

**VIOLENCE-FREE WORKPLACE POLICY FOR
EXECUTIVE BRANCH EMPLOYEES**

NOTIFICATION AND EFFECTIVE DATE

All executive branch employees (herein “employees”) are required to read this revised Violence-Free Workplace Policy, and will be expected to sign an Acknowledgement indicating the Policy was read and fully understood by the employee. This Policy is being issued on July 1, 2017.

I. POLICY STATEMENT

The State of Iowa is committed to providing a work environment free from threats, intimidation, harassment, and acts of violence against the public, vendors, clients, customers, and employees. The State of Iowa further establishes, as its vision, all of its officials and employees will treat each other and those they serve with courtesy, dignity, and respect.

Accordingly, the State of Iowa is committed to:

1. Preventing violence in the work environment,
2. Providing resources and complaint resolution procedures for employees who experience or encounter violence in the work environment, and
3. Maintaining a respectful work environment which promotes positive conflict resolution.

II. PROHIBITIONS

- A. Employees are prohibited from the possession, sale, transfer, or use of any dangerous weapon while engaged in state business.

This prohibition shall not apply to peace officers and other state employees who have been issued professional weapons permits by the Commissioner of the Department of Public Safety for use by these employees when acting under the authority of their agency. Further, this policy is not intended to restrict employees who live in state owned housing from the legal possession of weapons in their homes, if allowed by the appointing authority. This policy is not intended to restrict state employees from engaging in legal hunting and recreational activities on state owned property during off-duty hours.

- B. Employees are prohibited from engaging in harassment of the public, vendors, clients, customers, and employees in accordance with the State of Iowa's Equal Opportunity, Affirmative Action and Anti-Discrimination Policy.
- C. Employees are prohibited from engaging in violence towards the public, vendors, clients, customers, and employees. Violence is defined as the actual or threatened use of physical force, actions, or verbal or written statements which either results in or is likely to result in physical or mental pain or injury to another person, group of persons,

or damage to property. Violence may be a single occurrence or it may be a pattern of behavior which intimidates, degrades, or offends another person or a group of persons.

III. AFFIRMATIVE DUTIES

- A. An employee who is the victim of workplace violence shall report the incident immediately in accordance with the procedures established by this policy.
- B. An employee witnessing workplace violence or the potential for such violence directed at another person or property of the state, shall report such incidents in accordance with the procedures established by this policy.
- C. When applicable, state officials and employees shall cooperate fully with all appropriate individuals in the investigation and prosecution of criminal acts, this policy, and the pursuit of any civil remedies in order to create and maintain a violence-free workplace.

IV. REPORTING PROCEDURES

Any employee who has been the victim of workplace violence, who witnesses workplace violence, or who believes there is the potential for workplace violence to occur shall notify the Iowa Department of Administrative Services—Human Resource Enterprise Employee Relations. Employees who believe this policy has been violated may file a complaint directly with Employee Relations using Employee Complaint form #552-0318 available on the Iowa Department of Administrative website at the following link:

https://das.iowa.gov/sites/default/files/hr/documents/M-0318_Complaint_Form_fillable.pdf.

Alternatively, employees may notify their management in accordance with their agency's established complaint procedure. All complaints filed in accordance with the agency's complaint procedure shall be forwarded to the Iowa Department of Administrative Services—Human Resource Enterprise Employee Relations within 48 hours of receipt of the complaint.

Iowa Department of Administrative Services—Human Resources Enterprise Employee Relations will promptly investigate all complaints.

In the event of a situation requiring intervention by law enforcement personnel, the appropriate law enforcement agency should be contacted immediately.

VI. REMEDIES FOR POLICY VIOLATIONS

Corrective action will be taken to remedy violations of this policy when warranted, up to and including the discharge of parties whose conduct violates this policy.

Any manager or supervisor who fails to properly act upon employee complaints or on personal knowledge of conduct in violation of this policy shall be subject to disciplinary action up to and including discharge.

Issued August 1, 1996 – Revised November 17, 2014; July 1, 2017.