

LAKE COUNTY BOARD OF DD/DEEPWOOD

BOARD POLICY

Reviewed and Adopted by the Board:
Date: February 28, 2022

Signature on File

Elfriede Roman, Superintendent

I. SUBJECT: WORKPLACE VIOLENCE

II. PURPOSE:

To confirm and clearly communicate the LCBDD/Deepwood's policy strictly prohibiting Workplace Violence.

III. REFERENCES:

OSHA's Safety and Health Program Management Guidelines (54 Federal Register (16):3904-3916, January 26, 1989)

R.C. 2923.126(B) – CCW not permitted

IV. POLICY:

- A. The Lake County Board of Developmental Disabilities/Deepwood (the "Board") is committed to supporting the safety of the workplace. Any employee who threatens violence or engages in violence, engages in intimidating behavior, or who violates regulations regarding dangerous materials in the workplace is in serious violation of our policy. The workplace is defined as all LCBDD/Deepwood property; including parking lots, break rooms, and all public areas such as lobbies and restrooms.
- B. All employees are entitled to a non-threatening workplace where the basic safety of each employee is promoted. Therefore, any form of violence, whether actual or perceived, will not be tolerated.
- C. Forms of violence include but are not limited to:
- Disruptive activity in the workplace
 - Threatening, hostile or intimidating behavior
 - Possession of a dangerous weapon anywhere in the workplace
 - Violation of restraining orders
 - Fighting
 - Pushing, striking, grabbing, biting, spitting, throwing objects, etc.
 - Verbal abuse
 - Stalking
 - Sabotaging another employee's work or personal property
 - Harmful misuse of equipment or other LCBDD/Deepwood property
 - Any behavior perceived as threatening by the recipient

- D. Any employee who believes he/she has been subjected to threatening or intimidating behavior related to the workplace by a fellow employee, a vendor, a family member, or other should report such conduct to the individual's Supervisor, the alleged party's Supervisor, or the Human Resources Director.
- E. The department in which the incident took place and/or in which the employee(s) is assigned to work will promptly investigate all reports of workplace violence.
- F. Management is responsible for taking action against threats or acts of violence of LCBDD/Deepwood employees or others (Outside vendors, family members, etc.) regardless of the manner in which the LCBDD/Deepwood becomes aware of the conduct.
- G. The initiation of a complaint of Workplace Violence will not affect the complaining employee's employment, evaluation, wages, advancement, assigned duties, shifts, or any other condition of employment or career development, unless the complaint is knowingly and intentionally false or misleading.
- H. The failure or refusal of an employee to cooperate in an investigation of a complaint of Workplace Violence may result in disciplinary action unless the failure or refusal to cooperate is based on the good faith exercise of the Fifth Amendment right to be free of compelled self-incrimination.
- I. Investigations of Workplace Violence will be conducted fairly and with due regard to the dignity of the reporting person or any other witness, and the individual against whom the complaint report is directed. Appropriate efforts will be made to keep such investigations confidential to the extent permitted by law and/or consistent with the rights of employees under the Collective Bargaining Agreement.
- J. Any employee who intentionally or knowingly makes a false or misleading complaint shall be subject to disciplinary action in accordance with the law and/or the Collective Bargaining Agreement.
- K. No employee will be subjected to any negative employment action as a result of an unsubstantiated allegation.

VII. DISTRIBUTION:

Board Members
All Management Staff
All Staff (via Department Managers)
LEADD President

VIII. REVIEWED:

02/22, 02/20, 02/18, 02/17, 02/16, 02/15, 02/14, 03/13, 02/12, 02/10, 02/08