



Zero Tolerance for Violence in the Workplace

Policy

The Board of Accountancy (“Board”) is committed to a work environment that is secure and free from threats and acts of violence. The Board will **not** tolerate any form of violence in the workplace including:

- Intimidation
- Threats of violence (physical or verbal)
- Bullying
- Violent acts

All reported acts of violence will be investigated and corrective action will be taken.

Applicability

This policy is effective immediately for all Board employees and contractors.

Manager and Supervisors’ Responsibilities

- Managers and supervisors must ensure the workplace is violence free by observing and intervening in inappropriate employee behavior and by being available to discuss and act upon employee concerns.

Employees’ Responsibilities

- Employees must immediately report to their supervisor a threat or action, in which an employee seeks to intimidate, threaten, bully or harm another employee.
- Employees observing or experiencing work place violence are expected, if possible, to de-escalate the situation and report workplace violence to a supervisor, manager or the Human Resources Director.

Prohibited Conduct

The following list of behaviors, while not exhaustive, provides examples of **prohibited** conduct:

- Causing physical harm to another employee.
- Acting in an aggressive or hostile manner that creates a reasonable fear of injury to another employee or subjects another employee to emotional distress.
- Bullying other employees.
- Committing acts motivated by, or related to, sexual harassment or domestic violence.
- Making threatening remarks that subjects another employee to extreme emotional distress.
- Intentionally damaging Department property or the property of another employee.
- Possessing, brandishing or using a weapon while on Department property or while on Department business that is not required by the employee while in the work place.
- Retaliating against any employee who, in good faith, reports a violation of this or any other policy.

Consequences

Violation of this policy **will** subject an employee to discipline, up to and including discharge from employment. Further, violent acts of employees occurring outside of the workplace may also be grounds for disciplinary action.

Relevant Policies and/or Statutes

Minnesota Statute Chapter 1, section 1.50 Freedom from Violence Act

Minnesota Statute Chapter 15, section 15.86, subdivision 1, mandates each state agency must adopt a goal of zero-tolerance of violence.

Questions

For questions regarding this policy, please contact your supervisor or the Human Resources Director.