

State of Utah	REF. NR-97-B-5	PAGE 1 of 2
DEPARTMENT OF NATURAL RESOURCES	EFFECTIVE DATE 06/28/97	
POLICIES AND PROCEDURES	REVISION DATE	
SUBJECT: Workplace Violence Policy		
Ted Stewart, Executive Director		

I. PURPOSE

The purpose of this policy is to help ensure the safety of all Department of Natural Resources employees by providing an environment which is free from workplace violence. It will also establish procedures to be taken when such behavior is noted.

II. DEFINITIONS

Workplace Violence: Any hostile action by an individual against another in the workplace. This may include, but is not limited to 1) actual physical harm, 2) threats of physical harm, 3) acts of intimidation (to include verbal assaults), 4) aggressive or abusive behavior towards another, 5) openly displaying anger which others perceive as threatening or 6) the carrying, possession or threatening display of any unauthorized firearm or other weapon in the workplace. (For purposes of this policy, "unauthorized firearms" shall be defined as firearms or other weapons which employees bring to the workplace when such firearms or other weapons is far outside the scope of that employee's job.)

III. BACKGROUND

Violence in the workplace is a serious issue for employers nationwide. Statistics show that the incident rate of workplace violence is on the rise. The psychological and social consequences of these acts negatively impact the morale and productivity of the victim and any employees who witness such acts.

IV. POLICY

The Department of Natural Resources takes a strong stand against all forms of workplace violence. No act(s) of workplace violence (see definition above) will be tolerated. Perpetrators of workplace violence will be subject to investigation and disciplinary action.

All **non-POST certified** employees are prohibited from carrying or possessing firearms in the workplace or in state vehicles, unless the possession of firearms falls within the scope of that employees job responsibilities. All **POST-certified** employees are authorized to carry and possess weapons, but prohibited from carrying or possessing any inappropriate or inapplicable weapons in the workplace or in state vehicles. Any volunteers who are sanctioned to perform work that requires the use of firearms shall be authorized for carrying and possessing weapons, as long as the respective division authority recognizes the requirement of the volunteers to use said firearms.

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V. COMPLAINT PROCEDURE

- A. In the event an employee observes a violation of this policy, the employee is directed to immediately notify his/her supervisor and the department Human Resource office (801-538-7210). In an emergency situation, the witness(es) shall immediately notify the police, or Protective Services (Health Building 801-538-6150), or Capitol Security (801-538-1111). If calling the police, remember that in most buildings, you must dial 9 before dialing 911 (9-911).
- B. Employees who observe any behavior which leads them to suspect a potential for violence exists should immediately notify his/her supervisor and the DNR Human Resource office (801-538-7210).
- C. All complaints of alleged violations of this policy will be held strictly confidential.
- D. All investigations will be conducted by the department Human Resource office in coordination with division management.

VI. SUGGESTED TIPS FOR PREVENTION

- A. Stop everyone at the front desk to determine purpose of visit.
- B. Know and distribute to all employees the number of Capitol Security (801-538-1111) or Protective Services (Health Building 801-538-6150), or local authorities for offices outside Salt Lake City.
- C. Attend training on Workplace Violence. Call the department Human Resource office and ask for future training dates.