
Workplace Violence Prevention and Response Plan

04/13/2026

Statement and Definitions

Statement

The Board of Water and Soil Resources has *zero tolerance* of workplace violence and is committed to achieving a work environment that is free from threats and acts of violence.

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 prohibited, and *will not be tolerated*. Employees found to have violated the provisions of the plan will be subject to discipline up to and including discharge.

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, but can be anywhere public service is being provided.”

Threatening Behavior is any verbal or physical conduct that would reasonably cause fear of physical harm to individuals or property.

Violent Behavior is the use of physical force that causes or is intended to cause physical harm to individuals or property.

Plan (Website Information)

Goals

Plan objectives are to:

1. Develop awareness for BWSR employees about the threat of violence in the workplace.
2. Develop and provide information, education and training for employees on how to prevent, respond, and report workplace violence.

Incident Procedures and Reporting

All incidents falling under the definition of violence as stated in this document should be reported. Any time an employee believes there is the potential of workplace violence, it is the employee's duty to report the situation. Currently, to report threatening behavior or potential threats of violence staff may contact any of the following:

Non-Emergency Situations

- Manager or supervisor
- Any member of the Executive Team
- Any member of the Safety Team

Emergency Situations

- Local emergency services or 9-1-1

Roles and Responsibilities

Employees are expected to:

- Abide by and promote the policy of zero tolerance of violence in all contact with colleagues and customers.
- Be familiar with and follow BWSR workplace violence procedures and practices.

Managers and supervisors are expected to:

- Lead by example in the professional and respectful treatment of employees and customers.
- 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.
- 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.

BWSR Executive Leadership is expected to:

- Determine the best methods for internal and external communications related to workplace violence incidents.
- Communicate relevant resources to employees and enforce compliance with guidance and procedures.
- Be a point of contact who can be informed immediately when there is a threat or incident of workplace violence.

BWSR Safety Team is expected to:

- Identify and communicate improvements to the workplace violence prevention and response resources.
- Assess apparent threats to individual employees and their workplaces.
- Keep the agency up to date on best practices in prevention, response, and recovery.
- Consult with the State Employee Assistance Program (EAP), or location-specific building security (when available) in developing information for employees related to personal security and violence prevention.

- Coordinate agency planning with the Facilities Management Division of the Department of Administration, and any third-party property managers.
- Support the agency in safety equipment and overall facilities safety.
- Work with building management and law enforcement in responding to an incident.

Contact Information

[BWSR Safety Team](#)