



WORKPLACE VIOLENCE PROHIBITED

I. Introduction.

In 1992, the Minnesota Legislature passed an act on freedom from violence (Minn. Stat. § 1.50):

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.

To further this policy, each state agency must adopt a goal of zero tolerance of violence in and around the workplace (Minn. Stat. § 15.86).

In addition to this policy, the Bureau must follow Minnesota Management and Budget's **HR/LR Policy # 1444** (Workplace Violence Prohibited) and **HR/LR Memo # 2021-2** (Workplace Violence Prevention and Response).

II. The Bureau's goal.

It's the Bureau's goal to ensure a work environment that is free from threats and acts of violence. The Bureau will not tolerate workplace violence of any type, from any source, including threatening or violent actions by:

- 1) employees directed against other employees;
- 2) employees directed against Bureau clients or other office visitors; and
- 3) agency clients or visitors directed against Bureau employees.

III. The Bureau's policy.

It's the Bureau's policy and the responsibility of its managers, supervisors, and employees to maintain a workplace free from threats and acts of violence. The Bureau will work to provide a safe workplace for employees and visitors. Each employee and visitor deserve to be treated with courtesy and respect.

The Bureau's policy on work-related violence includes the following commitments:

1. **Preventing and eliminating violence.** The Bureau will strive to prevent and eliminate acts of work-related violence.
2. **Responding to violence.** The Bureau will respond promptly and aggressively to deal with threats or acts of violence. This response will include quickly notifying law enforcement, when appropriate.
3. **Dangerous weapons prohibited.** The Bureau adopts a policy of prohibiting possession of dangerous weapons in the workplace. (*see* Appendix A).

The Bureau's policy also prohibits employees from carrying or possessing any type of firearm while acting in the course and scope of employment. Violating this policy may result in discipline, up to and including termination.

4. **Investigating workplace incidents.** Incidents of work-related threats or acts of violence will be treated seriously. Reports of violent threats or acts will be promptly investigated, and management will take action—as necessary—to appropriately address each incident.
5. **Taking disciplinary action.** The Bureau will take strong disciplinary action, up to and including termination, against employees who are involved in committing work-related threats or acts of violence.
6. **Criminal prosecution.** The Bureau will support criminal prosecution of those who threaten or commit work-related violence against its employees or visitors.
7. **State's civil liability.** This policy doesn't create any civil liability on the part of the state.

IV. The Bureau's plan to implement its policy.

1. The Bureau's policy will be distributed to all employees and available in its internal I-drive.
2. The policy will be made available to Bureau clients and visitors upon request.
3. The Bureau will support the goal of this policy by creating a low-risk work environment and by providing employee training.
 - A. **Creating a low-risk work environment.** Supervisors are expected to promote positive behavior and to lead by example by treating employees with dignity and respect. 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 unacceptable behavior.
 - B. **Employee training.** All employees will be given the opportunity to receive training in threat awareness and in appropriate responses to aggressive, threatening, and violent behaviors. Any additional training needs can be requested to the appropriate supervisor.

Adopted July 27, 2022



Todd Doncavage, Deputy Commissioner

APPENDIX A: DANGEROUS WEAPONS

The following items are deemed dangerous weapons and **are prohibited in the workplace:**

- 1) any firearm—loaded or unloaded, assembled or disassembled—including pellet, BB, and stun guns, unless the possessor has a lawful permit or authorization to carry the firearm;
- 2) any weapon that is illegal to possess;
- 3) replicate firearms, as defined under Minn. Stat. § 609.713, subd. 3(b);
- 4) knives (and other similar instruments) with a blade length of more than three inches, other than those in the workplace used for preparing and serving food;
- 5) any switchblade knife;
- 6) brass knuckles, metal knuckles, and similar weapons;
- 7) bows, crossbows, and arrows;
- 8) explosives and explosive devices, including fireworks and incendiary devices;
- 9) throwing stars, nunchakus, clubs, saps, and any other item commonly used as—or primarily intended for use as—a weapon;
- 10) any object that has been modified to serve as, or has been employed as, a dangerous weapon;
and
- 11) any other item designated by the Commissioner.