



Approved by

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No. 2-35

Initially issued: 05/17/2000

Last amended:

Last reviewed: 02/01/2019
without modification

PREVENTING VIOLENCE IN THE WORKPLACE

AUTHORITY Merit System Rules and Regulations, Discipline Chapter

REFERENCES Merit System Rules and Regulations, Discipline Chapter;
Employee Assistance Program; and,
Occupational Safety and Health Administration (OSHA) General Duty Clause, 29CFR,
Section 1903.1.

BACKGROUND Violence, in one form or another (including homicides), is occurring with increasing frequency in America. Recent studies have shown that as many as two million incidents of workplace violence occur each year, with workplace homicides being the second leading cause of occupational fatalities in the United States.

Violence at work is a threat to employees’ safety and can impair their ability to perform their duties. In response to the nationwide rise in violence in the workplace, the Maryland-National Capital Park and Planning Commission is taking a proactive approach to minimize workplace violence.

APPLICATION This policy applies to all Commission employees, including appointed officers, non-career employees, and volunteers.

PURPOSE The Commission is committed to providing a violence-free work environment for employees, patrons, volunteers, and visitors. This policy emphasizes the Commission’s declaration of zero-tolerance of violence in all Commission facilities.

POLICY Violence, including but not limited to, violent outbursts, intimidation, verbal or nonverbal threats, harassment, bullying, or other forms of threatening behavior by or against any Commission employee, citizen or patron will not be tolerated or excused. Commission employees are required to report all incidents covered by the terms of

this policy, whether the offender is an employee or non-employee. Employees may not excuse or cover for a co-worker, a citizen, or patron who threatens or commits a violent act against a Commission employee, a non-employee, or property.

An employee may be disciplined for on-the-job action(s) when the Commission's policies, or federal/state/local laws regarding violence are violated. The Commission reserves the right to take any necessary disciplinary action up to, and including dismissal for any serious breach of Commission policy or work rules (Merit System Rules and Regulations, Discipline Chapter).

The following are examples of employee actions that may result in a disciplinary action being taken:

- behavior which is detrimental or disruptive to accomplishing the Commission's work program that may include, but is not limited to, physical fighting, verbal abuse, harassment;
- abuse or destruction of Commission property or another employee's property on site;
- unauthorized use or possession of dangerous weapons on Commission property;
- threatening to do any of the above.

The Commission will, to the extent practicable, investigate any incident involving an employee or non-employee and will take any action necessary to remove threats posed by an employee or a non-employee. The Commission may also prosecute offenders of its violence in the workplace policy.

PROCEDURES

The Executive Director shall provide for the implementation of this policy through the issuance of Administrative Procedures. These procedures shall outline the responsibilities of the departments, supervisors, and employees in preventing, reporting, and investigating incidences of violence in the workplace.