

**CENTRAL OREGON INTERGOVERNMENTAL COUNCIL  
WORKPLACE VIOLENCE POLICY**

**I. PURPOSE**

To create and maintain a safe and healthy work environment for employees and non-employees.

**II. POLICY**

**COIC maintains a zero-tolerance policy toward workplace violence, or the threat of violence to persons or property. It is the intent of COIC to provide a workplace that is free from intimidation, harassment, coercion, threats, or violent acts by or against any employee or non-employee.**

**III. PREVENTION**

- A.** Prevention efforts include, but are not limited to, informing employees and non-employees of this policy, instructing employees regarding the dangers of workplace violence, communicating the sanctions imposed for violating this policy, and providing a reporting hierarchy within which to report incidents of violence.
- B.** Weapons possessed on or about a person while on COIC property are subject to seizure and/or forfeiture.

**IV. DEFINITIONS**

**WORKPLACE VIOLENCE:** Acts of violence against an employee or non-employee, threats to inflict physical harm, or damage to property or any purposeful or knowing behavior, which would cause a reasonable person to feel threatened with physical harm. Workplace violence does not include reasonable force in the defense of oneself or others.

**WEAPONS:** Dangerous weapon is defined in Oregon law as any weapon, device, instrument, material or substance, which, under the circumstances in which it is used, attempted to be used or threatened to be used, is readily capable of causing death or serious injury.

**WORKPLACE:** Any place where COIC conducts business, including but not limited to, all leased or owned offices, COIC owned vehicles and personal vehicles when used within the course of performing COIC related work or activities.

**NON-EMPLOYEE:** Clients, students, business relationships, volunteers and visitors.

**SANCTION:** Disciplinary action(s) imposed on individuals in violation of this policy. These actions will be determined on a case-by-case basis.

**V. EMPLOYEE'S RESPONSIBILITIES**

- A.** All Employees are expected to follow acceptable professional principles while representing COIC. It is impossible to list all forms of conduct that might be considered inappropriate. Certain behaviors such as intimidation, harassment, coercion, threats, possession of weapons or violent acts are clearly unacceptable at any time in any workplace.
- B.** Employees, who engage in workplace violence, real or perceived, are in violation of this policy. Violations of this policy by an employee will lead to disciplinary action up to and including dismissal, and may include referral to appropriate law enforcement authorities.
- C.** In the event of imminent danger, employees shall take action to safeguard persons or property (which can include contacting local enforcement agencies). Any employee involved in an incident shall verbally report threats or incidents of workplace violence to their supervisor and/or local Program Administrator. A written incident report shall then be completed by each employee involved with a copy provided to his or her supervisor and the Fiscal and Administrative Manager within 24 hours.
- D.** Employees shall report any behavior they have witnessed by an employee and/or non-employee, which they regard as threatening or violent to their supervisor.

- E. Employees are responsible for completing the incident report regardless of the relationship between the individual who initiated the threat or threatening behavior and the person or persons who were threatened or were the focus of the threatening behavior.

**VI. SUPERVISORY RESPONSIBILITIES**

- A. Supervisors are expected to appropriately intervene when they see acts of workplace violence, whether toward an employee or non-employee.
- B. The Supervisor shall be responsible for contacting a member of the management team if an incident of workplace violence is suspected of occurring or has actually occurred, or if they become aware of a threat.

It will be the Supervisor's responsibility to respond to the individual initiating an incident report.

**VII. COIC's RESPONSIBILITIES**

- A. To provide a safe and healthy work environment.
- B. COIC will respond appropriately to workplace violence through the Fiscal and Administrative Manager or management team.  
  
Appropriate action(s) for employees or non-employees may include reassignment, suspension, termination and/or referral to appropriate law enforcement authorities. Action(s) against business relationships may include contract termination and/or referral to appropriate law enforcement authorities.
- C. COIC shall provide ongoing educational and training programs to inform all employees of methods and procedures to prevent, identify and handle workplace violence.

**VIII. REPORTING**

- A. Each incident of violent behavior, whether an employee or non-employee commits the incident, must ultimately be reported to the Fiscal and Administrative Manager. The Fiscal and Administrative Manager will assess and investigate the incident to determine if further action is needed. If the incident involves the Fiscal and Administrative Manager, the incident will be reported to the Executive Director.
- B. In critical incidents in which serious threat or injury occurs, emergency responders such as Police, Fire, and/or Ambulance personnel must be immediately contacted.
- C. Any employee who acts in good faith by reporting real or implied violent behavior will not be subjected to any form of retaliation or harassment. Any employee who makes a report under this policy without a good faith belief in its truthfulness may be subject to sanctions. COIC also encourages employees to submit anonymous reports if the employee desires, by sending a sealed envelope containing the information to the Fiscal and Administrative Manager.

**Inquiries:**

Inquiries should be addressed to Human Resources Manager at (541) 548-9537.

**Through the implementation of this policy, COIC will strive to create and maintain "Zero-Tolerance" for violence in the workplace. Your assistance and cooperation for the achievement of this goal is vitally important.**

Karen Friend  
Executive Director

**CENTRAL OREGON INTERGOVERNMENTAL COUNCIL (COIC)**

**THIS POLICY HAS BEEN ESTABLISHED FOR THE BENEFIT  
OF ALL EMPLOYEES  
AND NON-EMPLOYEES TO ENSURE A VIOLENCE-FREE WORKPLACE.**

**RECEIPT OF WORKPLACE VIOLENCE POLICY**

I, \_\_\_\_\_, hereby acknowledge the receipt of the Central Oregon Intergovernmental Council's Workplace Violence Policy, and agree to read and understand its contents. I understand my responsibility for adhering to this policy and understand that violation of this policy can constitute disciplinary action up to and including termination.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date