


Policy Title:		Violence-Free Workplace	
	OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER	Category	Violence-Free Workplace
		Administrative Policy #	
		Revision #	
		Review Frequency	As Needed – no less frequently than triennially
Administrative Division	Human Resources	Reviewed By	Chief Administrative Officer, General Counsel, Human Resources Director
BOWC Approval		Last Reviewed/Update Date	
Implementation Date		Resolution #	

1. OBJECTIVE

- 1.1. To promote a violence-free workplace and ensure a proper response in the event that a violent act occurs involving a Detroit Water and Sewerage Department (“DWSD”) employee or at a DWSD facility.

2. PURPOSE

- 2.1. DWSD prioritizes providing a safe workplace for all employees.

3. DEFINITIONS

“Imminent and Direct Threat” means any behavior that constitutes and includes actions a reasonable person would interpret as:

- A potential physical assault or use of a weapon;
- Behaviors or statements that have the immediate potential for violence against persons or property (e.g., breaking or throwing objects, gesturing with a fist, yelling, etc.);
- Any physical contact that is considered to be aggressive.

“In the Workplace” means a presence on DWSD property, including the parking lot, driveway or any other DWSD premises or work sites such as DWSD vehicles or private vehicles parked on DWSD premises or when on DWSD business in any location or capacity.

“Threatening Behavior” means any direct or indirect language or non-verbal action that is or can be perceived to be harmful to another individual, including actions intended to be a joke, prank, in jest, or in connection with horseplay; endangering a group of employees or others on the premises; destruction of personal or DWSD property; aggressive or abusive behavior including referring to a violent occurrence; possession, display of, use of or threat to use a weapon of any kind.

“Violent Acts and Threats of Violence” means intentional use of physical force or power, threatened or actual, against a person that either results in or produces high likelihood to result in injury.

4. SCOPE

- 4.1. This policy applies to all DWSD employees, contractors, student interns, volunteers, and all other persons employed by DWSD.

5. RESPONSIBILITIES

5.1. Management

- 5.1.1. Management should be educated and aware of potential signs of potentially violent or threatening behavior. Management shall also support and encourage employees to utilize the Employee Assistance Program if they suspect such behavior.
- 5.1.2. Management shall help to maintain a safe and violence-free workplace. Management is expected to inform Human Resources if any employee exhibits behavior that could be a sign of a potentially dangerous situation. Such behavior includes:
 - 5.1.2.1. Discussing weapons or bringing them to the workplace;
 - 5.1.2.2. Displaying overt signs of extreme stress, resentment, hostility or anger;
 - 5.1.2.3. Making threatening remarks;
 - 5.1.2.4. Showing sudden or significant deterioration of performance; and
 - 5.1.2.5. Displaying irrational or inappropriate behavior.
- 5.1.3. Management shall directly contact Detroit Police and the DWSD Security and Integrity Division if an immediate threat is present.
- 5.1.4. Failure of management to report such allegations to Human Resources and/or the Security and Integrity Division shall be subject to disciplinary action, up to and including termination.
- 5.1.5. Human Resources shall communicate incidents and work in conjunction with the Security and Integrity Group as appropriate.

5.2. Employee

- 5.2.1. Employees shall help to maintain a safe and violence-free workplace. Employees are expected to inform Human Resources if any employee exhibits behavior that could be a sign of a potentially dangerous situation. Such behavior includes:
 - 5.2.1.1. Discussing weapons or bringing them to the workplace;
 - 5.2.1.2. Displaying overt signs of extreme stress, resentment, hostility or anger;
 - 5.2.1.3. Making threatening remarks;
 - 5.2.1.4. Showing sudden or significant deterioration of performance; and
 - 5.2.1.5. Displaying irrational or inappropriate behavior.
- 5.2.2. Employees shall directly contact Detroit Police and the Security and Integrity Division if an immediate threat is present.
- 5.2.3. DWSD employees should be familiar with, understand, and fully comply with this policy.

6. POLICY

6.1. Role of Law Enforcement

- 6.1.1. If a threat is imminent and direct in nature, 911 Emergency or the local law enforcement should be contacted immediately, as well as DWSD Security and Integrity Division.

