

WORKPLACE VIOLENCE PREVENTION POLICY and PLAN

Adopted June 2013

CAMPAIGN FINANCE AND PUBLIC DISCLOSURE BOARD
190 Centennial Building
658 Cedar Street
St. Paul, MN 55155-1603
(651) 539-1180, (800) 657-3889, or for
TTY/TDD communication contact us through the Minnesota Relay Service at (800) 627-3529.

Board Goal

It is the goal of the Campaign Finance and Public Disclosure Board to achieve a work environment which is free from threats and acts of violence from any source. This includes threatening or violent actions by employees directed against other employees, by employees directed against Board clients or other workplace visitors, and by Board clients or visitors directed against Board employees.

The Board will work to:

- provide a safe workplace for all employees and visitors to the workplace;
- treat each employee and client/visitor we come into contact with respect and dignity; and
- reduce the negative consequences for those employees who experience or encounter violence in their personal or work lives.

Board Policy

It is the policy of the Campaign Finance and Public Disclosure Board that no violence in the workplace will be tolerated.

Violence is the abusive or unjust exercise of power, intimidation, harassment, and/or the threatened or actual use of force which results in or has a high likelihood of causing hurt, fear, injury, suffering or death.

The Board will work to provide an environment where employees, clients, and visitors to the workplace are at a low risk of involvement in workplace violence. This will be accomplished by encouraging mutual respect among all individuals, establishing open and honest communication, inviting all employees to provide input, and enforcing 'zero tolerance' for any type of violent behavior.

To implement this policy, the Board will:

- actively work to prevent and eliminate acts of work-related violence;
- respond and deal promptly, positively, aggressively, and effectively with threats or acts of violence. This response will include timely involvement of law enforcement agencies, when appropriate;
- enforce the prohibition of the possession of firearms and other dangerous weapons in the workplace;
- track incidents of work-related threats or acts of violence seriously and report such acts promptly. Management will investigate and take action, as necessary, to appropriately address each incident;

- take strong disciplinary action, up to and including discharge from State employment, against employees of the Board who are involved in the commission of work-related threats or acts of violence; and
- support criminal prosecution of those who threaten or commit work-related violence against its employees, or against clients and other visitors to its work environment.

Managers will have primary responsibility for implementing this policy. Managers are specifically empowered to take immediate action to resolve or stabilize violent situations in the workplace and to protect people from harm.

Managers will be provided with information about how to deal with workplace-related threats and acts of violence. Appropriate staff will attend workplace violence training offered by the Department of Administration or other state agencies.

Effective immediately, the possession of any dangerous weapons, to include any firearm, in the Campaign Finance and Public Disclosure Board workplace by any employee of the Board is strictly prohibited. This policy does not prohibit a Board employee from carrying a concealed firearm in a parking area within the Capitol area provided that the employee has a valid permit to carry the firearm and has notified the Commissioner of Public Safety that the employee will be carrying the firearm.

The Board will encourage use of counseling and assistance through the Employees Assistance Program (EAP) to deal with both workplace and non-workplace violence. While managers, union representatives, or family members may encourage employees to seek help from the EAP, the decision to use the services must be a voluntary one.

Materials produced by EAP will be used to make employees familiar with the services offered by the EAP and to tell them how to take advantage of those services. SmART human resources services also will be made available to employees.

Prevention

The Campaign Finance and Public Disclosure Board is committed to ensuring that the workplace provides for the safety of employees and clients and for reasonable protection from workplace violence. The Board will attempt to reduce the potential for internal workplace violence by positively affecting the attitudes and the behavior of its employees. Board managers are expected to promote positive behavior, and to lead by example by treating employees with the respect and dignity each person deserves. Emphasis will be placed on creating a workplace where established standards of conduct are clear, are communicated, and are consistently enforced, and where discipline is used fairly and appropriately to deal with instances of unacceptable behavior.

The Board will encourage behavior that:

- promotes an attitude of friendliness and helpfulness towards co-workers and members of the public.

- motivates employees to present a calm attitude and demeanor towards others.
- promotes a workplace that takes pride in customer service and customer satisfaction.
- motivates empathetic listening skills.
- reduces the negative consequences for those employees who experience or encounter violence in their personal or work lives.

Employees will be held accountable should they commit an act of violence in the workplace.

It is the Board's policy and practice to value and respect individual differences among people. Harassment of any person in the workplace is strictly prohibited. Harassment can be any behavior which is unwelcome, personally offensive, insulting or demeaning, when:

- submission to such conduct is explicitly or implicitly made a term or condition of an individual's employment;
- submission to, or rejection of, such conduct is used as the basis for employment decisions affecting such an individual; or.
- such conduct has the purpose, or the effect, of unreasonably interfering with an employee's performance, or of creating an intimidating, hostile, or offensive working environment.

Critical Incidents Stress Debriefing

Critical incidents are defined as:

- Any incident involving an employee which results in death, great bodily harm, or substantial bodily harm to a person.
- Any incident in which deadly force is used by or against an employee.
- Any incident deemed by the Executive Director to be serious enough to warrant investigation and review.

All critical incidents are to be reported immediately to the Executive Director and to the SmART human resources team. The Executive Director or designee shall prepare a complete written report of the incident.


Responses to a critical incident can include referral to EAP, encouraging professional counseling, and providing paid administrative leave.

Board Plan

Each employee hired by the Board is provided with a copy of the Workplace Violence Prevention Policy and Plan (plan) upon employment. The plan is reviewed with staff, annually, at a staff meeting. The plan is available to all employees at all times on the Board's computer network.

Approved:

June 28, 2013
Date


Executive Director
Campaign Finance and Public Disclosure Board

Employee Acknowledgment Form

I acknowledge that I have received and read a copy of the Campaign Finance and Public Disclosure Board's Workplace Violence Prevention Policy and Plan.

Name: _____

Date: _____

Signature: _____

Please sign and return this form to the Campaign Finance & Public Disclosure Board Executive Director.