



CITY OF EL PASO

Prevention of Violence in the Workplace Policy

City of El Paso

MISSION



Deliver exceptional services to support a high quality of life and place for our community.

VISION



Develop a vibrant regional economy, safe and beautiful neighborhoods and exceptional recreational, cultural and educational opportunities powered by a high performing government.



VALUES

Integrity, **R**espect, **E**xcellence,
Accountability, **P**eople

City of El Paso Strategic Plan

Goal 5: “Promote transparent consistent communication among all members of the community”

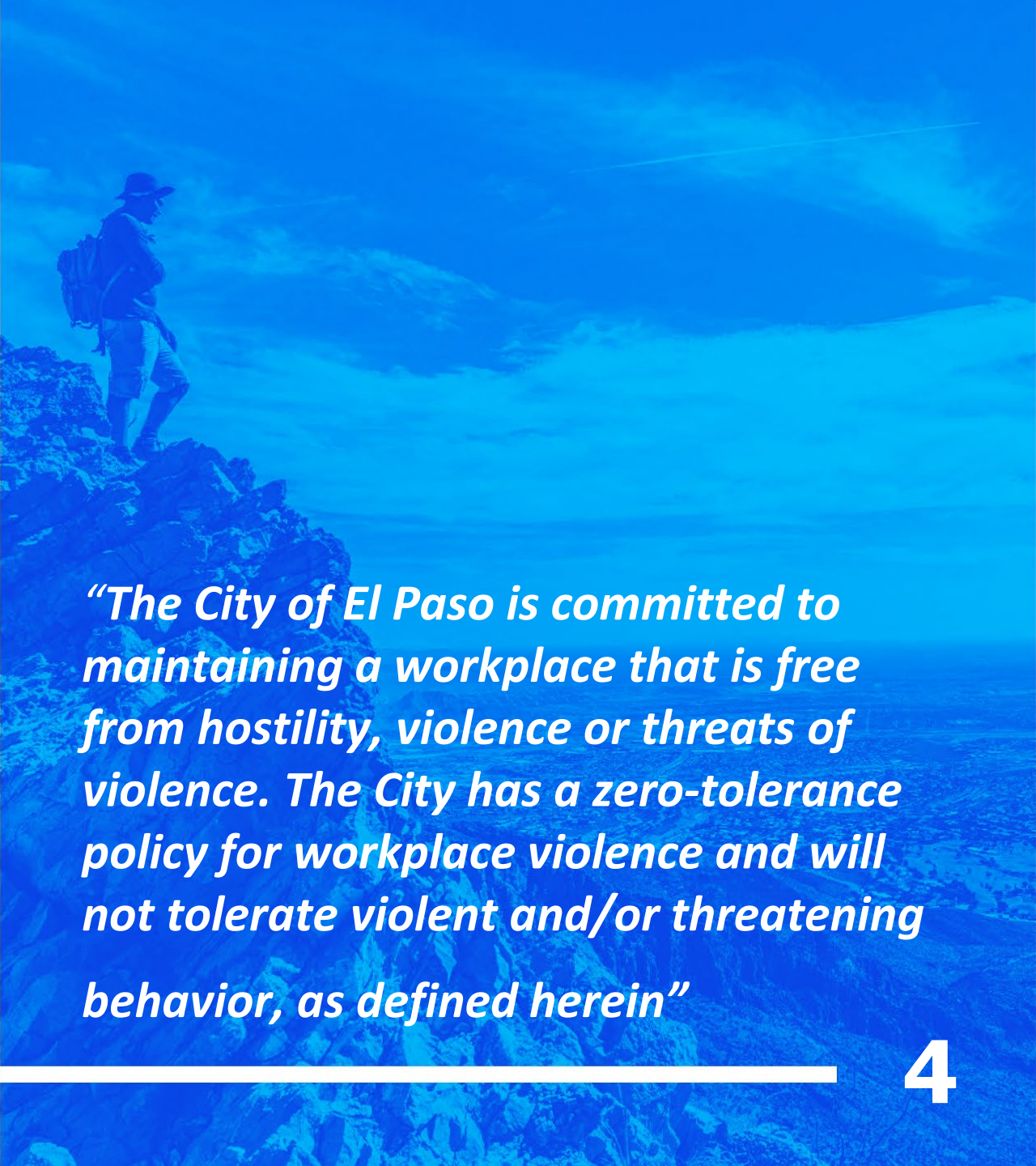
- **5.1: Set a climate of respect, collaboration, and team spirit among Council, City Staff and the community**
- **5.4: Enhance internal communication and employee engagement**

