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MINNESOTA
BOARD OF ACCOUNTANCY

MINNESOTA
BOARD OF ARCHITECTURE ▪ ENGINEERING
LAND SURVEYING ▪ LANDSCAPE ARCHITECTURE
GEOSCIENCE ▪ INTERIOR DESIGN

WORKPLACE VIOLENCE PREVENTION AND RESPONSE PLAN

Note: *The information contained in this plan is considered security information and is classified as not public data under Minn. Stat. 13.37, subd. 2.*

ABOUT THE PLAN

Plan Implementation

The *Board of Accountancy and the Board of Architecture, Engineering, Land Surveying, Landscape Architecture, Geoscience and Interior Design ("Boards") Workplace Violence Prevention ("WVP") and Response Plan* will be distributed to all employees, posted on the Boards' Teams group, and made available at the Commerce HR office. The Executive Director and Assistant Executive Director ("Executive staff") are responsible for informing employees of the plan and for enforcing compliance with the plan.

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

Plan Sensitivity

Security Information

The information contained in the plan is considered *security information*. Therefore, the information is classified as private/non-public under Minnesota Statute 13.37 and private within the meaning of Minnesota Statute 13.356 and 13.43.

Releasing the Plan

Given the sensitive nature of the plan, the plan may only be released with prior approval of the Executive Director.

PURPOSE AND DEFINITIONS

Purpose

The Boards have a zero tolerance of workplace violence and is committed to achieving a work environment that is free from threats and acts of violence.

The document outlines methods and actions to prevent and plan for potential incidents of workplace violence at the Boards. It is part of our adoption of HR/LR Policy #1444: Workplace Violence Prohibited.

Any form of threatening or violent behavior by an employee or a third party in the workplace, or threatening or violent behavior that affects the workplace, is strictly prohibited, and will not be tolerated.

Note: The plan is adaptable to varying work environments and building occupancy levels.

Definitions

Workplace violence is defined as follows: "Behavior that results in the actual or reasonably perceived threat of physical or emotional harm to an individual or property."

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."

This includes, but is not limited to:

- The Boards' offices in downtown St. Paul
- Public engagement and board meetings
- Telework work environments

Types of Workplace Violence

Workplace violence generally falls into three categories:

- 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.
- A violent act or threat by a consumer or someone receiving service from the Board.
- A violent act by someone totally unrelated to the work environment, with the intent to commit a criminal act such as robbery or bombing.

GOALS AND OBJECTIVES, STRATEGIES AND TACTICS

Goal

The Boards have a policy of zero tolerance of workplace violence. It is the Boards' goal to achieve a professional work environment that is free from threats and acts of violence and is responsive to employee and consumer safety needs.

Objectives

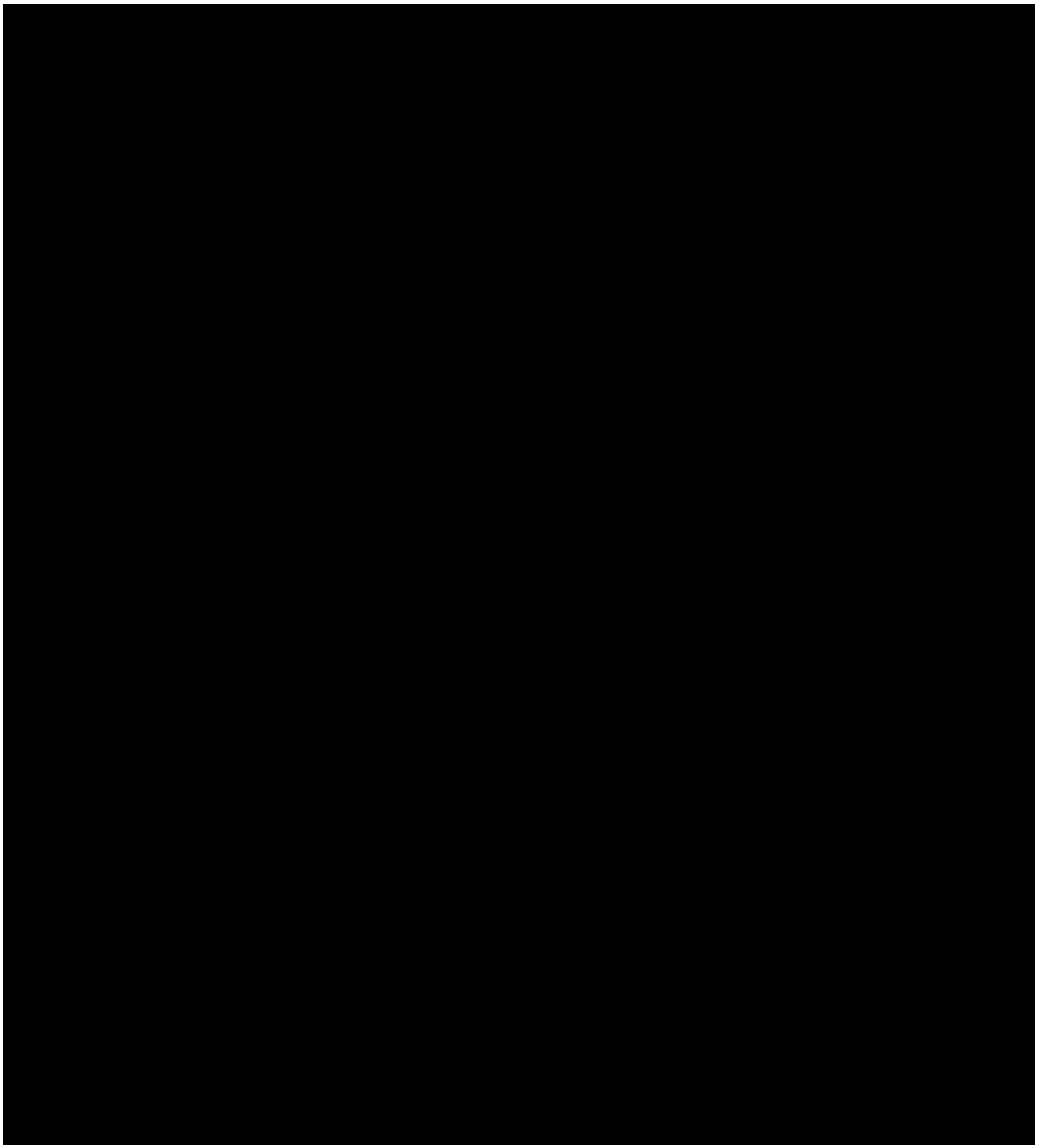
The Boards' objectives are to:

- Develop awareness among employees and consumers about violence in the workplace, its prevention, and the Boards' workplace violence prevention plan.
- Develop and provide education and training opportunities for employees at all organizational levels which includes the following information:
    - Supervisory/managerial responsibilities
    - Employee responsibilities
    - Incident response procedures
- Ensure that facility security plans are communicated to appropriate staff.
- Communicate personal security procedures and avenues for assistance with violence issues to employees.
- Develop procedures to continually monitor and evaluate the effectiveness of the workplace violence prevention plan.

Strategies and Tactics

In support of the goal and objectives, the Boards are planning on implementing new strategies and tactics including:

- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted]



ROLES AND RESPONSIBILITIES

Employees will:

- Abide by and promote the Boards' policy of zero tolerance of violence in all contacts with co-workers, supervisor, and consumers.
- Be familiar with and follow location-specific workplace violence procedures.
- Be familiar with and adopt the workplace violence prevention practices outlined in the guidance tools available.

Executive staff will:

- Promote positive behavior and lead by example in the courteous and professional treatment of employees and customers. 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.
- Promote positive behavior and lead by example through modeling appropriate behavior, by treating employees and customers 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 all aspects of the Boards' workplace violence prevent plan and procedures.
- 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.
- Develop location-specific procedures for preventing and responding to threats and violence.
- Offer training opportunities to employees to increase their awareness of violence-in-the-workplace issues. Training will include information on responding to and reporting violence-related incidents as well as assistance in maintaining a violence-free workplace.

Commerce HR will:

Promote awareness of the Boards' workplace violence prevention plan. Methods include:

- Working with Boards' Executive staff, the Boards' safety officer (designated by the Executive Director), the State Employee Assistance Program, or building security in developing information for employees related to personal security and violence prevention.
- Developing or obtaining publications and/or brochures on violence prevention topics.
- Developing other activities to promote awareness of violence prevention.

POLICIES

Since violence in the workplace may take various forms, several State policies are related to this issue and provide complaint processes for employees to use. These policies include:

- Minnesota Management and Budget; HR/LR Policy #1329 Sexual Harassment Prohibited: https://mn.gov/mmb-stat/policies/1329-sexualharassment-prohibited.pdf
- Minnesota Management and Budget; HR/LR Policy #1418 Drug and Alcohol Use: https://mn.gov/mmb/assets/1418-DrugAndAlcoholPolicy_tcm1059-324641.pdf#false
- Minnesota Management and Budget; HR/LR Policy #1432 Respectful Workplace: https://mn.gov/mmb-stat/policies/1432-respectful-workplace-policy.pdf
- Minnesota Management and Budget; HR/LR Policy #1436 Harassment and Discrimination Prohibited: https://mn.gov/mmb-stat/policies/1436-harassmentdiscriminationprohibited.pdf
- Minnesota Management and Budget; HR/LR Policy #1444 Workplace Violence Prohibited: https://mn.gov/mmb-stat/policies/1444-workplaceviolenceprohibited.pdf

Additional Board-specific guidance is included in this plan's appendices and in the Boards' [redacted]

