

WORKPLACE VIOLENCE PREVENTION and RESPONSE PLAN

Adopted November 23, 2021

Ratified December 1, 2021

CAMPAIGN FINANCE AND PUBLIC DISCLOSURE BOARD
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Workplace violence prevention and response plan

The Campaign Finance and Public Disclosure Board has zero tolerance of workplace violence and works to create a safe workplace environment that is free from threats and incidents of violence.

Board policy

The Board adopts Minnesota Management and Budget (MMB) HR/LR Policy #1444 Workplace Violence Prohibited and incorporates the provisions of that policy into this plan. It is the policy of the Campaign Finance and Public Disclosure Board that no violence in the workplace will be tolerated. 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.

The Board will work to provide an environment where employees, customers, and visitors to the workplace are at a low risk of involvement in workplace violence. This will be accomplished by encouraging mutual respect among all individuals, establishing open and honest communication, inviting all employees to provide input, responding promptly to customer complaints, and enforcing zero tolerance for any type of violent behavior.

Under the Minnesota Citizens' Protection Act of 2003, the Campaign Finance and Public Disclosure Board prohibits its employees from carrying or possessing firearms while working. This policy does not extend to parking facilities and parking areas. Employees are also prohibited from carrying or possessing other dangerous weapons.

Violence prevention plan

Purpose

This plan outlines methods and actions to be taken to prevent and plan for potential incidents of workplace violence at the Campaign Finance and Public Disclosure Board.

Threatening behavior is defined as follows: "Any verbal or physical conduct that would reasonably cause fear of physical harm to individuals or property."

Violent behavior is defined as follows: "The use of physical force that causes or is intended to cause physical harm to individuals or property."

Warning signs of violent behavior is defined as follows: "Observable behavior that leads to a reasonable belief that the individual may engage in violent behavior. Warning signs of violent behavior may include, but are not limited to, intensely angry demeanor, significant loss of temper, articulated plan to commit violence, oral or written remarks about violent behavior, discussing use of weapons of any kind in a harmful manner toward others or bringing weapons into the workplace without a work-related reason, or repeated aggressive movements such as pounding, banging, or slamming items."

Workplace is defined as follows: "A location where employees perform job duties. The location need not be a permanent location, physical building, or state owned/leased property."

Workplace violence generally falls into three categories:

1. A violent act or threat by a current or former employee; or someone who has some involvement with a current or former employee, such as an employee's spouse, significant other, relative, or another person who has had a dispute with an employee.
2. A violent act or threat by a customer or someone receiving service from the agency.
3. A violent act by someone totally unrelated to the work environment, with the intent to commit a criminal act such as robbery or an act of terrorism.

Goals and objectives

It is a Board goal to achieve a work environment that is free from threats and acts of violence. The Board's objectives are to:

- Develop awareness among employees, customers, and visitors about violence in the workplace, its prevention, and the agency violence prevention plan;
- Provide access to education and training opportunities for all employees that include the following information:
 - Agency violence prevention plan;
 - Prevention strategies;
 - Effects of workplace violence;
 - Supervisory/managerial responsibilities
 - Employee responsibilities; and
 - Incident response procedures
- Develop procedures to be used when incidents, as defined in the violence prevention plan, occur;
- Ensure facility security plans are communicated to appropriate staff;
- Communicate personal security procedures and avenues for assistance with violence issues to employees; and
- Develop procedures to continually monitor and evaluate the effectiveness of the violence prevention plan.

Reducing the potential for violence from external and internal sources and creating a low-risk environment

The Board will attempt to reduce the potential for workplace violence from external and internal sources by acting to create a low-risk environment for potential violence. Board managers are expected to promote positive behavior and to lead by example in the courteous and professional treatment of employees, customers, and visitors in the workplace. Emphasis will be placed on creating a workplace where established standards of non-violent conduct are clear, are communicated, and are consistently enforced, and where discipline is used fairly and appropriately.

To create a low-risk environment for potential violence, the Board will encourage behavior that:

- promotes an attitude of friendliness and helpfulness towards co-workers and members of the public;
- motivates employees to present a calm attitude and demeanor towards others;
- promotes a workplace that takes pride in customer service and customer satisfaction;
- motivates empathetic listening skills;
- treats employees, customers, and visitors with respect and dignity; and
- values and respects individual differences among people.

Customers will be free, and will be made aware of the opportunity, to provide feedback on the quality of services provided in whatever format is easiest for the customer to use, including email. Managers will deal promptly and courteously with these communications. Managers will communicate both positive and negative feedback to employees and will work with employees as necessary to improve customer service. Managers also will regularly reiterate the importance of the behaviors listed above. Staff will be asked to provide suggestions and ideas to keep office policies and procedures up-to-date and responsive to customer needs.

Because violence in the workplace may take various forms, several Board and state policies are related to this issue and provide complaint processes for employees and customers to use. The Board has adopted or is subject to the policies listed below:

- Campaign Finance Board Violence Prevention Policy
- Campaign Finance Board Affirmative Action Policy
- Campaign Finance Board Code of Conduct Policy
- Centennial Office Building Emergency Plan
- MMB HR/LR Policy #1329 Sexual Harassment Prohibited
- MMB HR/LR Policy #1418 Drug and Alcohol Use
- MMB HR/LR Policy #1432 Respectful Workplace
- MMB HR/LR Policy #1436 Harassment and Discrimination Prohibited
- MMB HR/LR Policy #1444 Workplace Violence Prohibited

Coordination with safety and wellness programs

The Occupational Safety and Health Act of 1970 mandates that all employers have “a general duty to provide their employees with a workplace free from recognized hazards likely to cause death or serious physical harm.” The main components to any effective safety and health program also apply to preventing workplace violence: a) management commitment and employee involvement, b) worksite analysis, c) hazard prevention and control, and d) safety and health training.

