



Workplace Violence and Threat Policy

POLICY

Any form of threatening behavior or violent behavior in the workplace or any threatening behavior or violent behavior that negatively affects the workplace is strictly prohibited.

Threatening or violent behavior includes, but is not limited to, assault, battery, oral or written threats, stalking, intimidation, aggressive behaviors, or intentional damage to or destruction of property.

OAH will actively work to prevent threatening behavior or violent behavior by taking proactive steps to make its workspaces secure, including hearing and conference rooms. OAH will also treat incidents of work-related threats or acts of violence seriously and will respond promptly.

Employees who engage in threatening or violent behavior in the workplace, or threatening or violent behavior that affects the workplace, will be subject to disciplinary action. Third parties who engage in threatening or violent behavior in the workplace, or that affects the workplace, will be subject to appropriate action.

REPORTING PROCEDURES

OAH may receive threats against OAH, the Stassen Building, or employees, or may witness suicide threats.

Take all threats seriously. If necessary, immediately remove yourself from the situation and get to a safe place. When it is safe to do so, report the threat or violence to any of the following:

- OAH Human Resources Director.
- Revenue security at 651-556-5557.
- Your supervisor.
- Any OAH manager, up to and including the Chief Judge.

If the report concerns an agency head, you may report the incident to the office of the Deputy Commissioner for Enterprise Human Capital at Minnesota Management and Budget.

Employees who knowingly file a false report will be subject to disciplinary action, up to and including discharge. Third parties who knowingly file a false report will be subject to appropriate

action.

Emergency situations

If you or others are in immediate danger, move to a safe place if possible, and **call 911** (using an agency phone also notifies Revenue security).

Follow the reporting procedures when it is safe to do so.

Do not physically engage a hostile or threatening person, unless to protect yourself or others against an immediate threat of physical injury.

Non-emergency situations

Non-emergency situations should be reported as soon as possible after the incident occurs. Gather and document much information as you can while balancing the need to make the report in a timely manner.

Non-Retaliation

Any form of retaliation directed against an individual who makes a report under this policy or participates in any investigation of a report under this policy is strictly prohibited. Retaliation includes conduct or communication designed to prevent a person from opposing or reporting workplace violence. Any employee who is found to have engaged in retaliation in violation of this policy will be subject to discipline, up to and including discharge. Third parties who are found to have engaged in retaliation in violation of this policy will be subject to appropriate action.

HARASSMENT RESTRAINING ORDERS

Employees and third parties who are subject to harassment restraining orders that may affect the workplace must notify the agency human resources office so the restraining order can be evaluated to determine whether the agency must take action to comply with the order.

Employees and third parties who have harassment restraining orders against another individual that may affect the workplace are encouraged to notify the agency human resources office so that the agency can evaluate appropriate safety precautions.

CREATING A LOW-RISK AND SUPPORTIVE WORK ENVIRONMENT

Agency managers and supervisors are expected to promote positive behavior and to lead by example by treating employees with the courtesy and dignity each person deserves.

Emphasis will be placed on creating a workplace where established standards of conduct are clear, communicated, and consistently enforced, and where discipline is used fairly and appropriately to deal with instances of unacceptable behavior.

OAH will encourage use of the Employee Assistance Program (EAP). The EAP is primarily an assessment, short-term counseling, and referral agency. While supervisors, union representatives, or family members may encourage employees to seek help from the EAP, the decision to use the services is voluntary. Employees may also choose to seek assistance from private health services to deal with pressures, stress, emotional problems, or other personal issues which could, if ignored, lead to threats or acts of violence.

RELATED INFORMATION

- [Minnesota Statutes, section 1.50](#), Freedom from Violence
- [Minnesota Statutes, section 15.86](#), State Agency Actions
- [HR/LR Policy #1444](#), Workplace Violence Prohibited