

CARMICHAEL WATER DISTRICT POLICY MANUAL

POLICY 6050: Violence in the Workplace

6050.10 It is Carmichael Water District's (District) intent to provide all employees and the public with an environment that is safe and violence free as defined in this policy. Threats, threatening behavior, acts of violence, or any related conduct that interferes with a director's, employee's, or contractor's work performance or security, a customer's or visitor's safety, or the District's operations, will not be tolerated. To further ensure the District maintains a workplace that is safe and free of violence, the District prohibits the possession or use of dangerous weapons on District property and "work sites".

6050.20 An evacuation process shall be implemented at the District office, the warehouse, the treatment plant, well sites, and "work sites". This process shall ensure orderly evacuation if violence is anticipated. Workers who are confronted with a violent situation while on the job while at the "work site" should immediately vacate the location. All workers must immediately inform the appropriate authorities when faced with any threat of violence. Under no circumstances should an employee seek to apprehend or mollify an individual who is perceived to be violent or threatening violent behavior.

6050.30 Employees are responsible for immediately notifying a supervisor or Human Resources of any threats or violent behavior they have witnessed, received, or have been told that another person witnessed or received; or whenever they witness any display, use, or threat to use any dangerous weapon on District property or "work site". The employee must not attempt to analyze the likelihood of violence. If there is any potential for violent conduct on the part of another employee or third party, a supervisor must immediately be notified so that proper action might be taken.

6050.40 An employee shall also notify a supervisor or Human Resources if a restraining order is in effect either protecting or restraining the employee, or if an employee is in any way involved in or connected to a violent or potentially violent non-work-related situation that could result in workplace violence. Any employee that receives a protective or restraining order that lists District premises as a protected area is also required to provide a copy of the order to the General Manager.

6050.50 All reports of workplace violence will be taken seriously and will be investigated promptly and thoroughly by the General Manager or designee. If a problem regarding violence is perceived, exists and/or persists, which in the opinion of the District requires court action, the District shall immediately seek a temporary restraining order against the perceived violent and/or threatening individual.

6050.60 The issue of violence and/or threatening conduct in the workplace shall be a matter for discussion at the weekly "tailgate safety meetings" of the field personnel and shall be the subject of regular staff meetings for administrative personnel.

6050.70 The safety of the District's employees is of paramount concern to the District, the Board of Directors and the management. Employees must cooperate and assist in assuring that the workplace remains safe and violence-free. Employees must communicate with their supervisors any perceived problems, despite the fact that said communication might prove uncomfortable and/or embarrassing. Violation of this policy will provide appropriate grounds for disciplinary action.