Goal 6: “Set the Standard for Sound Governance and Fiscal Management”

- **6.3: Implement programs to reduce organizational risk**
- **6.4: Implement leading-edge practices for achieving quality performance excellence**
- **6.8: Support transparent and inclusive government**

Objectives

- **Prevention Violence in the Workplace
Policy Overview**
- **Workplace Conduct & Professionalism**
- **Identifying Violence in the Workplace**
- **Reporting procedures and
consequences**



“The City of El Paso is committed to maintaining a workplace that is free from hostility, violence or threats of violence. The City has a zero-tolerance policy for workplace violence and will not tolerate violent and/or threatening behavior, as defined herein”

II. Applicability

Policy Applies to:

This policy applies to *all employees and other City personnel* to include civil service, non-civil service, uniformed personnel, appointed employees, interns, volunteers (including those appointed to boards and commissions), all elected officials, and third parties within the City's control (collectively referred to as “City personnel” in this policy), *while they are in the workplace or worksite*, as defined herein.

This policy also applies to *conduct that occurs off City property, if it affects any individual's employment or contract with the City.*

What is Workplace Violence?

Verbal or physical conduct sufficiently severe, offensive or intimidating that may be reasonably construed to be hostile in nature.

Workplace Violence

Including, but not limited to:

- **Violent physical actions or attacks**
- **Verbal or physical conduct in the worksite**
- **Direct or implied threats to do harm to person or to property**
- **Verbally abusive or intimidating language or gestures**
- **Threatening, abusive, or harassing communication**
- **Unauthorized possession of a weapon at the worksite**
- **Destructive or sabotaging actions vs. City or personal property**
- **Engaging in a pattern of unwanted or intrusive behavior**
- **Violation of a court issued protective/restraining order**
- **Bullying or harassment**

Policy Highlights

- **ZERO-TOLERANCE** policy applies to **ALL** employees.
- Employees are prohibited from engaging in violent and/or threatening behavior.
- Possession of a weapon on a workplace site, including open carry and concealed handguns, is strictly prohibited.
- Employees involved in a confrontation are expected to walk away.



Professionalism in the Workplace

- **Employees are required to treat others with respect, dignity, and professionalism.**
- **Actions, words, or conduct that create an actual or perceived hostile, uncomfortable, or unsafe work environment for others is prohibited.**
- **It is everyone's responsibility and obligation to maintain a workplace that is free from hostility, harassment, and threats of violence.**

Unacceptable Behavior

Inappropriate Humor— Alleged jokes or humorous statements that make explicit or implicit references to violence directed at an individual, group of individuals, or property.

Verbal Harassment—Insulting, threatening, or obscene language that interferes with or intimidates another person in the exercise of their lawful right to work.

Hostility — Hatred, unreasonable anger or antagonism. Acting in an unreasonably aggressive manner in any way towards another.

Intimidation — Engaging in actions intended to frighten, coerce or induce duress. Includes, but is not limited to stalking or threatening.

Physical Attack — The unwanted or hostile physical contact such as, but not limited to, hitting, fighting, pushing, shoving or throwing objects.

Bullying is prohibited

Bullying— Abusive treatment, including the use of force or coercion to affect others, particularly when habitual and involving an actual or perceived imbalance of power. It may involve verbal harassment or physical assault and may be directed persistently towards particular victims.