The Board will encourage use of counseling and assistance through the Employees Assistance Program (EAP) to deal with both workplace and non-workplace violence. While managers, union representatives, or family members may encourage employees to seek help from EAP, the decision to use the services must be a voluntary one.

Materials produced by EAP will be used to make employees familiar with the services offered by EAP and to tell them how to take advantage of those services. Small Agency Resource Team (SmART) human resources services also will be made available to employees.

Awareness

The Board will promote awareness of its violence prevention plan using the following methods:

- Working with the Board safety officer, EAP, SmART, MMB, and building security to obtain information for employees, such as publications and brochures, related to personal security, customer relations, and violence prevention topics;
- Providing managers and staff with information about how to deal with workplace-related threats and acts of violence;
- Allowing appropriate staff to attend workplace violence training offered by other state agencies;
- Providing a copy of the violence prevention plan, including the Centennial Office Building Emergency Plan, to each employee at the time of initial hire;
- Reviewing the violence prevention plan with staff, annually, at a staff meeting; and
- Making the violence prevention plan, as well as the Centennial Office Building Emergency Plan, available to all employees at all times on the Board's computer network.

Incident procedures and reporting

Employees are expected to report if they are subject to or witness threatening or violent behavior, or warning signs of violent behavior, in the workplace that affects the workplace, or that may affect the workplace. Non-employees are encouraged to make such reports.

Non-emergency situations

Non-emergency situations should be reported as soon as possible after the incident occurs. Individuals may report to any of the following:

- the Board safety officer;
- the executive director or assistant executive director; or
- the SmART human resources team.

If the report concerns the executive director, the individual may contact the office of the Deputy Commissioner for Enterprise Human Capital at MMB.

In addition, the executive director and the assistant executive director will be contacted by cellphone if they are out of the office at the time of the incident. The executive director or designee shall prepare a complete written report of the incident.

Emergency situations

In a situation involving direct threats of physical violence or another emergency, individuals should move to a safe place and immediately follow the procedures for contacting local

emergency services or 9-1-1. The individual should follow the internal reporting procedures in this policy during or after the incident, when it is safe to do so.

The Board is part of the Centennial Building Emergency Plan, which contains procedures for the following:

- How to report to security in the Centennial Building;
- When to call 911 or local law enforcement; and
- What actions can be taken to get away from a potentially violent situation.

The Centennial Building Emergency Plan will be made available to all staff.

After an incident, a debriefing will occur. Management will work with the SmART human resources team to determine who will conduct the debriefing and what information will be communicated. Other responses after the occurrence of an incident can include referral to EAP, temporary relocation of an employee(s), and providing approved leave. The Board will follow the procedures in its Continuation of Operations Plan if the workplace is unavailable after the incident.

Coordination with partners

The Board is part of the Centennial Office Building Emergency Plan. The Centennial Building Emergency Plan describes the roles of every agency in the Centennial Office Building during different critical situations, including violence in the workplace.

Plan implementation

A link to the electronic version of the violence prevention plan will be distributed to all Board employees. The plan also will be posted on the employee bulletin board and filed with the Legislative Reference Library. Managers and supervisors will be responsible for informing employees of this plan and for enforcing compliance.

Employees found to have violated the provisions of the plan will be subject to appropriate corrective action up to and including discharge.

Violence prevention responsibilities

The executive and assistant executive directors will have primary responsibility for implementing this policy. The executive and assistant executive directors are specifically empowered to take immediate action to resolve or stabilize violent situations in the workplace and to protect people from harm. The executive and assistant executive directors also will:

- Model the importance of proactive workplace violence prevention and response;
- Promote positive behavior and lead by example through modeling appropriate behavior, by treating employees, customers, and visitors with respect and dignity;
- Emphasize creating a workplace where established standards of conduct are clear, communicated, and consistently enforced, and where corrective action, including discipline, is used fairly and appropriately to deal with instances of unacceptable behavior;

- Treat all reports of violence or threats of violence seriously, regardless of the individual or behavior involved;
- Take immediate action to resolve or stabilize violent situations in the workplace and protect people from harm;
- Be familiar with and use the manager and supervisory violence prevention and response guidance tools available from appropriate state agencies including SmART and MMB;
- Offer training opportunities to employees to increase their awareness of violence-in-the-workplace issues including training that includes information on responding to and reporting violence-related incidents as well as assistance in maintaining a violence-free workplace; and
- Understand that knowingly participating in or tolerating workplace violence or retaliation against employees or customers making a report are subject to discipline up to and including discharge.

Employees will:

- Abide by and promote the Board policy of zero tolerance of violence in all contacts with co-workers, managers, customers, and visitors;
- Be familiar with and follow workplace violence procedures; and
- Be familiar with and adopt the workplace violence prevention practices outlined in this plan and any other guidance tools available from Board managers.

Approved:

November 23, 2021

/s/ Jeff Sigurdson
Executive Director
Campaign Finance and Public Disclosure Board

Employee Acknowledgment Form

I acknowledge that I have received and read a copy of the Campaign Finance and Public Disclosure Board's Workplace Violence Prevention and Response Plan.

Name: _____

Date: _____

Signature: _____

Please sign and return this form to the Campaign Finance & Public Disclosure Board executive director.