



## Capitol Area Architectural and Planning Board

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### ZERO TOLERANCE OF WORKPLACE VIOLENCE POLICY & PLAN

MARCH 2014

Pursuant to the Minnesota Statutes 15.86, adopted in 1992, the following is the Capitol Area Architectural and Planning Board's (CAAPB) Zero Tolerance of Workplace Violence Policy & Plan.

**Agency Goal:** It is the goal of the CAAPB to achieve a work environment which is free from threats and acts of violence. The agency will not tolerate work place violence of any type, from any source. This includes threatening or violent actions by employees directed against other employees, by employees directed against agency customers or other workplace visitors, and by agency customers or visitors directed against agency employees.

**Agency Policy:** It is the policy of the CAAPB and the responsibility of its manager and all of its employees to maintain a workplace free from threats and acts of violence. The agency will work to provide a safe workplace for employees and or visitors to the workplace. Each employee, and everyone with whom we come into contact in our work, deserves to be treated with courtesy and respect.

The CAAPB policy on work –related violence includes:

- 1) The agency will actively work to prevent and eliminate acts of work-related violence.
- 2) The agency will respond promptly, positively, and aggressively to deal with threats or acts of violence. This response will include timely involvement of law enforcement agencies, when appropriate.
- 3) Incident of work-related threats or acts of violence, will be treated seriously by the agency. Reports of such acts will be promptly investigated, and management will take action, as necessary, to appropriately address each incident.

- 4) The agency will take strong disciplinary action, up to and including discharge from State employment, against employees of the department who are involved in the commission of work-related threats or acts of violence.
- 5) The agency will support criminal prosecution of those who threaten or commit work-related violence against its employees, or against customers or other visitors to its work environment.
- 6) Pursuant to Minnesota Statutes 15.86, this policy does not create any civil liability on the part of the State of Minnesota.

**Plan for Implementation:** The agency is committed to ensuring that the workplace provides for the safety of employees and guests, and for reasonable protection from workplace violence.

The agency will attempt to limit violence from external sources by positively affecting the attitudes and the behaviors of its customers. By treating customers with the respect and dignity they are entitled to, the potential for workplace violence from external sources will be greatly reduced.

The agency will attempt to reduce the potential for internal workplace violence by positively affecting the attitudes and the behaviors of its employees. All employees will treat each other 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.

All employees will be given the opportunity to receive training in threat awareness, and in appropriate responses to aggressive, threatening and violent behaviors. The agency will encourage use of the Employee Assistance Program.

The agency will effectively deal with threats of violence and with actual incidents of violence. The manager is specifically empowered to take immediate action to resolve or stabilize violent situations in the workplace, and to protect people from harm.

Copies of this policy and plan will be distributed to all employees. It will be on file with the Legislative Reference Library. This policy and plan will be discussed at new employee orientation; all new employees will be provided with a copy of this policy and plan.

The manager will continue to have primary responsibility for ensuring a safe workplace, for monitoring and resolution of employee conflicts or disputes, and for taking appropriate corrective action when potentially violent situations develop.

Approved: Nancy Stark, Exec. Sec. 3.20.2014.  
Nancy Stark, Executive Secretary (Manager) Date  
Capitol Area Architectural and Planning Board

## APPROVAL FORM

I acknowledge that I have received and read a copy of the “Capitol Area Architectural and Planning Board’s Zero Tolerance of Workplace Violence and the Workplace Violence Prevention Policy and Plan.”

Date: \_\_\_\_\_

Signature: \_\_\_\_\_