

<b>COUNTY OF PRINCE GEORGE PERSONNEL POLICIES</b>  Prince George, Virginia	<b>POLICY NUMBER:</b> 43.1 through 43.3	Page 1 of 2
	<b>SUPERSEDES:</b>	<b>DATE ISSUED:</b> July 17, 2013
<b>SUBJECT:</b>  Workplace Violence	<b>AUTHORIZATION:</b> Adopted by the Board of Supervisors June 11, 2013; to become effective immediately.	

### 43.1 Workplace Violence

Prince George County does not tolerate workplace violence or other security risks to employees. The term workplace violence includes, but is not limited to, any intentional act that inflicts, attempts to inflict, or threatens to inflict bodily harm on another person, damage to property, whether committed by a County employee or anyone else which occurs in a county workplace, at a County site location or while an employee is engaged in County business.

Workplace violence also includes, but is not limited to, aggressive acts toward an employee or citizen, threatened aggression, which may be verbal or physical. Workplace violence may also include name-calling, stalking, inappropriate or excessive displays of anger, displaying a weapon, verbal or physical intimidation, and physical attacks towards persons or property.

### 43.2 Employee Responsibility

Employees who believe that they have been a victim of workplace violence from another employee or by a citizen or vendor should notify the County Administrator or the Director of Human Resources immediately. Employees will not be penalized in any way for reporting possible workplace violence concerning themselves or another person.

Employees should not assume that the County is aware of a problem. It is the responsibility of the employee to bring any complaints and concerns to the attention of the County.

### 43.3 County Responsibility

Any complaint will be investigated, and where appropriate, disciplinary action will be taken. A report documenting the case and subsequent findings will be forwarded to the County Administrator. In instances where criminal laws may have been violated, the Police Department shall be notified.

<b>SUBJECT:</b> <b>Workplace Violence</b>	<b>POLICY NUMBER:</b> <b>43.1 to 43.3</b>	<b>DATE ISSUED:</b> <b>July 17, 2013</b>	<b>Page 2 of 2</b>
--	--	---	--------------------

The County has a responsibility to ensure that behaviors and actions that are likely to result in workplace violence are dealt with promptly, firmly and fairly. Incidents of workplace violence shall result in appropriate disciplinary action, up to and including termination.