

## Minnesota Board of Pharmacy

### Zero Tolerance of Violence in the Workplace Policy

#### Purpose

To define the Minnesota Board of Pharmacy's (Board) policy on workplace violence and prohibition of firearms at work.

#### Applicability

This policy applies to all Board employees and contractors.

#### Responsibility

The interpretation and administration of this policy shall be the responsibility of the Executive Director, or the Executive Director's designee, in consultation with the Administrative Services Unit and Minnesota Management and Budget, Enterprise Human Relations.

- **Managers and supervisors** must make every effort to ensure the workplace is violence free by observing and intervening in inappropriate employee behavior and by being available to discuss and act upon employee concerns.
- **Employees** must immediately report to their supervisor a threat or action, in which an employee seeks to intimidate, threaten, bully or harm another employee. Employees observing or experiencing work place violence are expected to de-escalate the situation – if it is possible to *safely* do so.

#### Policy

##### 1. *Zero Tolerance of Violence.*

The Minnesota Board of Pharmacy is committed to preventing intimidation, threats of violence, bullying, or actual violent acts against employees, customers, clients and members of the public to the extent possible. The Board prohibits and will not tolerate any intimidation, threats of violence, bullying, or actual violent acts in its facilities, on its premises, or at any employer-sponsored activity. Employees of the Board must refrain from engaging in such activities whenever engaged in work on behalf of the Board, on or off the Board's premises. Any personal articles that could be reasonably perceived as weapons are prohibited in the Board's office and public areas.

Any employee who engages in the acts mentioned above, or who possesses personal articles that could be reasonably perceived as weapons, will be subject to disciplinary action under the appropriate labor agreement, up to and including termination. Employees, former employees or visitors to the Board's facilities who engage in violent behavior or possess personal articles that could be reasonably perceived as weapons will be subject to appropriate action, which may include notification of law enforcement and criminal prosecution.

## 2. *Specific Prohibited Conduct*

- Causing physical harm to another employee.
- Acting in an aggressive or hostile manner that creates a reasonable fear of injury to another employee or subjects another employee to emotional distress.
- Bullying other employees.
- Committing acts motivated by, or related to, sexual harassment or domestic violence.
- Making threatening remarks that subjects another employee to extreme emotional distress.
- Intentionally damaging Board property or the property of another employee.
- Possessing, brandishing or using a weapon while on Board property or while on Board business.
- Retaliating against any employee who, in good faith, reports a violation of this or any other policy.

## 3. *Concealed Firearms Prohibited.*

No employee of the Board of Pharmacy may carry or possess any firearm while acting in the course and scope of employment for the Board. The possession or carrying of a firearm by a Board employee is prohibited while working at the Board's offices and public areas, or while working at any location on behalf of the Board.

This prohibition includes but is not limited to:

- Driving on Board business;
- Riding as a passenger in a car or any type of mass transit on Board business;
- Working at the Board offices or public areas, or any other Board work site;
- Working off-site on behalf of the Board;
- Performing emergency or on-call work for the Board after normal business hours and on weekends;
- Working at private residences, except for an employee's personal residence, and at businesses on behalf of the Board; and attending training or conferences on behalf of the Board.

When responding to on-call work from home after regular work hours, an employee is prohibited from bringing a firearm in their private vehicle unless the vehicle remains in a designated parking area and is not needed in order to respond to the call.

An employee who is using a state vehicle while acting in the course and scope of employment may not carry or possess a firearm while using the state vehicle, including a vehicle that has been assigned to the employee for regular business use.

A Board employee is not prohibited from carrying and possessing firearms in a Board-leased designated parking area in the employee's personal vehicle if the employee has obtained the appropriate permit required by law.

Any employee who violates this policy will be subject to appropriate disciplinary action under the appropriate labor agreement, up to and including termination.

### **Relevant Statutes**

- Minnesota Statutes §1.50 “Freedom from Violence Act”: “The state of Minnesota hereby adopts a policy of zero tolerance of violence. It is state policy that every person in the state has a right to live free from violence.”
- Minnesota Statutes §15.86, subdivision 1: requires each state agency to adopt a goal of zero-tolerance of violence and encourages each agency to develop a workplace plan and file it with the Legislative Reference Library.