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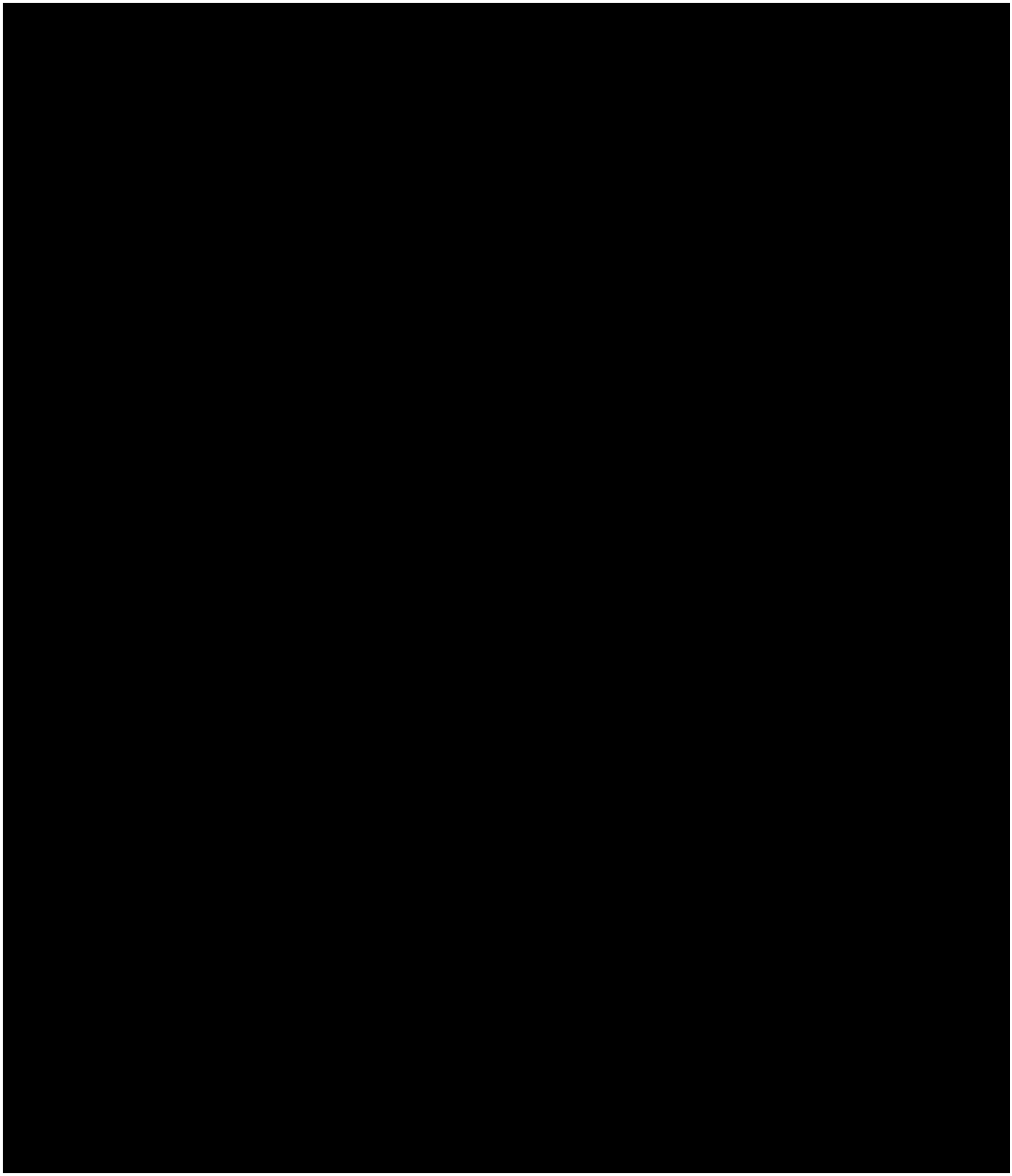

