

Addressing Workplace Harassment/Violence Issues

<i>Categories/Levels</i>	<i>Examples</i>	<i>Intervention</i>	<i>Who To Call</i>
LEVEL I – <ul style="list-style-type: none"> • Implied (Covert) threats • Verbal /Mental Abuse • Harassment/Badgering 	<ul style="list-style-type: none"> • Unfounded criticism- “You can’t do anything right.” • Name calling berating, sarcasm • Threats; “You’ll pay for this.” • Yelling, disruptive behavior 	<p><u>Employees:</u></p> <ul style="list-style-type: none"> • Report to Supervisor • Document via email or using EthicsPoint on Insight – Employee Concerns Program <p><u>Supervisors:</u></p> <ul style="list-style-type: none"> • Consult with HR, Division Management and EAP as necessary • Define/Address the Problem • Document Event: Corrective Action as appropriate 	Supervisor Division Management HR EAP

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LEVEL II – <ul style="list-style-type: none"> • Threatening gestures • Specific (Overt) Written or Verbal Threats • Stalking 	<ul style="list-style-type: none"> • Stalking, Monitoring a co-worker's activities to satisfy personal objectives (unwarranted attention) • Refusing to leave an area (office) when asked to do so • Any written or verbal threat to harm, avenge, or retaliate • Intentionally crowding to intimidate • Blocking access to or exit from the area • Slamming fists on desk/table • Hitting or kicking walls or objects • Raising hand or object to strike someone • Tripping or intentionally bumping or jostling 	<p><u>Employees:</u></p> <ul style="list-style-type: none"> • Report to Supervisor • Document via email or using EthicsPoint on Insight – Employee Concerns Program <p><u>Supervisors:</u></p> <ul style="list-style-type: none"> • Report to your supervisor • Consult with Security, Division Management, HR, and EAP as necessary • Plan of action to be developed (corrective action, mandatory anger management referral, victim assistance) in concert with HR and Security • Document Event: Corrective Action as appropriate 	<p>Supervisor</p> <p>Division Management</p> <p>Security</p> <p>HR</p> <p>EAP</p>

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<p>LEVEL III –</p> <ul style="list-style-type: none"> • “Scuffles” (Physical Contact) • Destruction of property • Assault – Physical, Sexual, Armed • An event creating significant fear of imminent harm • Unauthorized possession of firearms or other weapons on government premises 	<ul style="list-style-type: none"> • Shoving, grabbing, jabbing, poking or prodding • Breaking equipment • Throwing objects • Breaking or putting holes in walls, windows, etc. • Unremitting rampage of loud, threatening, or incoherent speech • Bringing an unauthorized weapon on site • Intentional use of objects for purpose of destruction – fire, bombs, chemicals vehicles, etc. • Any intentional harmful physical contact • Active Shooter on site 	<p><u>Any/All Staff:</u></p> <ul style="list-style-type: none"> • Activate Emergency Response Procedures –Do NOT TRY TO HANDLE ON YOUR OWN. <p style="text-align: center;"><i>Refer to ES&H Manual, Section 3510, Appendix T-5</i></p> <p><u>Supervisors:</u></p> <ul style="list-style-type: none"> • Contact appropriate response personnel (Security, 911) if situation warrants • Ensure all employees are safe when appropriate • Arrange debriefing after resolved (all persons impacted) • Coordinate plan of action with HR and EAP after crisis resolved 	<p>Security/911*</p> <p>Supervisor*</p> <p>HR</p> <p>EAP</p> <p style="text-align: right;"><i>*Immediate situation/circumstance will dictate the urgency and priority of calls</i></p>