



Information Technology for Minnesota Government

## Employee Policies

**Name of policy:** Zero Tolerance of Violence

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Revision history:

Date	Author	Description	Revision #
6/14/12	Human Resources - Admin	Effective date: July 01, 2005, Supersedes: May 1994	1
1/3/13	MN.IT HR	Effective date: January 3, 2013, supersedes July, 2005; MN.IT HR completed substantive review and revision of policy	2

General Information	
Policy Statement	<p>In 1991 the Minnesota State Legislature adopted the following policy (Minnesota Statutes, sections 1.50 and 15.86):</p> <p style="text-align: center;"><b>FREEDOM FROM VIOLENCE</b></p> <p>Pursuant to Minn. Stat. §1.50, the state of Minnesota hereby adopts a policy of zero tolerance of violence. It is state policy that every person in the state has a right to live free from violence.</p> <p>Furthering this policy, Minn. Stat. §15.86 mandates that each state agency adopt a goal of zero tolerance of violence in and around the workplace. This policy is to be carried out according to a Violence Prevention Plan that describes how agencies will 1) seek to eliminate any potential for violence in and around the agency workplace; and 2) seek to eliminate any potential for violence by affecting the attitudes and behavior of the people that the agency serves or regulates.</p> <p>It is the policy of MN.IT and the responsibility of its managers, supervisors and employees to maintain a workplace free from threats and acts of violence. The department will work to provide a safe workplace for employees and for 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.</p> <p>MN.IT will not tolerate violence on or around department premises either by or against employees or members of the public.</p>
Who should know about this policy	This policy applies to all MN.IT employees, applicants, eligible candidates, contractors/consultants, visitors and other members of the public who do work with and for the department.
Definitions	Workplace violence encompasses a wide range of behaviors that can include real or perceived aggression by coworkers, criminal assault in the work area, unjust exercise of power, intimidation, harassment, or direct or indirect threats of physical violence.
Contacts	For further information about this policy, contact your supervisor or the Human Resources Division.

General standards and expectations	
General Information	The agency will not tolerate workplace violence of any type, from any source. This includes threatening or violent actions by employees directed against other employees, agency customers, or other workplace visitors, and by agency customers or visitors directed against agency employees.

	<p>MN.IT’s policy on work-related violence includes:</p> <ul style="list-style-type: none"> <li>• The department will actively work to prevent and eliminate acts of work-related violence.</li> <li>• The department will respond promptly, positively and assertively to deal with threats or acts of violence. This response will include timely involvement of law enforcement agencies, when appropriate.</li> <li>• The department hereby adopts and will enforce a policy of prohibiting possession of firearms and other dangerous weapons in the workplace.</li> <li>• Incidents of work-related threats or acts of violence will be treated seriously by the department. Reports of such acts will be promptly investigated, and management will take action, as necessary, to appropriately address each incident.</li> <li>• The department will take strong disciplinary action, up to and including discharge from state employment, against employees who are involved in work-related threats or acts of violence.</li> <li>• The department will support criminal prosecution of those who threaten or commit work-related violence against its employees or any visitors to its work environment.</li> </ul> <p>Pursuant to Minnesota Statute 15.86, this policy does not create any civil liability on the part of the State of Minnesota.</p>
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<b>Responsibilities</b>	
<b>Employee</b>	<ol style="list-style-type: none"> <li>1. Dangerous weapons are prohibited, including any firearm in any area of MN.IT by any person other than a law enforcement officer. Department personnel are prohibited from possessing any dangerous weapon, including firearms, while on official duty.</li> <li>2. Should an employee be threatened or witness any threats, immediately inform the person causing the behavior to cease or contact Capitol Security, the local Police Department, the supervisor, or another employee for assistance.</li> <li>3. If violence is witnessed or experienced indirectly by way of threats, report it immediately to your supervisor or division director. NOTE: Maintain a written record of such instances and the names of witnesses.</li> </ol>
<b>Managers &amp; Supervisors</b>	<ol style="list-style-type: none"> <li>1. MN.IT managers and supervisors have primary responsibility for ensuring a safe work environment. Managers and supervisors are specifically authorized to take immediate action to resolve or stabilize violent situations in the workplace and to protect people from harm. Supervisors will ensure that, when a threat is made or a violent incident occurs, appropriate incident response resources are notified immediately. Supervisors and managers will also ensure that appropriate disciplinary responses to internal workplace violence and aggression are made.</li> <li>2. Contact MN.IT’s Human Resources Director immediately when becoming aware of any circumstances that may indicate the potential for violence. If there is doubt as to whether such a circumstance exists, then always contact the Human Resources Director. Any potential act of or threat of violence requires immediate assistance from the source that can be most effective in the quickest time possible.</li> <li>3. When the work force is secured, a written complaint must be prepared by the supervisor or manager. A written complaint should include the following: <ul style="list-style-type: none"> <li>• Nature of incident and/or complaint.</li> <li>• Facts upon which the incident and/or complaint is based.</li> <li>• Remedy sought or requested.</li> <li>• Send a copy of the complaint to the Human Resources Department at 658 Cedar Street, Centennial Office Building, St. Paul, MN.</li> </ul> </li> <li>4. Fully investigate complaints in conjunction with the Affirmative Action designee and/or the Human Resources Director.</li> <li>5. Implement, as appropriate, actions which might include providing appropriate remedy to complainant and/or taking appropriate disciplinary action.</li> <li>6. Maintain a file or written documentation regarding the complaint.</li> </ol>

<b>NOTE:</b> This procedure does not replace the right of any employee to file a formal complaint with the police or the Department of Human Rights.
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Violation procedures
Any violation of this policy by an employee will be cause for appropriate disciplinary action.

References
1.50 2011 Minnesota Statutes Freedom of Violence <a href="https://www.revisor.mn.gov/statutes/?id=1.50">https://www.revisor.mn.gov/statutes/?id=1.50</a>
15.86 2011 Minnesota Statutes State Agency Actions <a href="https://www.revisor.mn.gov/statutes/?id=15.86">https://www.revisor.mn.gov/statutes/?id=15.86</a>