

Workplace Violence Prevention Program

Revised January 2024

Purpose

[District Directive 93, Workplace Violence Prevention](#) is the governing policy for Workplace Violence matters at the District and is meant to provide guidance to employees and their managers in dealing with workplace violence situations. The District's number one value and priority is the safety of its employees and communities.

Defining Workplace Violence

Workplace violence refers to a broad range of behaviors falling along a spectrum that, due to their nature and/or severity, significantly affect the workplace and generate concern for personal safety.

At the low end of the workplace violence spectrum is disruptive, aggressive, hostile, or emotionally abusive behaviors that generates anxiety or creates a climate of distrust that adversely affects productivity and morale. These behaviors may not escalate into more severe behavior; however, they are harmful and warrant intervention.

Further along the spectrum are words or other actions that are reasonably perceived to be intimidating, frightening, or threatening to employees and generate a justifiable concern for personal safety. These behaviors include, among others, direct, conditional, or veiled threats, stalking, and aggressive behavior.

At the high end of the spectrum are acts of overt violence causing physical injury. These behaviors include physical assaults with or without weapons, including pushing, shoving, hitting, kicking, or biting, and in the worst-case lethal violence inflicted by shooting, stabbing, or other deadly means.

In addition to behavior that frightens or harms others, workplace violence includes threats or damage to District property and words or actions indicating an employee might do self-harm within the workplace.

Each situation is different, workplace violence must be dealt with according to the individual facts and circumstances.

Responsibilities

All employees are encouraged to be alert and/or aware of threatening or violent conduct in the workplace.

In an emergency where danger is imminent, get to a safe place and call 911. Then, if able, immediately follow-up with notification to the Security Operations Center (SOC) at 425-783-8787 (or extension 8787 from office phones).

It is the expectation that any employee who observes or experiences a workplace violence situation, whether it be from a co-worker or community member, immediately report it to their manager, Human Resources, or the SOC. Should the workplace violence involve management, contact Human Resources.

Training

Workplace Violence Prevention is one of the District's core trainings. All employees must complete this course within the first twelve (12) months of District employment. Following the completion of the initial training, all employees are required to retake the class every five (5) years.



Resources

Security

Security Operations Center (SOC) 425-783-8787

Human Resources

Human Resources at 425-783-8655 or HumanResources@snopud.com