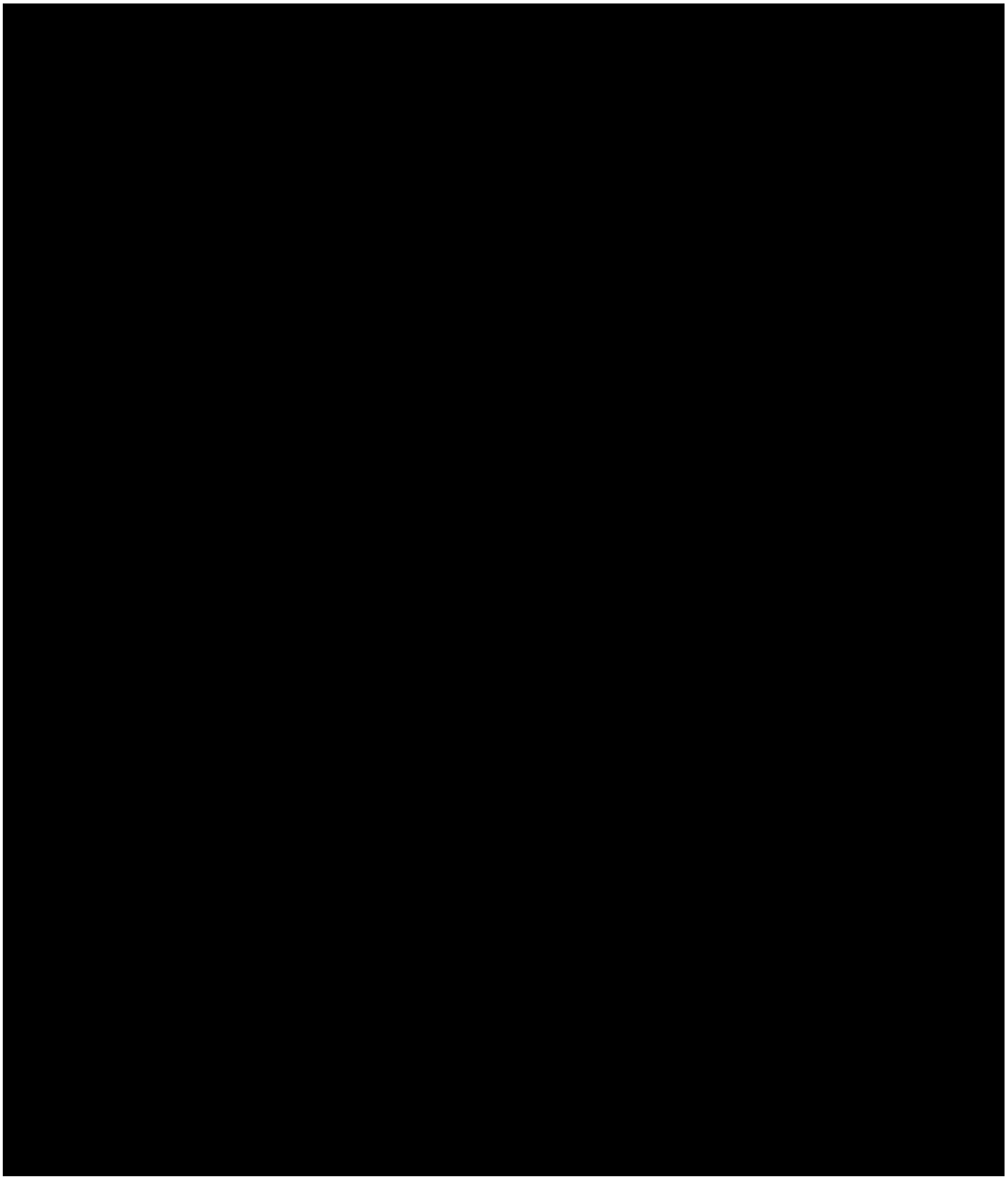

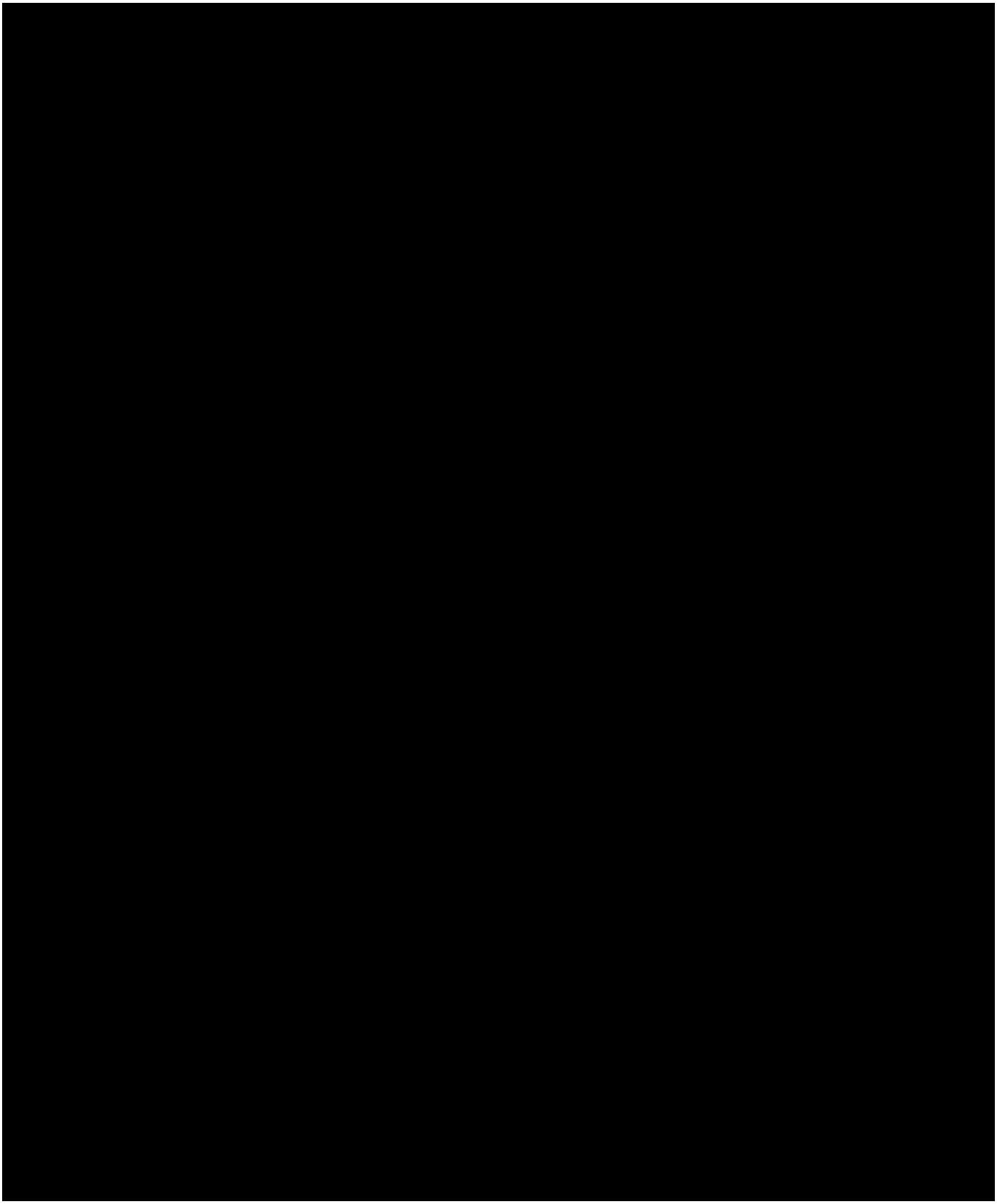

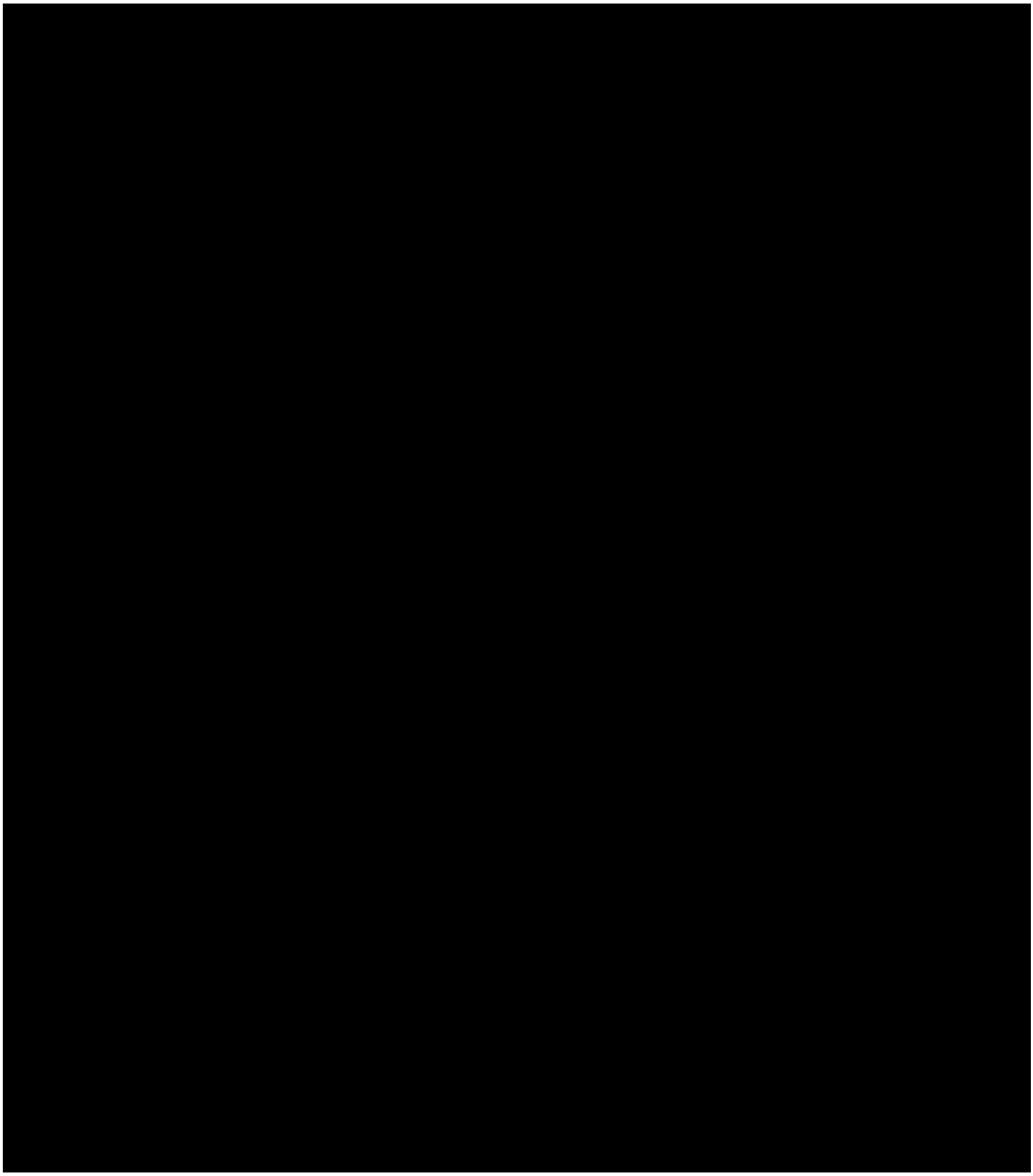

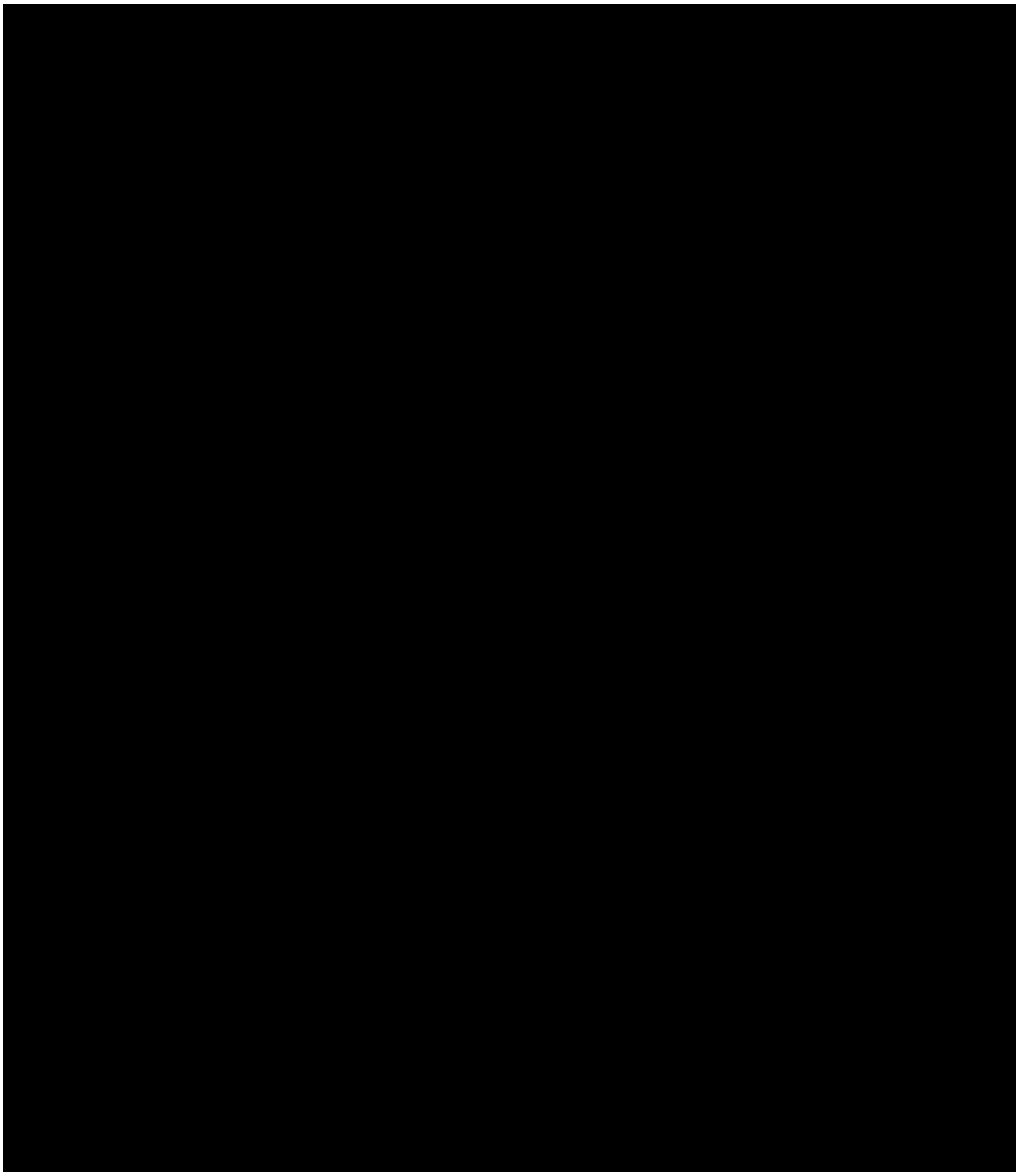

