

## BOX ELDER COUNTY PERSONNEL POLICIES AND PROCEDURES

<b>23.</b>	<b>WORKPLACE VIOLENCE</b>
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### 23-1. General

Box Elder County provides a safe workplace for all employees. Employees should treat other employees and members of the public with dignity and respect while acting in the scope of employment. All employees should review and understand all provisions of this workplace violence policy to ensure a safe workplace and to reduce the risk of violence.

Violence is defined to include but is not limited to: physically harming another, shoving, pushing, harassing, verbal or physical intimidation, coercion, brandishing weapons, intentionally damaging County property or property of another employee, committing acts motivated by or related to sexual harassment or domestic violence, and/or threats or talks of violence. Talk of violence, including joking, will not be tolerated. Employees that witness violent acts or behavior, or have become subject to violence are encouraged to report them to their supervisor or Human Resources immediately.

### 23-2. Reporting Procedures

Any potentially dangerous situations must be reported immediately to a supervisor or Human Resources. Reports can be made anonymously and all reported incidents will be investigated. Reports or incidents warranting confidentiality will be handled appropriately and information will be disclosed to others only on a need-to-know basis. All parties involved in a situation will be counseled and the results of the investigations will be discussed with them. Box Elder County will actively intervene at any indication of a possibly hostile or violent situation.