1. **AUTHORITY:** Director of State Civil Service as contained in La. R.S. 36:54.

2. **PURPOSE:** To promote a positive, respectful and safe work environment that fosters employee’s productivity, safety and security.

3. **APPLICABILITY:** This policy shall apply to all employees of State Civil Service.

4. **POLICY:** State Civil Service (SCS) is committed to achieving and maintaining a violence-free workplace for its employees. SCS will take every reasonable step to create a safe and secure work environment free of violence, aggressive acts, verbal and non-verbal threatening behavior and harassment toward or by its employees or the public they serve.

   Any employee who commits an act of workplace violence, makes a credible threat, or engages in assault or battery on another employee shall be subject to disciplinary action, up to and including termination.

5. **DEFINITIONS:**

   A. **Assault:** an attempt to commit battery, or the intentional placing of another in reasonable apprehension of receiving a battery.

   B. **Battery:** the intentional use of force or violence upon another; or the intentional administration of a poison or other noxious substance to another.

   C. **Credible Threat:** a statement or action that would cause a reasonable person to fear for the safety of himself or that of another person and does, in fact, cause such fear.

   D. **Violence:** the commission of an assault or battery or the making of a credible threat. In this context, an unwarranted exertion of force or power, including any intentional actions or words meant to embarrass, ridicule, degrade or provoke
another that results in physical or emotional injury to that person, or any verbal, physical, or psychological threat or assault on an individual intended to cause, or actually resulting in, physical and/or psychological damage. Such behavior includes but is not limited to:

- Unwelcome name-calling, obscene language, and other abusive behavior.
- Intimidation through direct or veiled threats.
- Physically touching another individual in an intimidating, malicious, or sexually harassing manner.
- Physically intimidating others including such acts as obscene gestures, “getting in your face”, fist-shaking, and throwing any object.

E. **Workplace**: The workplace is any location the employee is placed for the purpose of completing job assignments, inclusive of facilities surrounding properties and parking garages.

F. **Workplace Violence**: Violence that takes place in the workplace. Workplace violence can be inflicted by an abusive employee, a manager, supervisor, coworker, customer, family member, or even a stranger.

6. **PROCEDURES:**

A. **Incident Response and Evaluation**

1. All threats of violence should be taken seriously when received. An employee is encouraged to report incidents whenever he feels threatened. An employee who has been threatened or assaulted by another at the workplace shall immediately report the situation to his immediate supervisor, if possible, or the Human Resources Manager, or Director. The supervisor to whom the incident is reported will immediately notify the Human Resources Manager, or the Director.

2. At the time an act of violence occurs, the following guidelines should be followed by those witnessing the act or able to take action:

   a. The situation is not dangerous:

      (1) Separate the individuals involved and isolate until they are interviewed and their statements are taken.
      (2) Separate witnesses until they are interviewed and their statements are taken.
      (3) Document all actions and statements.
b. The situation is dangerous:

   (1) Contact local police or your building security.
   (2) Order all those presenting the danger to leave the facility immediately (unless this action must be taken by police/security).
   (3) Do not attempt to physically remove an individual (leave it to the police/security).
   (4) Document all actions and statements.

3. SCS will provide assistance for victimized employees and employees who may be affected by witnessing a workplace violence incident. Whenever an incident takes place, injured employees will receive appropriate medical treatment and psychological evaluation as necessary, in accordance with existing statutes.

B. Communication

1. SCS supports an open communication process among all employees on the issues of employee safety, security and health in the workplace. This process includes, but is not limited to:
   a. periodic review of this policy with all employees;
   b. discussions of violence prevention in the workplace during scheduled safety meetings;
   c. posting or distributing information on preventing violence in the workplace; and
   d. procedures to inform supervisors about responding to violence in the workplace, hazards, or threats of violence.

2. Every SCS supervisor shall treat reports with sensitivity and discretion and maintain confidentiality to the extent possible.

7. RESPONSIBILITY:

   Director/Deputy Director is responsible for:

   Holding Division Administrators accountable for adhering to all aspects of this policy.

   Division Administrators are responsible for:

   Ensuring each employee under his supervision is made aware of this policy and its contents.

   Complying with federal and state statutes, rules, regulations, and/or guidelines regarding this policy.
Promoting a safe and violence-free work environment and reporting incidents that threaten an employee’s safety to the Human Resources Manager or the Director.

Posting local police and building security telephone numbers in an area that is accessible to employees in his section.

**Supervisors are responsible for:**

Complying with this policy as instructed by the Division Administrator.

Promoting a safe and violence-free work environment and reporting incidents that threaten an employee’s safety to the Human Resources Manager, Director, and the Division Administrator.

Treating workplace violence incidents, complaints and concerns seriously.

Treating all reports with sensitivity and discretion and maintaining confidentiality to the extent possible.

**Employees are responsible for:**

Adhering to all aspects of this policy.

Reporting to his immediate supervisor all threats or assaults made towards him by another individual at the workplace.

Reporting to his immediate supervisor all incidents of violent or inappropriate behaviors in the workplace which he observes or of which he is informed.

**The Human Resources Office is responsible for:**

Ensuring this policy and subsequent revisions are provided to Division Administrators.

Keeping confidential all reports and the identification of parties, except to those who have a legitimate need to know and to the extent required by law.

Performing investigations and trainings on this policy.

**8. VIOLATIONS:**

Failure to comply with this policy will result in disciplinary action, up to and including termination.
9. **EXCEPTIONS:**

The Director of State Civil Service may grant an exception to any provision of this policy, provided such exception shall not be in conflict with Civil Service Rules and Regulations, or state and/or federal law.

s/Shannon S. Templet  
Director