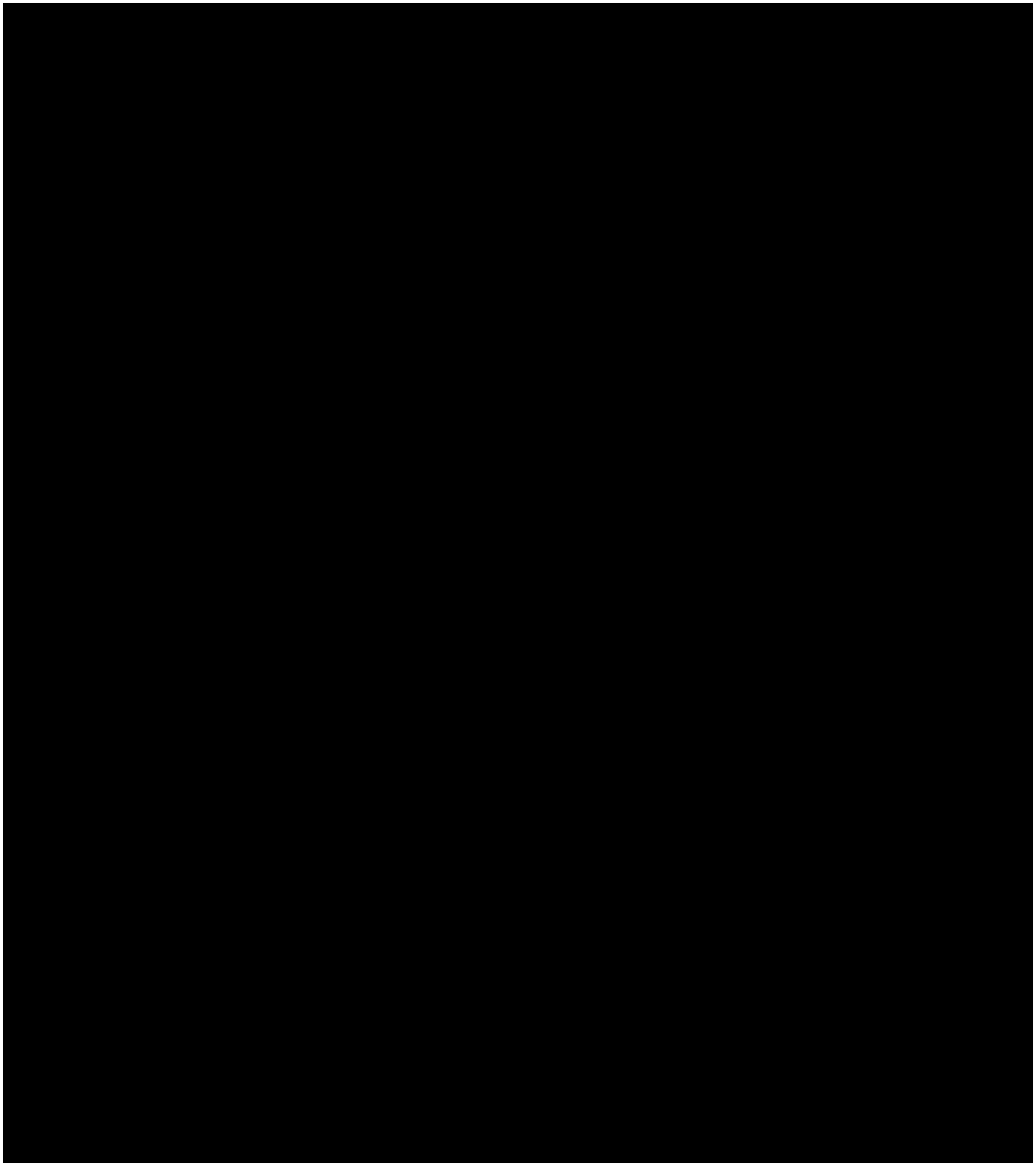

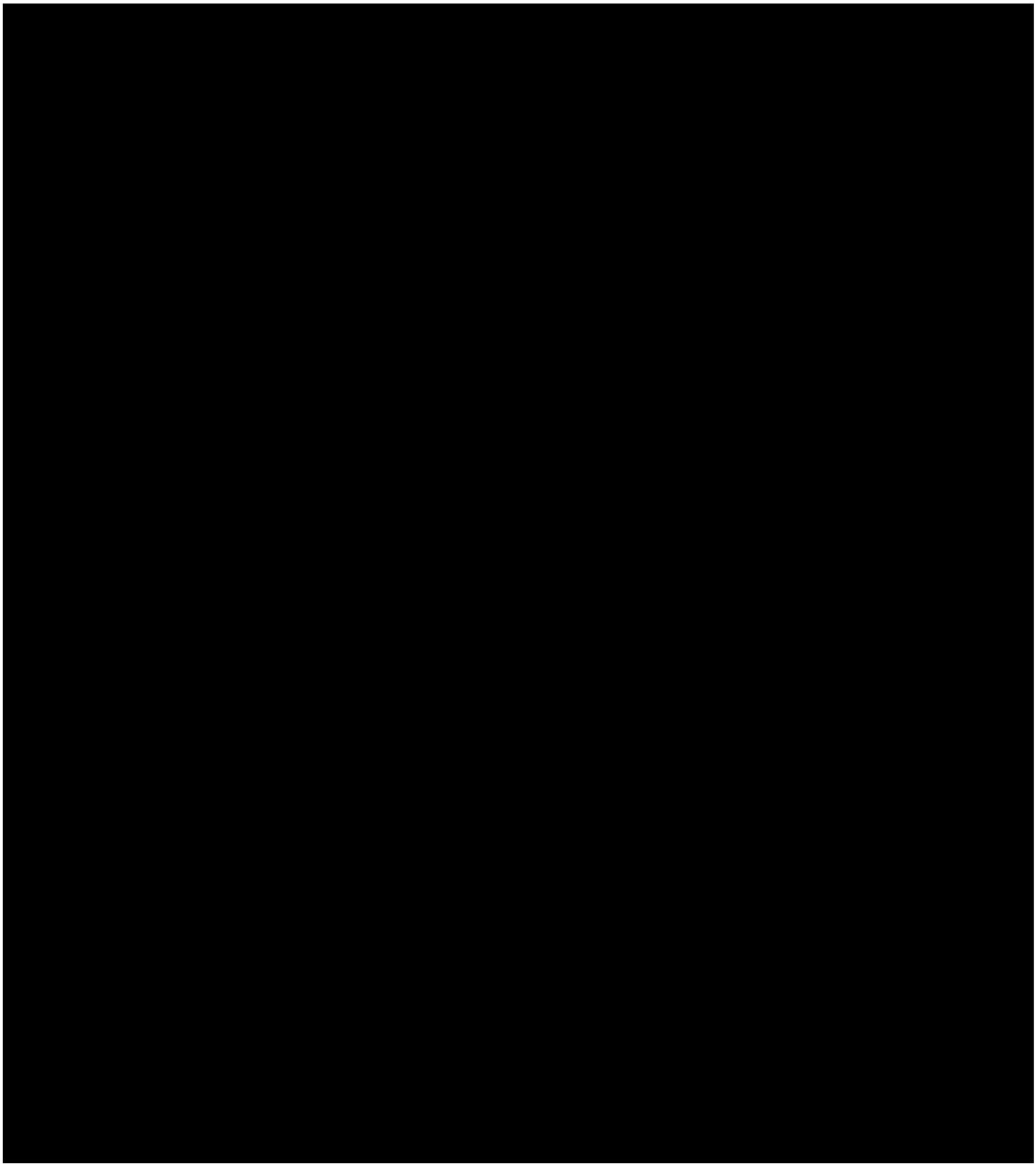

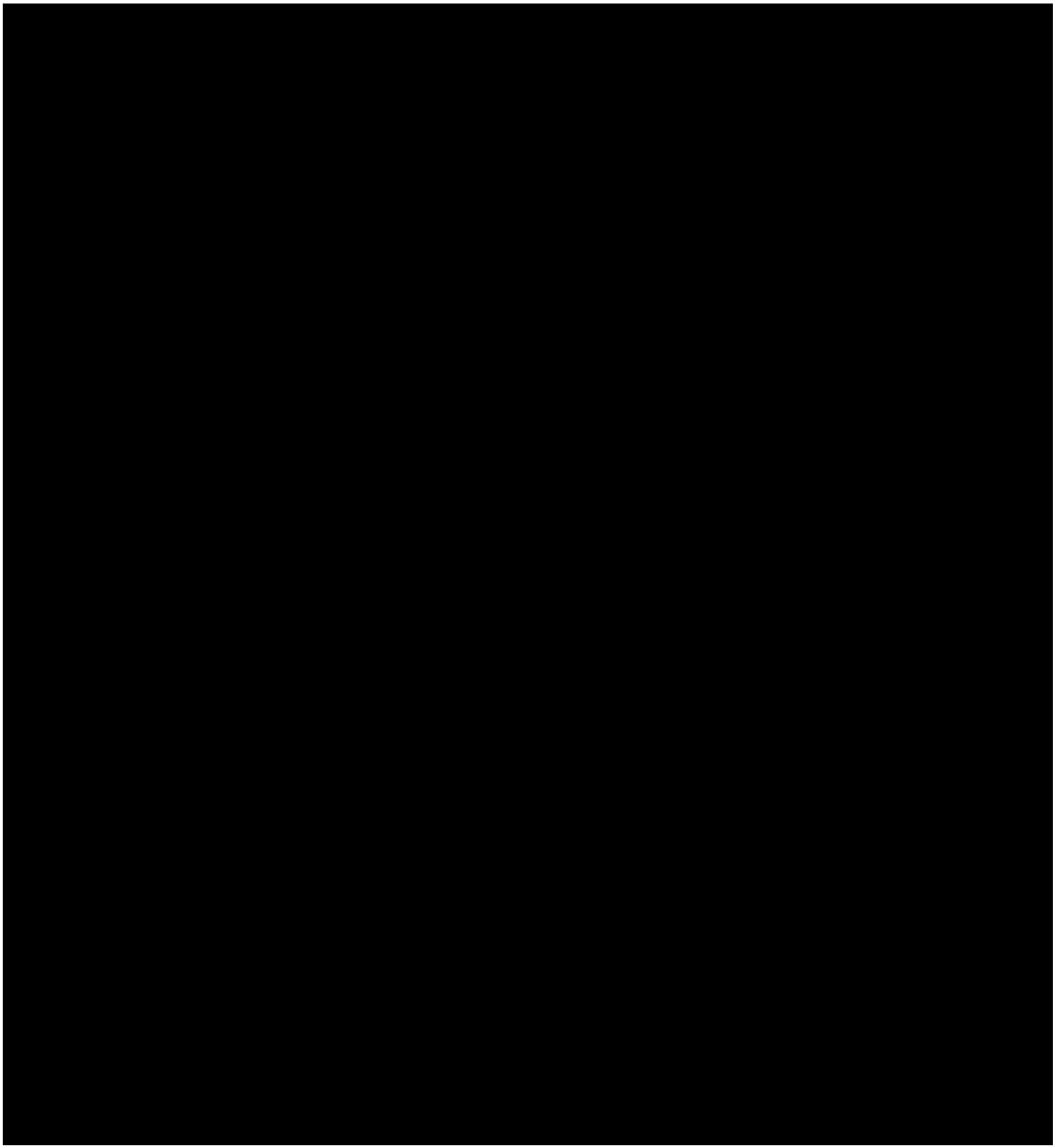

