
**STOREY COUNTY ADMINISTRATIVE
POLICIES AND PROCEDURES**

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AUTHORITY: BOC
COUNTY MANAGER: PAW

SUBJECT: PROHIBITION OF WORKPLACE VIOLENCE

I. Policy:

The employer is committed to providing for the safety and security of all employees, customers, visitors, and property.

II. Scope:

This policy applies to all employees, including regular, part-time temporary, casual, provisional, and elected officials, as well as contract and temporary workers and anyone else on the employer's property.

III. Implementation of Policy

1. The employer will not tolerate any form of workplace violence including acts or threats of physical violence, intimidation, harassment, and/or coercion, which involve or affect the employer or which occur on property owned or controlled by the employer or during the course of the employer's business. Examples of workplace violence include, but are not limited to, the following:
 - a. All threats (including direct, conditional, or veiled) or acts of violence occurring on premises owned or controlled by the employer, regardless of the relationship between the employer and the parties involved in the incident.
 - b. All threats of any type or acts of violence occurring off the employer's premises involving someone who is acting in the capacity of a representative of the employer.
 - c. All threats of any type or acts of violence occurring off the employer's premises involving an employee of the employer, if the threats or acts affect the legitimate interests of the employer.
 - d. Any acts or threats resulting in a criminal conviction of an employee or agent of the employer or of an individual, performing services for the employer on a contract or temporary basis which adversely affect the legitimate interests and goals of the employer.
2. Specific examples of conduct which may be considered threats or acts of violence include, but are not limited to, the following:
 - a. Hitting, shoving, or otherwise assaulting an individual;
 - b. Direct, conditional, or veiled threats of harm directed to an individual or his/her family, friends, associates, or property;

- c. The intentional or malicious destruction or threat of destruction of the employer's property;
 - d. Harassing or threatening phone calls, text messages, notes, letters, or computer messages, or other forms of communication;
 - e. Harassing surveillance or stalking;
 - f. Unauthorized possession or inappropriate use of firearms, weapons, hazardous biological or chemical substances, or explosives;
 - g. Displaying overt signs of extreme stress, resentment, hostility, or anger toward another;
 - h. Making intimidating, abusive, or threatening remarks;
 - i. Displaying irrational or inappropriate behavior.
3. The employer desires to detect and deter real, potential, or threatened violence. Every employee is required to report immediately any acts of violence or any threat of violence against any coworker, supervisor, manager, elected official, visitor, or other individual. Supervisory and managerial personnel who witness or become aware of any acts or threats of violence must notify their superior immediately. Every other person on employer property is encouraged to report incidents of threats or acts of violence of which s/he is aware.
 4. Reports of violence or threatening behavior should be made to the Human Resources Department, an employee's immediate supervisor or manager, or any other supervisory or management employee. The employer is committed to ensuring that employees reporting real or perceived threats in good faith will not be subject to harassment or retaliation. Nothing in this policy alters any other reporting obligation established in the employer's policies or in state, federal, or other applicable law.

IV. Violations

1. Violations of this policy by any employee will lead to disciplinary action, up to and including termination and/or appropriate legal action. The employer may also take appropriate disciplinary action against any employee who intentionally makes a false or malicious statement about coworkers or others.
2. Actions of law enforcement personnel which are necessary in the performance of their duties and are consistent with policies or sound law enforcement procedures shall not be considered to violate this policy. In addition, actions necessary for bona fide self-defense or protection of employees of the employer or of employer property shall not be considered to violate this policy.

V. Temporary Restraining Orders

1. The employer may apply for an order for protection against harassment in the workplace under the terms of NRS 33.200 – 33.360 when it has reason to believe that:
 - a. A person knowingly threatens to cause or commits an act that causes:
 - Bodily injury to him/herself or to another person;
 - Damage to the property of another person; or
 - Substantial harm to the physical or mental health or safety of a person.

- b. If the threat is made or an act committed against the employer, any employee of the employer while performing employment duties, or against a person present at the employer's workplace; and
 - c. The threat would cause a reasonable person to fear that the threat will be carried out, or the act would cause a reasonable person to feel terrorized, frightened, intimidated, or harassed.
2. Such order of protection against harassment in the workplace may:
- a. Enjoin the alleged harasser from contacting the employer, an employee of the employer while performing his/her duties, and any person while the person is present at the employer's workplace;
Order the alleged harasser to stay away from the workplace; and
Order such other relief as the court deems necessary to protect the employer, the workplace of the employer, the employer's employees while performing their employment duties, and any other persons who are present at the workplace.

VI. RESPONSIBILITY FOR REVIEW: The County Personnel Director and/or Administrative Officer will review this policy every 5 years or sooner as necessary.