



Paul R. LePage, Governor

Mary C. Mayhew, Commissioner

Office of the Commissioner

Workplace Violence Policy

Policy #: DHHS-21-05

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Revised Date: 10/30/12

I. SUBJECT

Workplace Violence Policy

II. POLICY STATEMENT

The Department will strive to maintain an environment for all that is free from violence. Civility, understanding, and mutual respect towards all members of the workplace community are intrinsic to excellence and an integral part of safety in the workplace. The Department will not tolerate violence or threats of violence in any form.

III. PROCEDURE STATEMENT

Violence involving patient to patient incidents or staff to patient issues are covered in other policies, with their own procedures; staff members are to be familiar with them.

Any staff member, contractor or contract employee, volunteer, or other individual performing work or services at DHHS who commits an act or threatens violence is subject to disciplinary action, up to and including dismissal, irrespective of any civil and or criminal proceedings or penalties.

The following are guidelines for action in a violent or potentially violent situation:

- a. When possible and appropriate, diffuse and separate parties directly involved in a potential violent situation.
- b. Report any threatening actions by anyone to your supervisor, police, Capitol Security, and or others as indicated.
- c. Resolve the causes of the incident by action taken that will minimize any reoccurrence.
- d. Discipline those involved in the above act as deemed appropriate.
- e. Follow-up with those involved to ensure every action is taken to reduce staff risk and exposure to workplace violence.

Prevention guidelines include immediate reporting of all threatening actions; report signs of harassment or any signs of violence, and implement an individualized safety plan.

IV. DEFINITIONS

Workplace Violence is defined to include:

1. Violence by strangers – involves verbal threats, threatening behavior or physical assaults by an assailant who has no legitimate business relationship in the workplace.
2. Violence by customers or clients – the assailant who either receives services from or is under custodial supervision of an affected employee.
3. Violence by co-workers – the assailant has some employment-related involvement with the workplace, which includes, but is not limited to, former employee, co-worker, supervisor, manager, or contractor.
4. Violence by personal relations which includes, but is not limited to, spouse, former spouse, significant other, friend, family members or acquaintance.

V. DISTRIBUTION

All Staff via e-mail and posting on the DHHS Intranet.

October 30, 2012

Revised Date



Mary C. Mayhew
Commissioner