



## CWP Policy/Procedure Transmittal

**Policy and Procedures Transmittal Number:** 22-11

**Effective Date:** October 1, 2022

**To:** CWP Staff and Subrecipient Staff

**From:** Julie Watson, Compliance & Accountability Administrator

A handwritten signature in blue ink, appearing to read 'Julie Watson', is positioned to the right of the 'From:' field.

**Issue Date:** October 5, 2022

**Subject:** Zero Tolerance for Workplace Violence Policy Revisions

With this transmittal, CWP is issuing revisions to the CWP Zero Tolerance for Workplace Violence policy. The revisions provide for more clarity while conforming with Executive Order 16. In addition to being attached to this transmittal, this policy can be found as policy number 2-15 of the CWP online policy and procedures manual at <https://capitalworkforce.org/policies/>.

Questions regarding CWP's Incident Reporting policy should be addressed to Julie Watson, CWP's Compliance and Accountability Administrator, at [jwatson@capitalworkforce.org](mailto:jwatson@capitalworkforce.org).

# CWP Policy and Procedure Manual

<b>Program:</b> CWP General Policy and Procedures	<b>Section:</b> 2-15 Page 1
<b>Subject:</b> Zero Tolerance for Workplace Violence	<b>Effective Date:</b> 7/1/16 <b>Rev:</b> 10/1/22

## A. Purpose

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 and/or administrative activities will occur. Any threat to the safety of staff members, program participants or other customers must be reported to law enforcement immediately.

## B. Definitions

**Weapon:** Any firearm, including a BB gun, whether loaded or unloaded, any knife (excluding a small pen or pocketknife), 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:** Any instrument, article, or substance that, under the circumstances, is capable of causing death or serious physical injury.

## C. Compliance with Executive Order 16:

In compliance with State Executive Order 16, CWP, its subrecipients, contractors, co-located program partners, customers and any member of the public who enter our locations shall adhere to the following:

1. Except as may be required as a condition of employment, no employee or customer shall bring to any CWP, AJC, subrecipient provider facility, or program worksite location any weapon or dangerous instrument as defined in section B.
2. No employee or customer shall use, attempt to use, or threaten to use any such weapon or dangerous instrument at said locations.
3. No employee or customer shall cause or threaten to cause death or physical injury to any individual at said location.
4. Violation of the above requirements by any individual shall subject them to disciplinary action up to and including discharge for employees and suspension of services for customers.
5. This policy must be prominently posted and all managers and supervisors must clearly communicate this policy to all employees.
6. Any employee who feels they or any customer is subjected to or witnesses violent, threatening, harassing, or intimidating behavior must immediately report the incident or statement to their supervisor or manager. Any employee who believes that there is a serious threat to their safety or the safety of others that requires immediate attention must notify proper law enforcement authorities and his or her manager or supervisor.
7. Any manager or supervisor receiving such a report shall immediately evaluate the incident and take appropriate action.
8. All parties must cooperate fully when questioned regarding violations of this policy.

## CWP Policy and Procedure Manual

<b>Program:</b> CWP General Policy and Procedures	<b>Section:</b> 2-15 Page 2
<b>Subject:</b> Zero Tolerance for Workplace Violence	<b>Effective Date:</b> 7/1/16 <b>Rev:</b> 10/1/22

9. 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. This order applies to all CWP, subrecipient, contractor and co-located partner employees and customers