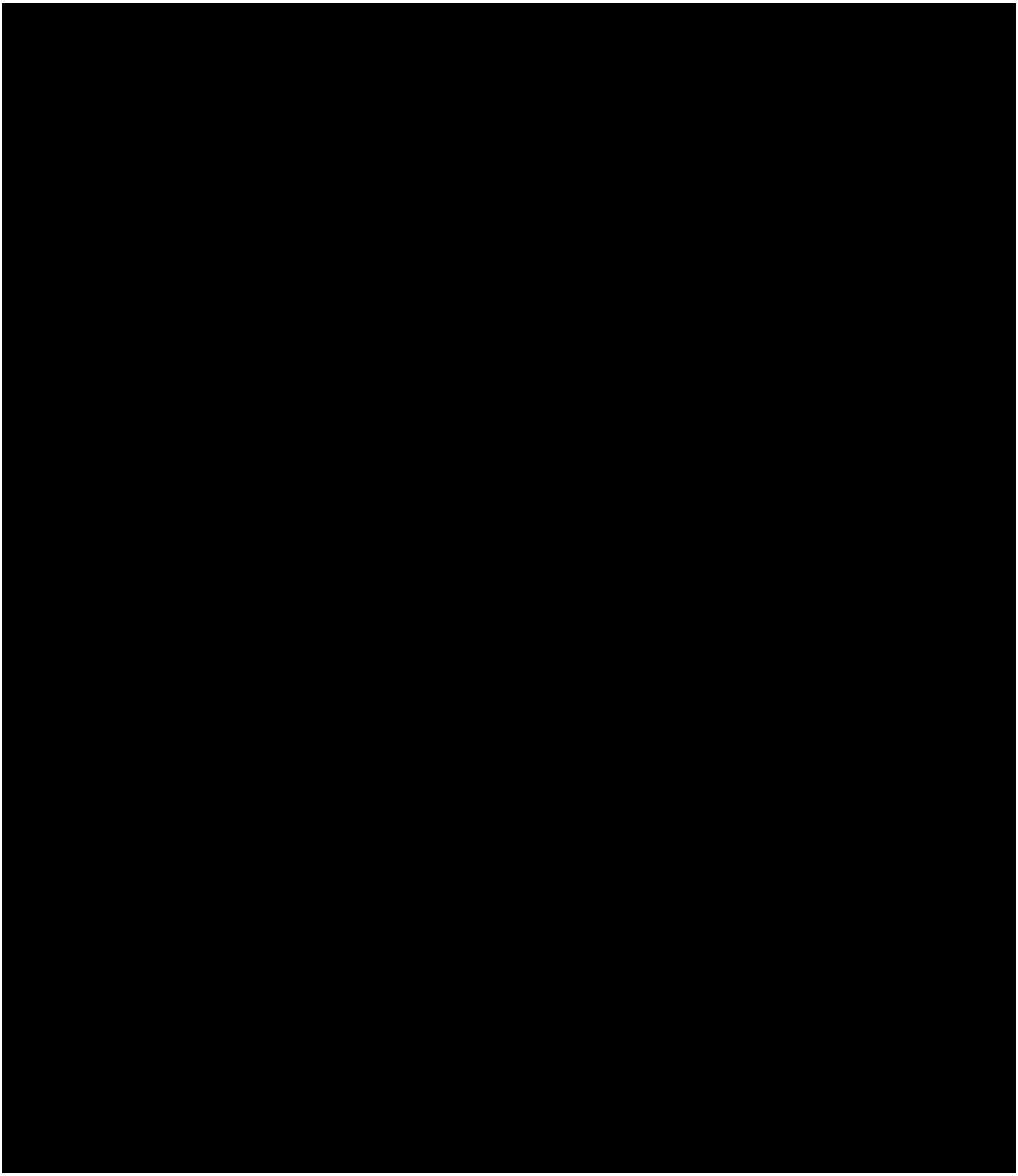

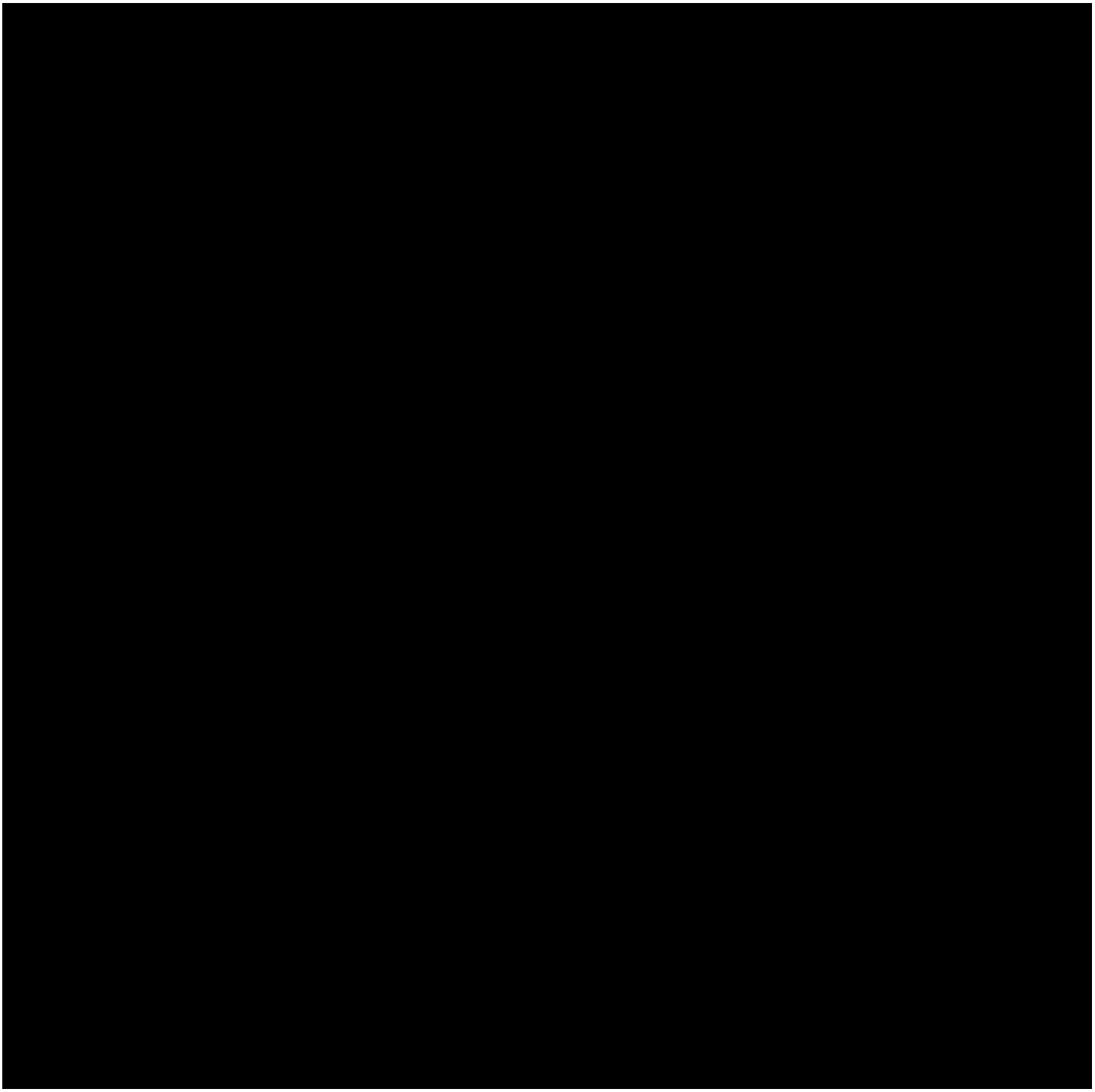

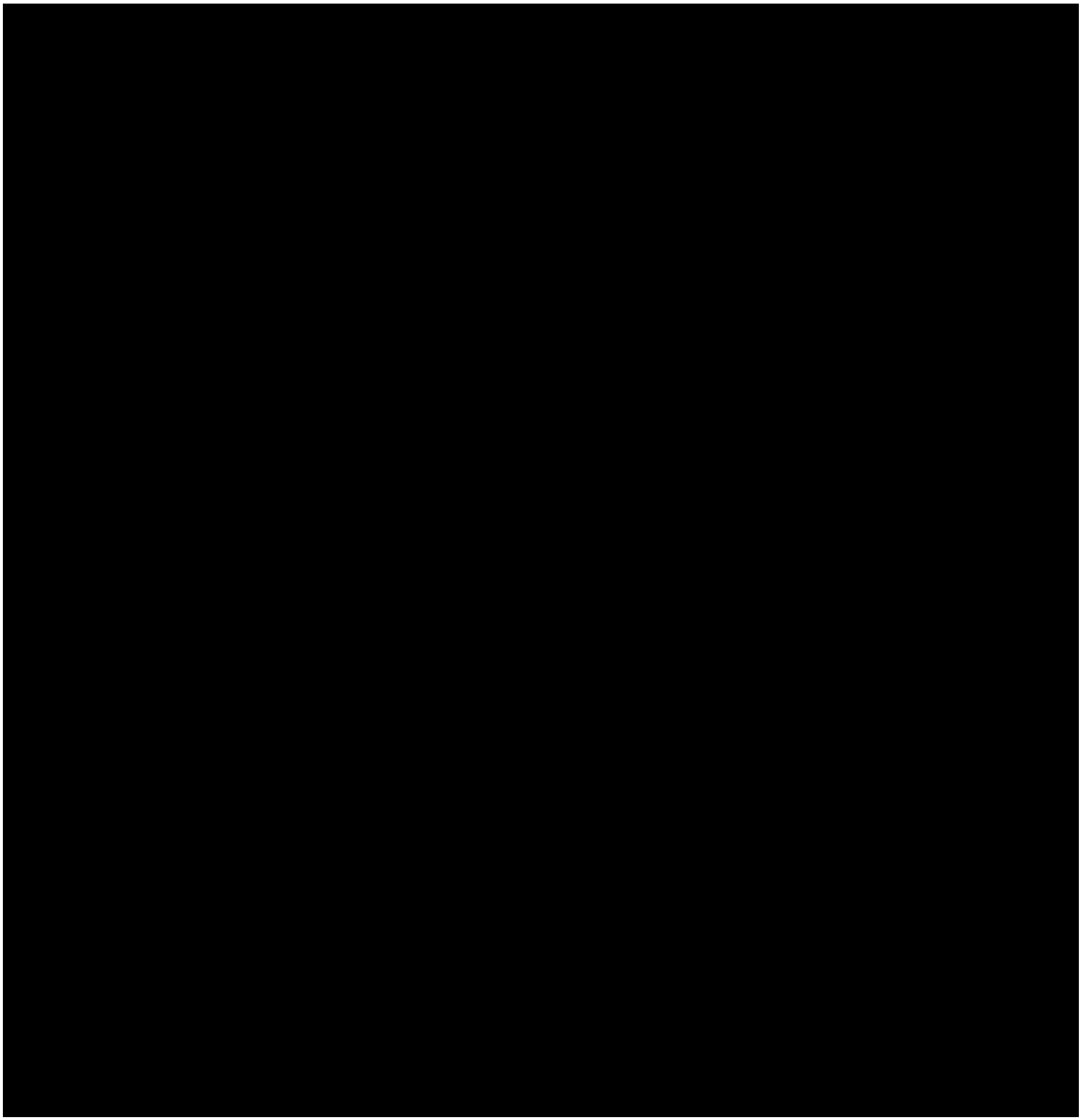

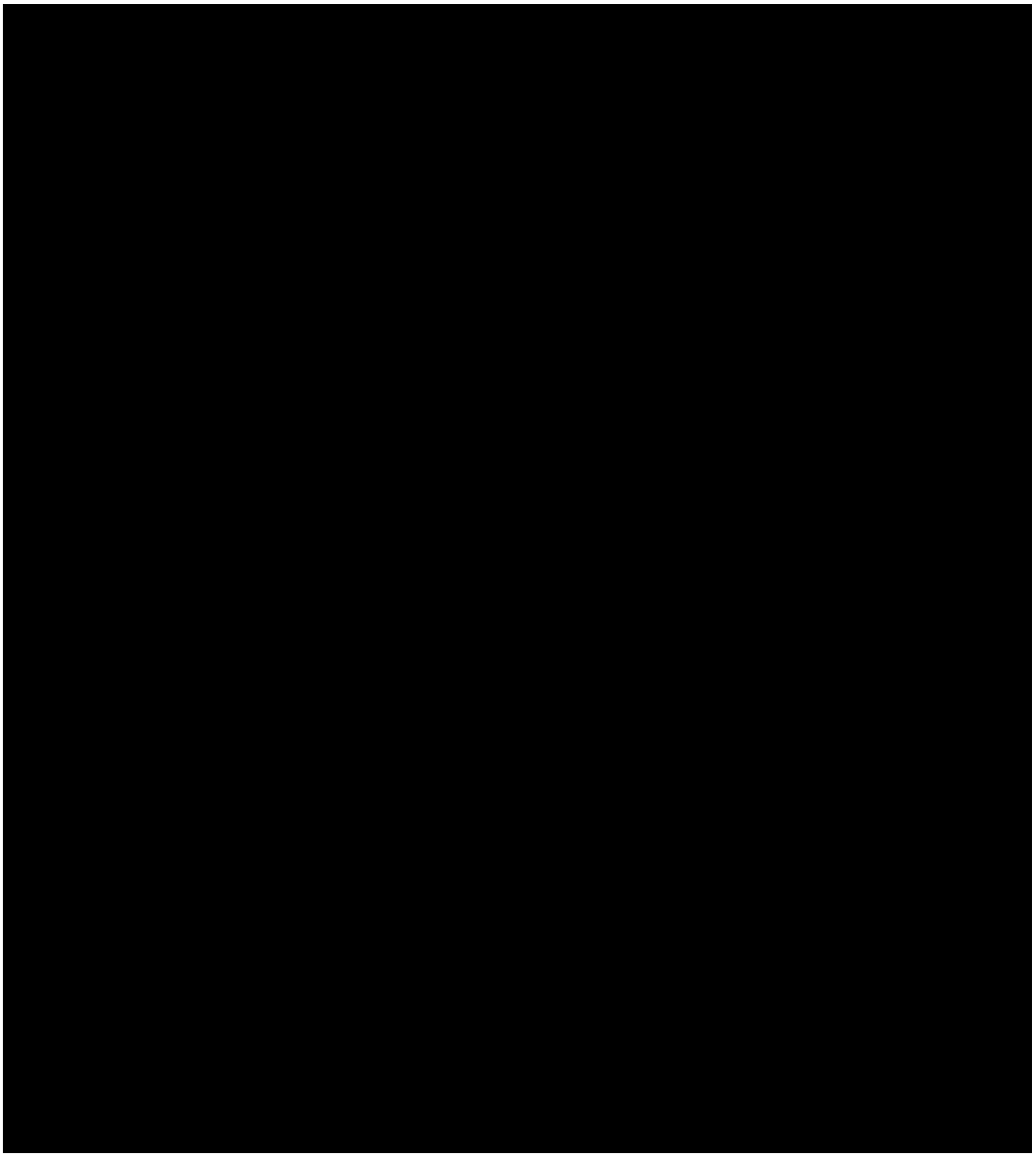

