

Violence in the Workplace Prevention Policy
Issued by Governor John G. Rowland
August 1999

The State of Connecticut adopts a statewide zero tolerance policy for workplace violence.

Therefore, except as may be required as a condition of employment-

- ◆ No employee shall bring into any state worksite any weapon or dangerous instrument as defined herein.
- ◆ No employee shall use, attempt to use, or threaten to use any such weapon or dangerous instrument in a state worksite.
- ◆ No employee shall cause or threaten to cause death or physical injury to any individual in a state worksite.

Weapon means any firearm, including a BB gun, whether loaded or unloaded, any knife (excluding a small pen or pocket knife), including a switchblade or other knife having an automatic spring release device, a stiletto, any police baton or nightstick or any martial arts weapon or electronic defense weapon.

Dangerous instrument means any instrument, article, or substance that, under the circumstances, is capable of causing death or serious physical injury.

Any weapon or dangerous instrument at the worksite will be confiscated and there is no reasonable expectation of privacy with respect to such items in the workplace.

Violation of the above reasonable work rules shall subject the employee to disciplinary action up to and including discharge.

Any employee who fears for their personal safety or for the safety of others should contact **building security at 727-9776** for situations that require immediate attention, or **call police at 911**.

Contact your supervisor or the Business Office at 947-1833 for emergency and non-emergency situations.

State of Connecticut by His Excellency
John G. Rowland

Selections from Executive Order No. 16
August 4, 1999

WHEREAS, the State of Connecticut recognizes that workplace violence is a growing problem that must be addressed; and

WHEREAS, the State is committed to providing its employees a reasonably safe and healthy working environment, free from intimidation, harassment, threats, and /or violent acts; and

WHEREAS, violence or the threat of violence by or against any employee of the State of Connecticut or member of the public in the workplace is unacceptable and will subject the perpetrator to serious disciplinary action up to and including discharge and criminal penalties.

NOW, THEREFORE, I, John G. Rowland, Governor of the State of Connecticut, acting by virtue of the authority vested in me by the Constitution and by the statutes of this state, do hereby ORDER and DIRECT:

1. That all state agency personnel, contractors, subcontractors, and vendors comply with the State's **Violence in the Workplace Prevention Policy**.
2. That each agency must prominently post the policy and that all managers and supervisors must clearly communicate this policy to all state employees.
3. That all managers and supervisors are expected to enforce the policy fairly and uniformly.
4. That any employee who feels subjected to or witnesses violent, threatening, harassing, or intimidating behavior in the workplace immediately report the incident or statement to their supervisor, manager, or human resources office.
5. That any employee who believes that there is a serious threat to their safety or the safety of others that requires immediate attention notify proper law enforcement authorities and his or her manager or supervisor.
6. That any manager or supervisor receiving such a report shall immediately contact their human resources office to evaluate, investigate and take appropriate action.

7. That all parties must cooperate fully when questioned regarding violations of this policy.
8. That all parties be advised that any weapon or dangerous instrument at the worksite will be confiscated and that there is no reasonable expectation of privacy with respect to such items in the workplace.
9. That this order applies to all state employees in the executive branch.
10. That each agency will monitor the effective implementation of this policy.
11. That this order shall take effect immediately.

Policy Explanation

Zerotolerance

The State recognizes that workplace violence must be addressed, and, therefore, adopted a State wide zerotolerance policy for workplace violence. This means the state will not tolerate violence, in the workplace and will make every reasonable effort to prevent violence or threats of violence from occurring. Agencies will be directed to develop and refine their workplace violence prevention programs using the guidelines herein. However, it is important to note that an organization can follow all the prescribed guidelines and still experience violence. Each agency has a unique set of conditions and a context for such acts. The intent of this manual and a zerotolerance policy, therefore, is to help agencies take positive steps to be prepared and diminish the likelihood of violence.

Examples of workplace violence behaviors

According to the National Institute for Occupational Safety and Health (NIOSH), workplace violence is defined as:

“any physical assault threatening behavior or verbal abuse occurring in the work setting. It includes but is not limited to beatings, stabbings, suicides, shootings, rapes, near suicides, psychological traumas such as threats, obscene phone calls, an intimidating presence, and harassment of any nature such as being followed, sworn at, or shouted at.”

The term "violence" refers to a range of inappropriate behaviors that include but are not limited to the following:

- intimidating or threatening behaviors
- physical or verbal abuse
- vandalism

- arson
- sabotage
- carrying or possessing weapons of any kind on property owned/leased or otherwise controlled or occupied by the state, unless properly authorized
- using such weapons
- any other act(s) which a reasonable person would consider as in appropriate and/or
- posing a danger or threat of danger/violence in the workplace. Such behavior includes, but is not limited to oral, written or e-mail statements, gestures, or expressions that communicate a direct or indirect threat of physical harm
- offensive comments regarding violent events and/or behaviors