6.2. Zero Tolerance Against Violence in the Workplace

- 6.2.1. DWSD is committed to providing a violence-free workplace and maintaining a safe and non-violent environment for its employees, customers and visitors. This means an environment that is free of threatening behavior, harassment, intimidation, physical abuse, verbal abuse and coercion.
- 6.2.2. No employee may commit an act of violence or articulate a threat of violence while on DWSD premises, in DWSD vehicles or during working hours (including lunch and breaks), off-duty when the employee conduct adversely affects DWSD's reputation, when performing duties on behalf of DWSD regardless of time or place, at a DWSD or City of Detroit community event, or when the conduct may become a part of the work environment.

6.3. Possession of Weapons

- 6.3.1. DWSD prohibits, with the exception of authorized Security personnel, possession or use of any type of weapons or dangerous devices anywhere on DWSD property, vehicles, personal vehicles used for DWSD work, work locations, or while at DWSD sponsored events. A concealed weapon permit to carry a weapon or dangerous device does not exclude employees from this standard of conduct. Refer to the Firearms policy for more information on weapons.

6.4. Reporting Expectations for Employees

- 6.4.1. Employees who believe they have been subjected to, or are aware of threatening behavior, harassment, intimidation, physical abuse, verbal abuse or coercion from employees, customers, visitors or others should report all specific occurrences and circumstances to their manager or supervisor or Human Resources immediately following the alleged occurrence. DWSD will endeavor to assist in the resolution of employee disputes.
- 6.4.2. Reports may also be made anonymously through the DWSD Ethics Hotline or through the process outlined in the Complaint Resolution Process policy. Reports or incidents warranting confidentiality will be handled appropriately, and information will be disclosed to others only on a need-to-know basis.

6.5. DWSD Right to Search

- 6.5.1. DWSD reserves the right, at all times, and without prior notice, to inspect and search any and all DWSD property, including desktops and other electronic devices, work areas, and personal belongings brought onto DWSD's premises. Failure to cooperate in such a search will be considered insubordination and result in corrective action up to and including termination. Searches must have the

approval of the Human Resources and Security and Integrity Division prior to being conducted.

6.6. Investigations

- 6.6.1. DWSD may find it necessary to investigate current employees where behavior or other relevant circumstances raise legitimate questions concerning a potential threat to the safety of others or oneself. Employee investigations may, where appropriate, include investigation of their background, substance abuse habits, work history, criminal history, and weapons ownership.
- 6.6.2. Employees are expected to reasonably cooperate with DWSD's lawful efforts to obtain relevant information. Failure to cooperate may result in appropriate disciplinary action up to and including termination.

6.7. Investigation Outcomes

- 6.7.1. DWSD shall make a decision regarding appropriate action after completing an investigation of an alleged violent incident. Action taken may involve police, legal, disciplinary and or restitution action.
- 6.7.2. If, after a full investigation of a complaint, the results of the investigation reveal that the complainant intentionally and knowingly filed a false complaint, the complainant shall be subject to disciplinary action up to and including termination.

6.8. Role of Medical and Mental Health Professionals

- 6.8.1. Any employee who articulates a threat of violence may also be required to meet with an Employee Assistance Program (EAP) counselor.
- 6.8.2. Based on the outcome of an investigation, DWSD reserves the right to require a fitness of duty evaluation.

6.9. Confidentiality

- 6.9.1. DWSD will make every reasonable attempt to preserve the confidentiality of anyone reporting an act or threat of violence within the framework of the law.

6.10. Reasonable and Necessary Accommodations

- 6.10.1. Management may take reasonable and necessary actions to accomplish the intent of this policy.

7. PROCEDURE

7.1. Reporting Expectations for Employees

- 7.1.1. Employees who believe they have been subjected to, or are aware of threatening behavior, harassment, intimidation, physical abuse, verbal abuse or coercion from employees, customers, visitors or others should report all specific occurrences and circumstances to their manager or supervisor or Human Resources immediately following the alleged occurrence.
- 7.1.2. Reports may also be made anonymously through the DWSD Ethics Hotline or through the process outlined in the Complaint Resolution Process policy. Reports

or incidents warranting confidentiality will be handled appropriately, and information will be disclosed to others only on a need-to-know basis.

7.2. Investigations

- 7.2.1. Human Resources will conduct an investigation based on the nature and circumstances of the event, and will request assistance from the Security and Integrity and Legal Divisions as needed.
- 7.2.2. If, after a full investigation of a complaint, the results of the investigation reveal that the complainant intentionally and knowingly filed a false complaint, the complainant shall be subject to disciplinary action up to and including termination.

7.3. Incident Report

- 7.3.1. The Human Resources and/or Security and Integrity Division will prepare an Incident Report detailing the nature of the allegation(s), parties involved, and summary of investigation conducted.