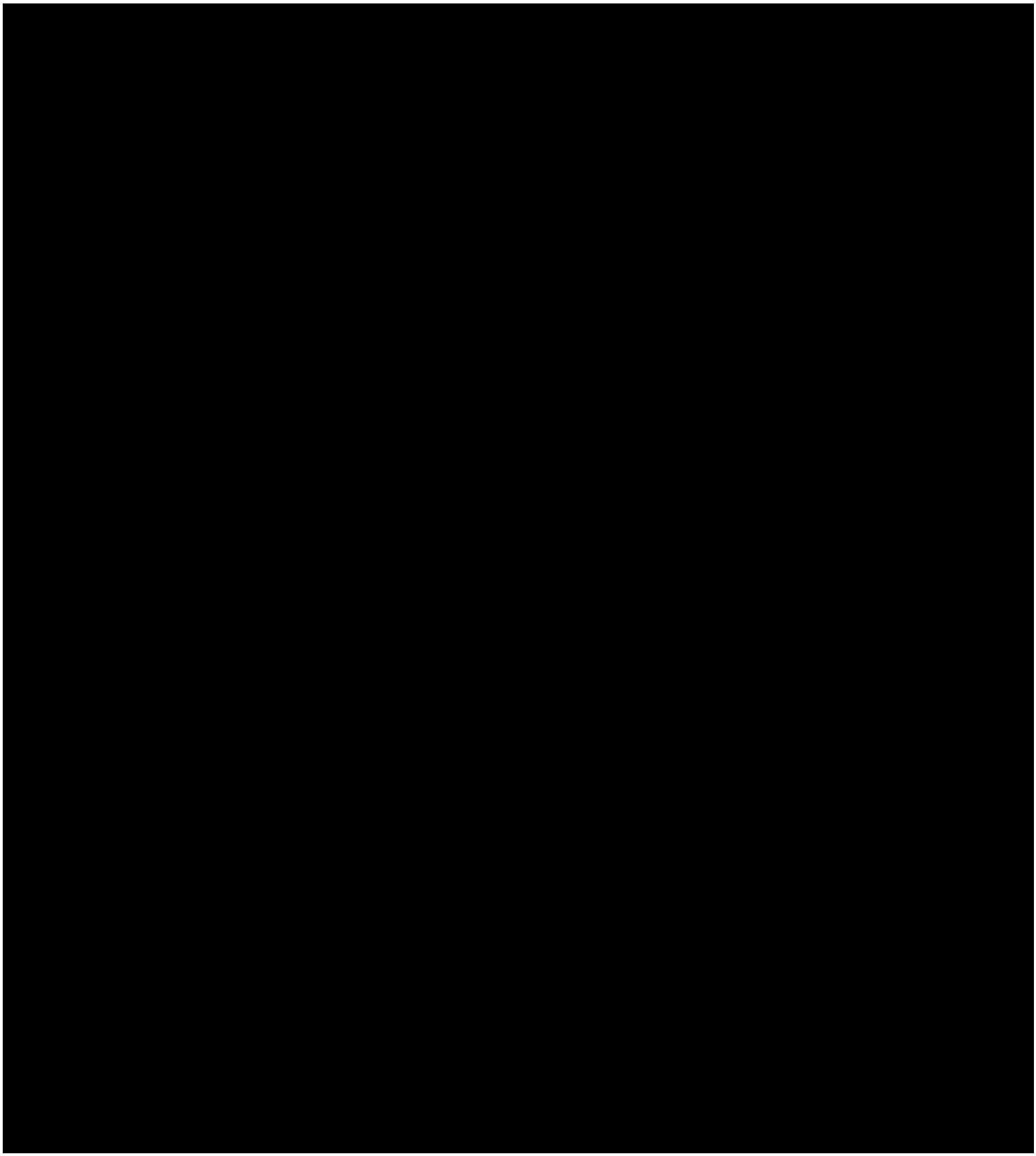

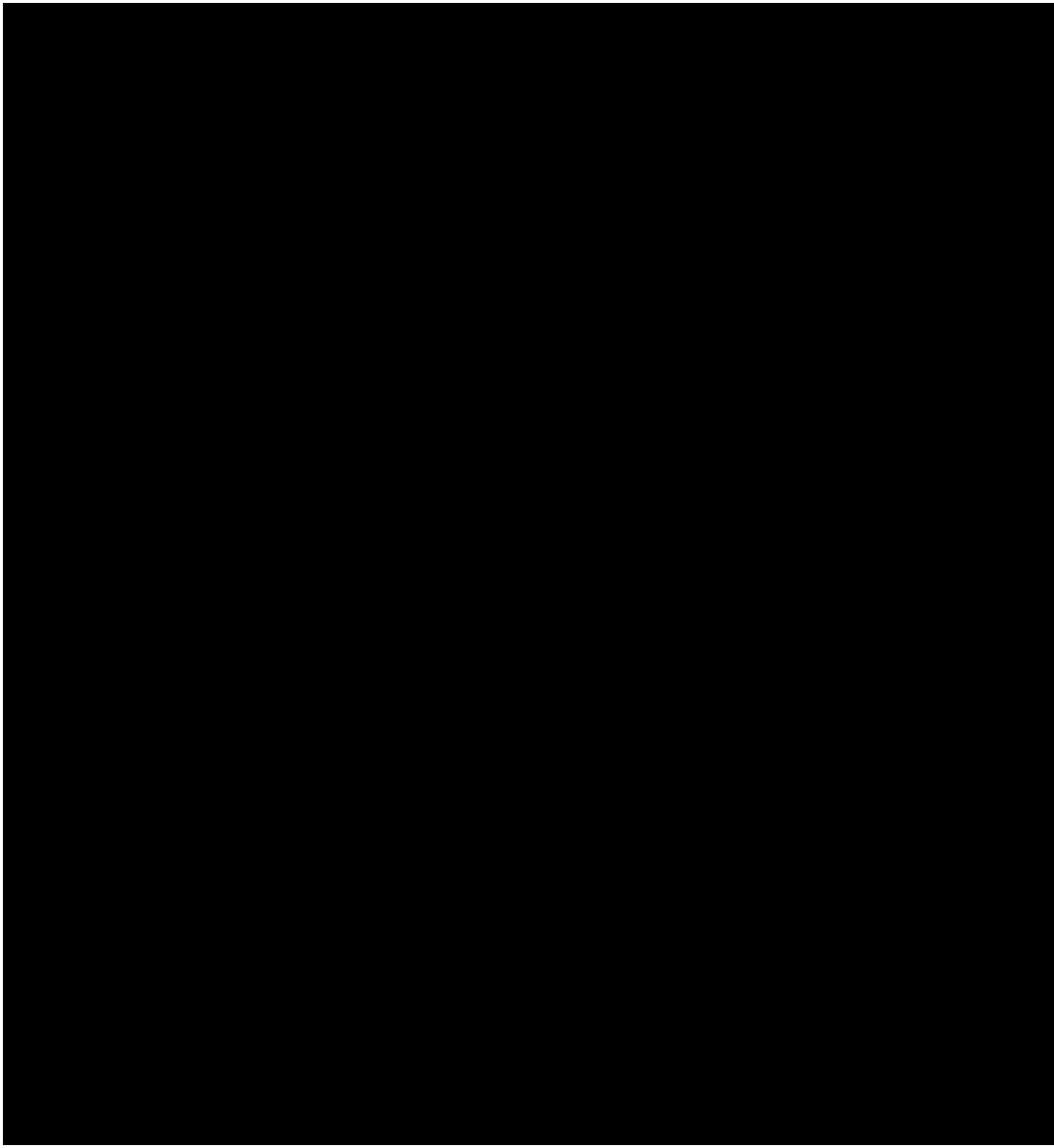

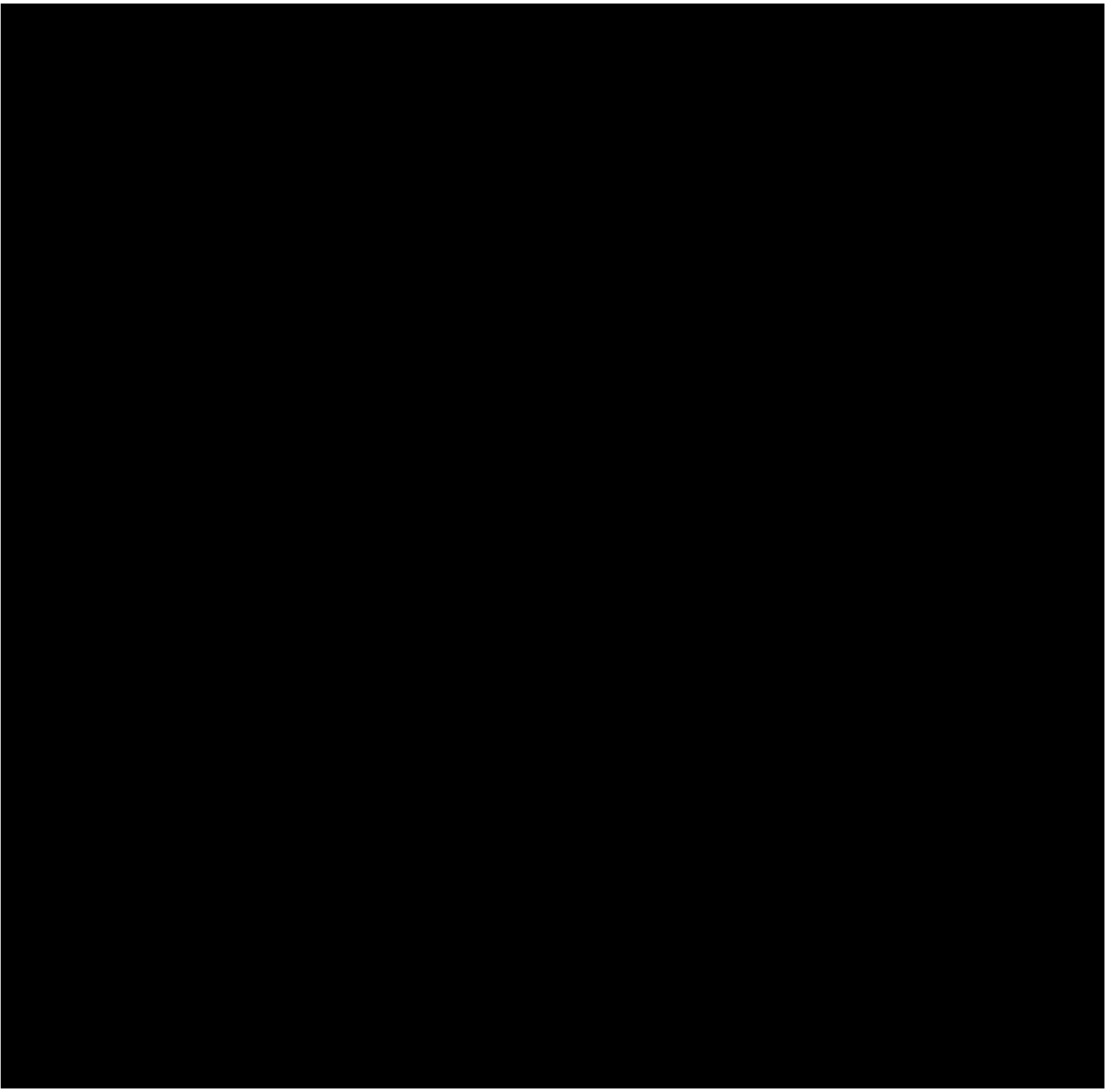

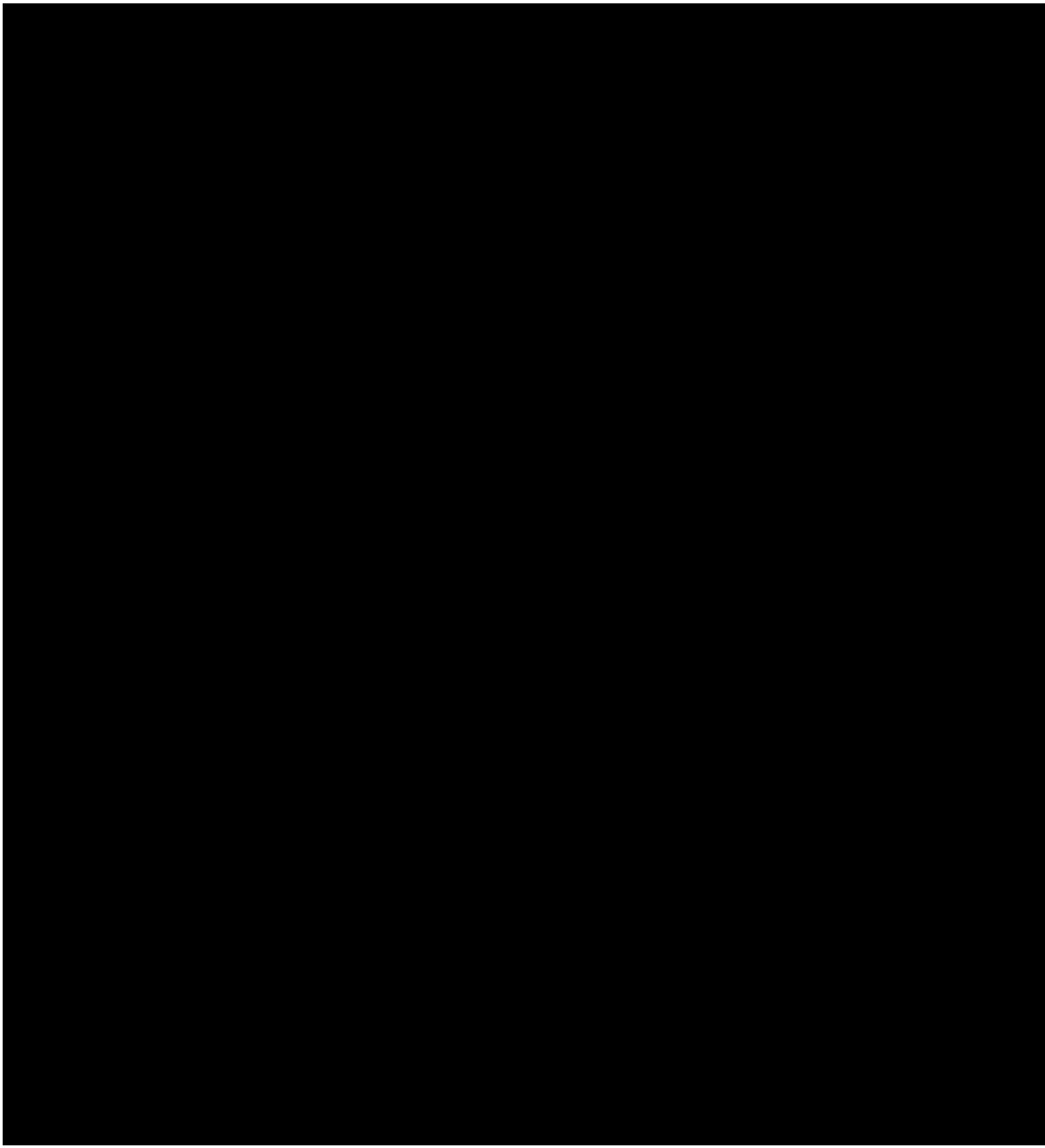

