

**State of Oregon**  
**DEPARTMENT OF ADMINISTRATIVE SERVICES**  
**Human Resource Services Division**



**State Policy: 50.010.02 Violence-Free Workplace**

APPLICABILITY: All employees

REFERENCE: ORS 240.306; 240.321; 240.555; 240.560

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**(1) Policy:** The State of Oregon does not tolerate any type of workplace violence committed by or against employees.

- (a) State agencies are required to provide a safe workplace for all employees.
- (b) An agency head shall adopt a written workplace violence policy which clearly defines the agency's expectations and the actions to be taken when the policy is violated. The policy shall:
  - (A) Specifically prohibit physical, verbal, or written acts of violence or threats against individuals or damage to property.
  - (B) Clearly assign responsibility to both employees and supervisors for reporting incidents.
  - (C) Strictly prohibit retaliation for reporting threatening or violent behavior or cooperating in an investigation.
  - (D) Include clear procedures for reporting incidents.
  - (E) Be disseminated to all employees and supervisors.
- (c) The agency head shall assess the level of risk within the agency and provide appropriate information and training to both employees and supervisors.
- (d) The Workplace Violence Policy model, an addendum to this policy, shall serve as the agency's policy unless the agency has adopted an alternative process.

**(2) Policy Clarification:**

- (a) Workplace violence includes harassment, threats, threatening behavior, violence and violent behavior.
  - (b) Threats and threatening behavior are physical, verbal, or written acts that express or is perceived as expressing, intent to cause physical or psychological harm, or both, against an individual or individuals, or cause damage to property.
  - (c) Violence or violent behavior is the actual carrying out of threatening behavior.
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**Performance Measure:** Percent of employees aware of violence-free workplace policy.

**Performance Standard:** 100%

**Performance Measure:** Percent of incidents where immediate and appropriate action is taken.

**Performance Standard:** 100%

MODEL  
WORKPLACE VIOLENCE POLICY

**(1) Policy Statement**

It is the policy of [agency] to promote a safe environment for all employees. To ensure a safe workplace and to reduce the risk of violence, all employees should review and understand all provisions of this workplace violence policy.

**(2) Policy**

- (a) The agency has zero tolerance for behavior which, to a reasonable person, is intimidating, hostile, threatening, violent, abusive or offensive. Such behavior can include oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical or psychological harm. Also prohibited are acts that express or are reasonably perceived as expressing intent to cause damage to property. Employees who commit such acts may be removed from the premises and may be subject to disciplinary action, criminal penalties, or both.
- (b) [Agency] will respond appropriately to workplace violence where individuals other than employees are concerned. Appropriate action may include referral to appropriate law enforcement authorities which may result in criminal charges.
- (c) Any potentially dangerous situations must be reported immediately to a supervisor or the Human Resource Section. Reports may be made anonymously and all reported incidents will be investigated. Reports or incidents warranting confidentiality will be handled appropriately and information will be disclosed to others only on a need-to-know basis. Supervisors shall report incidents to the Human Resource Section.
- (d) This policy prohibits retaliation against employees who report or experience workplace violence. Any employee found to have engaged in retaliatory action or behavior will be subject to discipline, up to and including dismissal.
- (e) The following measures shall be taken to effectively implement this policy and maintain a safe working environment:
  - (A) Pre-employment screening. It is essential to conduct reference checks and reviews of final candidates' backgrounds to reduce the risk of hiring individuals with a history of violent behavior.
  - (B) Training. Employees and managers should be trained to identify unsafe workplace hazards or employees who exhibit behavior which could be a sign of potentially dangerous situations.
  - (C) Safety. [Agency] will conduct annual inspections of the premises to evaluate and determine vulnerabilities to workplace violence or hazards. Necessary corrective action will be taken to reduce all identified risks.
  - (D) Employees at risk. The Human Resource Section will maintain a list of employees who have been determined to be at risk for becoming victims of violence because of the nature of their job or because they are subject to harassment, violence, or threats from a non-employee. Human Resources will design a plan with at-risk employees to prepare for any possible emergency situations. **Threats or assaults that require immediate attention by security or police shall be reported to security at (xxx) xxx-xxxx or to police at 911.**
- (f) Employees who confront or encounter an armed or dangerous person should not attempt to challenge or disarm the individual. Employees should remain calm, make continual eye contact and talk to the individual. If a supervisor can be safely notified of the need for assistance without endangering the safety of the employee or others, such notice should be given. Otherwise, cooperate and follow the instructions given.