

CWP Policy and Procedure Manual

Program: CWP General Policy and Procedures	Section: 2-15
Subject: Zero Tolerance for Workplace Violence	Effective Date: 7/1/16

2-15 Zero Tolerance for Workplace Violence

A. It is CWP policy to maintain a zero tolerance standard for workplace violence. CWP and all of its contractors will provide a reasonably safe and healthy working environment, free from intimidation, harassment, threats and/or violent acts, and specifically prohibiting any program participants, employees or subcontractors from possessing any weapons or dangerous instruments on any premises where program activities will occur. Any threat to the safety to of staff members, program participants or other customers must be reported to law enforcement immediately.

B. Compliance with Executive Order 16, which states:

That all state agency personnel, contractors, subcontractors, and vendors comply with the following Violence in the Workplace Prevention Policy:

1. The State of Connecticut adopts a statewide zero tolerance policy for workplace violence. Therefore, except as may be required as a condition of employment, no employee shall bring into any state worksite any weapon or dangerous instrument as defined herein. No employee shall use, attempt to use, or threaten to use any such weapon or dangerous instrument in a state worksite. No employee shall cause or threaten to cause death or physical injury to any individual in a state worksite. Weapon means any firearm, including a BB gun, whether loaded or unloaded, any knife (excluding a small pen or pocket knife), including a switchblade or other knife having an automatic spring release device, a stiletto, any police baton or nightstick or any martial arts weapon or electronic defense weapon. Dangerous instrument means any instrument, article, or substance that, under the circumstances, is capable of causing death or serious physical injury. Violation of the above reasonable work rules shall subject the employee to disciplinary action up to and including discharge.
2. That each agency must prominently post this policy and that all managers and supervisors must clearly communicate this policy to all state employees. That all managers and supervisors are expected to enforce this policy fairly and uniformly.
3. That any employee who feels subjected to or witnesses violent, threatening, harassing, or intimidating behavior in the workplace immediately report the incident or statement to their supervisor, manager, or human resources office. That any employee who believes that there is a serious threat to their safety or the safety of others that requires immediate attention notify proper law enforcement authorities and his or her manager or supervisor.
4. That any manager or supervisor receiving such a report shall immediately contact their human resources office to evaluate, investigate and take appropriate action.
5. That all parties must cooperate fully when questioned regarding violations of this policy.
6. That all parties be advised that any weapon or dangerous instrument at the worksite will be confiscated and that there is no reasonable expectation of privacy with respect to such items in the workplace. That this order applies to all state employees in the executive branch. That each agency will monitor the effective implementation.