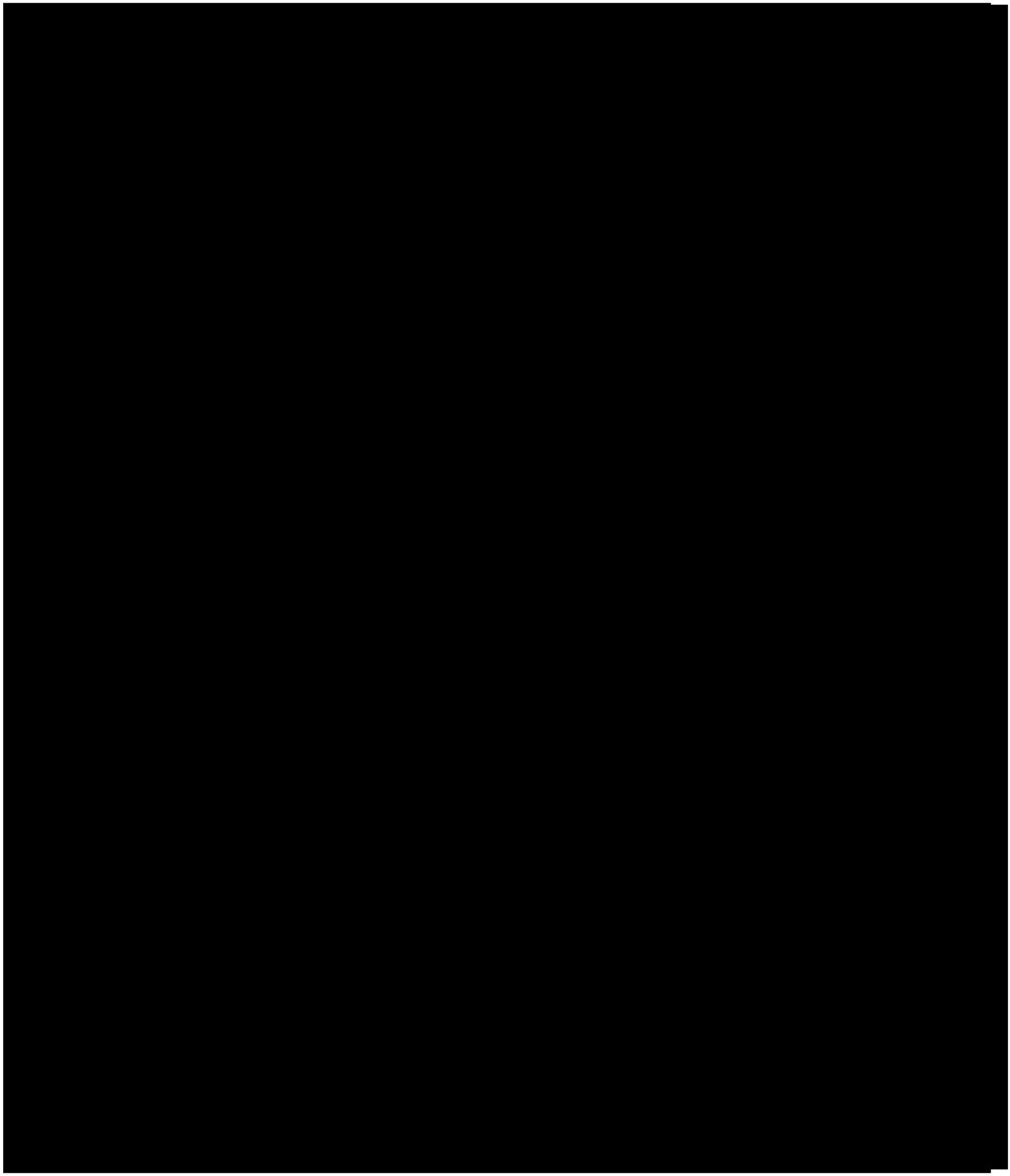

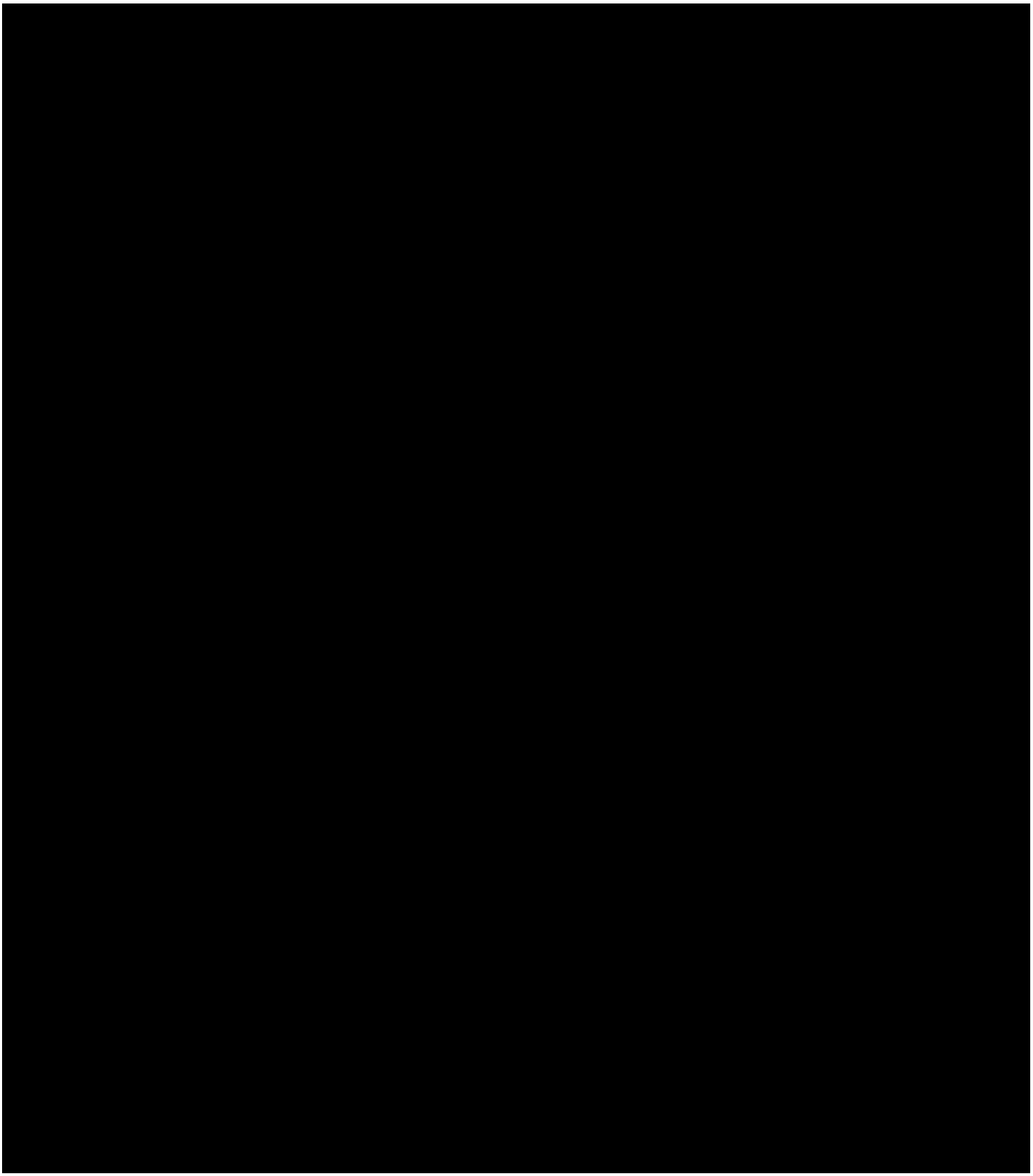

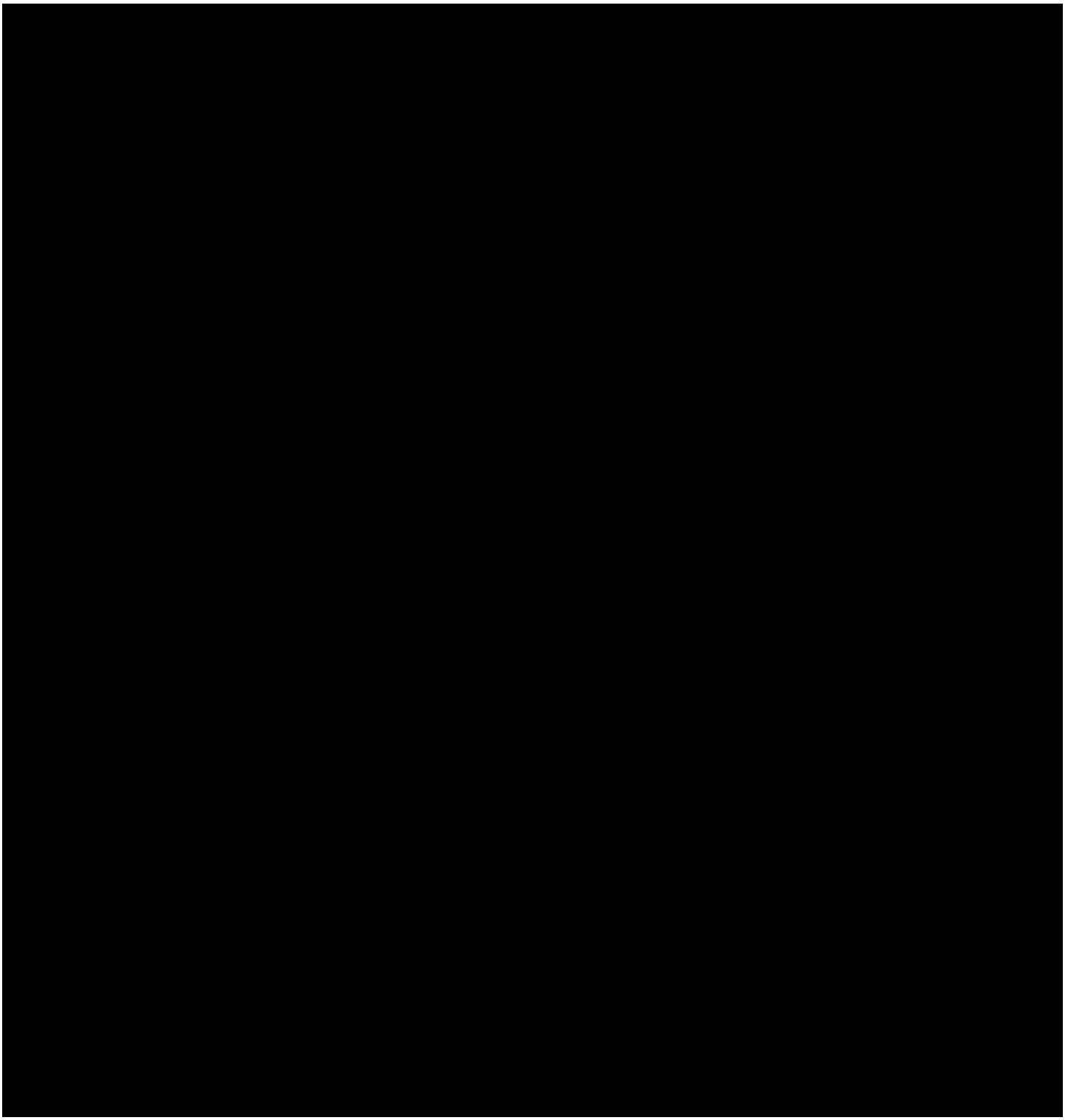

