

State of Minnesota
Health Licensing Boards

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ZERO TOLERANCE OF VIOLENCE POLICY
Adopted October 4, 1994

STATEMENT OF COMMITMENT

We hereby affirm the Health Related Boards' support, along with our personal commitment, to a policy of zero tolerance of violence. This policy seeks to eliminate any potential for violence in the workplace by affecting the attitudes and behavior of employees of the boards and by insuring a safe working environment.

The Health Related Boards will not tolerate violence on or around board premises either by or against employees or members of the public. These boards also will not tolerate discrimination or harassment against any employee, applicant for employment or member of the public for any reason including on the basis of age, race, color, creed or religion, veteran status, sex, disability, marital status, sexual preference, public assistance status, civil service status, national origin/ancestry, and political opinions or affiliations.

The boards will take affirmative steps to ensure that all employment practices are free from abuse, harassment and discrimination. A specific effort will be made through employee development activities to heighten staff awareness of abuse and violence issues.

The boards' policy of zero tolerance of violence will be implemented through an on-going program to educate employees on violence issues. As executive directors of the boards, we resolve not to engage in or tolerate any abuse or violence in the workplace and will affirmatively treat other human beings with the same respect and dignity with which each of us wishes to be treated. Any employee of the Health Related Boards who does not comply with the policies set forth in this statement will be subject to disciplinary action up to and including dismissal.

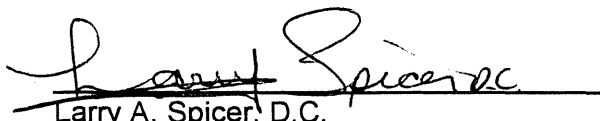
We have appointed the office managers to be responsible for monitoring the Health Related Boards' compliance with the zero tolerance of violence policy. They will be responsible for developing, implementing and monitoring all activities regarding this policy and its effectiveness. If any employee or member of the public believes this policy has been violated, s/he should immediately contact an office manager of a health related board or one of the undersigned.

We urge all employees to become acquainted with the zero tolerance of violence policy. Each employee is responsible for promoting and applying the principle of zero tolerance of violence and for cooperating with the Health Related Boards' plan.

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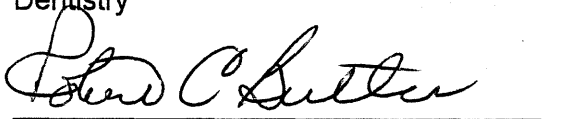
Larry A. Spicer, D.C.
Chiropractic



Richard Diercks
Dentistry



Patricia Loveland
Harmful Substance Compensation



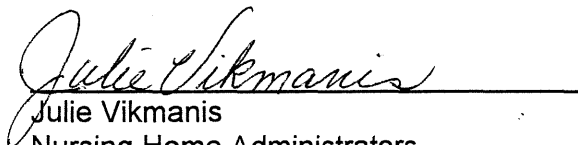
Robert Butler
Marriage and Family Therapy



Leonard Boche
Medical Practice



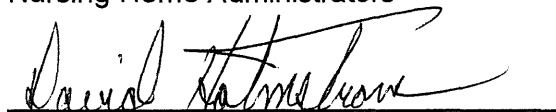
Joyce Schowalter
Nursing



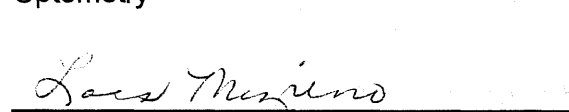
Julie Vikmanis
Nursing Home Administrators



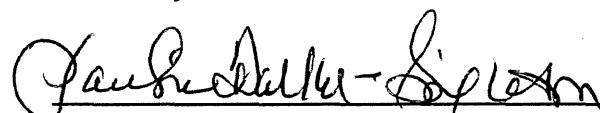
Laurie Mickelson
Optometry



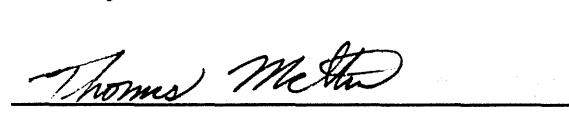
David Holmstrom
Pharmacy



Lois Mizuno
Podiatry



Pauline Walker-Singleton
Psychology



Thomas McSteen
Social Work



Roland Olson, D.V.M.
Veterinary

RESPONSIBILITIES FOR ANTI-VIOLENCE PROGRAM

The **executive directors of the health related boards** will be collectively responsible for establishing and maintaining a program which seeks to eliminate violence within the Health Related Boards.. A description of the program will be on file with the Legislative Reference Library and will include the boards' plan for encouraging the elimination of violence.

The **office managers of the health related boards** have been designated by the executive directors of the health related boards to be responsible for the development, implementation and monitoring of the boards' anti-violence program. As a group, the office managers will write and update the anti-violence program. Additionally, they will monitor their own board's

progress in eliminating violence in the workplace and promoting anti-violence in the attitudes and behavior of their board's employees.

The **executive directors and other supervisors** of each board are responsible within their own board for ensuring compliance with the anti-violence program and encouraging staff to promote anti-violence.

The **employees** are responsible for conducting themselves in accordance with the anti-violence policy and program. Employees should encourage anti-violent attitudes and behaviors in fellow employees.

DISSEMINATION OF THE ANTI-VIOLENCE PROGRAM

The greatest impact of the anti-violence program will be achieved through the communication of the goals and expectations of the program.

The anti-violence policy and program is posted on the employee bulletin board in each work location. A description of the program will also be included in the orientation materials given to each new employee.

A statement of the zero tolerance of violence policy will be posted in the public areas of each work location.

IMPLEMENTATION OF THE PROGRAM

The following methods will be used to promote the anti-violence policy:

1. Regular review of the policy will be made with all employees. Not only will new employees be made aware of the policy upon hire, but each health board will be responsible for reviewing the policy at staff meetings on an annual basis.
2. The policy will be posted where all employees will have access to it. Copies of the policy will be made available to all employees. The policy will also be posted in the public area of each work location.
3. Regular educational opportunities will be made available to all employees in such areas as sexual harassment, personal safety, and self defense.
4. The office managers have been designated to be the liaison with building maintenance workers. They will be responsible for reporting any physical plant issues which affect employee safety.
5. All employees are encouraged to promptly report incidents of violence to the appropriate executive director or other supervisor.