</u>
1.	Dangerous weapons are prohibited, including any firearm in any area of Administration by any person other than a law enforcement officer. Department personnel are prohibited from possessing any dangerous weapon, including firearms, while on official duty.	All employees
2.	Should an employee be threatened or witness any threats, immediately inform the person causing the behavior to cease or contact Capitol Security, St. Paul Police, the supervisor, or another employee for assistance.	All employees
3.	If violence is witnessed or experienced indirectly by way of threats, report it immediately to your supervisor or division director.	All employees
NOTE: Maintain a written record of such instances and the names of witnesses.		
4.	Department managers and supervisors have primary responsibility for ensuring a safe work environment. Managers and supervisors are specifically empowered to take immediate action to resolve or stabilize violent situations in the workplace and to protect people from harm. Supervisors will ensure that, when a threat is made or a violent incident occurs, appropriate incident response resources are notified immediately. Supervisors and managers will also ensure that appropriate disciplinary responses to internal workplace violence and aggression	Manager Supervisor

are made.

5. Contact the Department of Administration Human Resources Director **immediately** when becoming aware of any circumstances that may indicate the potential violence. If there is doubt as to whether such a circumstance exists, then **always** contact the designee. Any potential act of or threat of violence requires immediate assistance from the source that can be most effective in the quickest time possible. Manager
Supervisor

6. When the work force is secured, a written complaint must be prepared. A written complaint should include the following:
 - Nature of incident and/or complaint.
 - Facts upon which the incident and/or complaint is based.
 - Remedy sought or requested.

Send a copy of the complaint to the Human Resources Office at 114 Administration Building.

Manager
Supervisor

7. Fully investigate complaints in conjunction with the Affirmative Action designee and/or the Human Resources Director. (In most instances, immediately.) Manager
Supervisor

8. Implement, as appropriate, actions which might include providing appropriate remedy to complainant and/or taking appropriate disciplinary action. Manager
Supervisor

9. Maintain a file or written documentation regarding the complaint. Manager/Supervisor
AA designee

NOTE: This procedure does not replace the right of any employee to file a formal complaint with the police or the Department of Human Rights.

REFERENCES

Minnesota Statutes 15.86, Chapter 452