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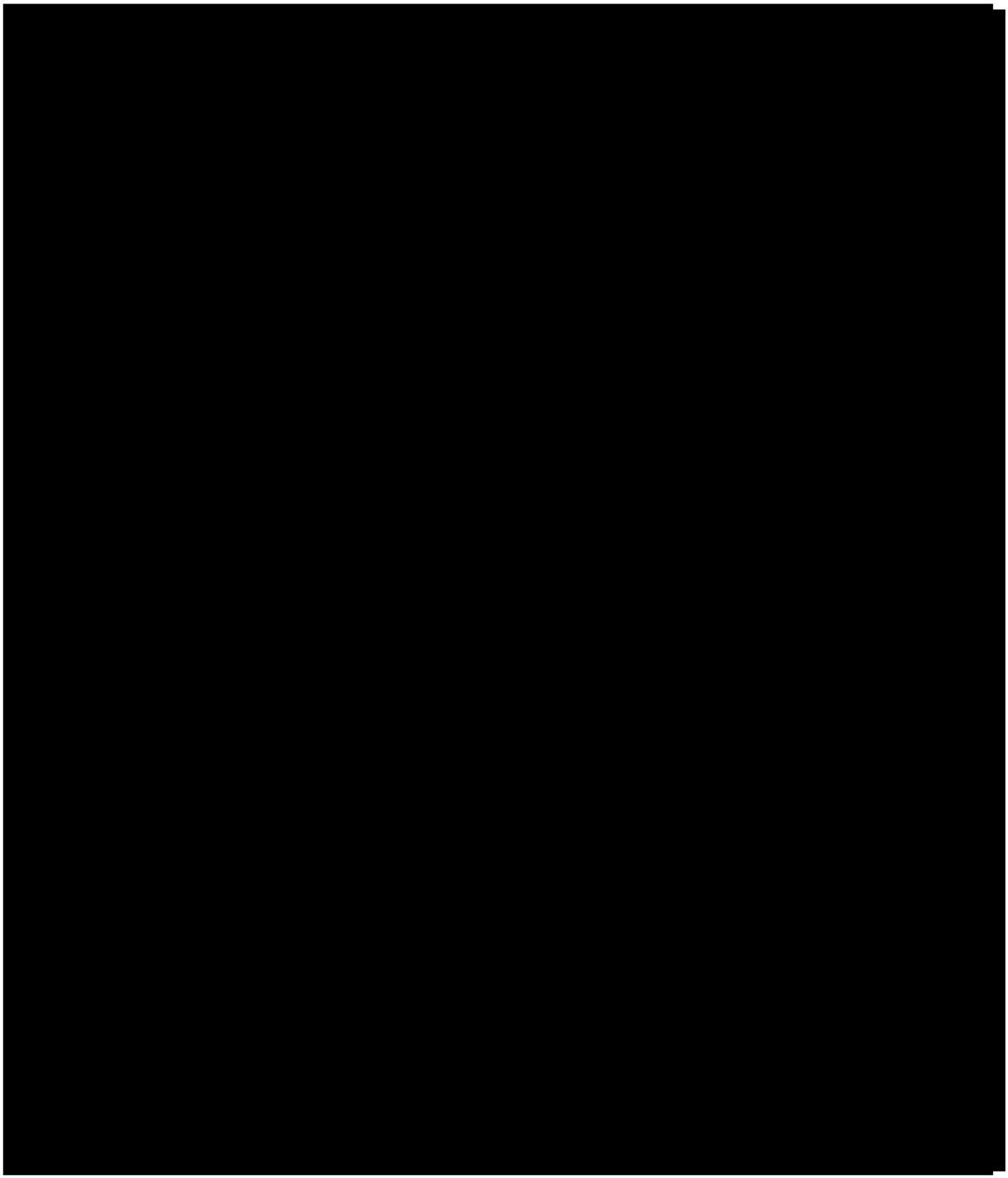
Assailant information



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