The **'imbalance of power' may be social power and/or physical power.** The victim of bullying is sometimes referred to as a target. Bullying consists of three basic types of abuse — emotional, verbal, and physical. It typically involves **subtle methods of coercion such as intimidation.**

Retaliation is prohibited

Retaliation - Includes any adverse employment action taken against an individual for filing a complaint under a variety of laws. Individuals supporting another's complaint or testifying as a witness are afforded the same protection from adverse employment action as an individual bringing forth a complaint.

The City will not tolerate retaliation against any person who reports an actual or perceived violation of this policy.

Weapons are prohibited

Weapon - Any item that is used to threaten or commit violence, including but not limited to those items listed in 46.01 of the Texas Penal Code, or as amended, unless required and authorized as a part of the employee's job duties and use for a purpose consistent with their job duties.

This includes, but is not limited to, firearms, knives, clubs, bear spray, and explosive devices, and applies regardless of whether the employee is legally licensed to carry the weapon, and whether it is carried openly or in a concealed manner.

Respect, Dignity & Professionalism

All City personnel are required to treat others with whom they interact in the workplace with respect, dignity, and professionalism at all times.

Behavior that undermines this standard is a violation of this policy. This includes any actions, words, or conduct that create an actual or perceived hostile, uncomfortable, or unsafe work environment for others.

City personnel involved in a confrontation are expected to walk away before the situation results in workplace violence. All violent and/or threatening behavior will be taken seriously.

Walk Away

City personnel involved in a confrontation are expected to walk away before the situation results in workplace violence. All violent and/or threatening behavior will be taken seriously.

Reporting Protocol Employees

- City policy requires action on all reports of violations of this policy, without exception.
- See/hear something, say something!
- Report it to immediate Supervisor or HR representative.
- Supervisors must take each threat serious and report it to HR immediately
- Employees must cooperate fully in investigations.
- Retaliation against all reporting and involved employees will not be tolerated.

Employee Reporting

An employee or individual who has actual knowledge of, witnesses, or reasonably perceives any violent, threatening or hostile behavior, harassment or coercion must report such behavior as soon as practicable, to any of the following: Security Contact, Departmental Human Resources Manager, Supervisor, or the Human Resources Department.

An employee must make such report(s) regardless of who commits the act or engages in the conduct or behavior.

Individuals making good faith reports may do so without fear of retaliation.

Supervisor Reporting

Supervisors Reporting — Supervisors must immediately report to the Departmental Human Resources Manager or the Chief Human Resources Officer any actual or perceived violations of this policy.

Investigations

The Chief Human Resources Officer or designee will conduct a prompt and thorough investigation in response to all identified concerns.

All City personnel covered by this policy must cooperate fully in any investigation efforts by the Chief Human Resources Officer or designee .

Legal Action

In all cases where a credible threat of violent behavior is directed at an employee or other City personnel, the City in conjunction with the appropriate law enforcement agency, may take appropriate legal action or other steps necessary to help protect the individuals.

The City may refer violations of this policy for criminal investigation.

Consequences

- **Violation of policy will result in disciplinary action up to and including termination.**
- **Failure to report actual or potential violent/threatening behavior may also result in disciplinary action.**



Disciplinary Action regarding a City employee

The City Manager, designee or the relevant Department Directors will take appropriate disciplinary action in response to employee workplace violence, including any prohibited behavior.

All disciplinary actions will be coordinated with the Departmental Human Resources Manager and the Chief Human Resources Officer or designee.

Disciplinary Action

Appropriate action may include discipline up to and including termination for any of the following:

- Engages in workplace violence, such as any prohibited behavior while on duty
- Fails to report actual or potential workplace violence or prohibited behavior
- Engages in any prohibited behavior off duty that negatively impacts the City and/or an individual's employment with the City
- Is in possession of an unauthorized weapon or open carry or concealed handgun in the workplace or worksite.

Reports regarding Elected Officials

Reports of violations of this policy by elected officials will be communicated to the Mayor or Mayor pro tempore when the allegation is against the Mayor.

If an investigation is necessary, such will be conducted through Human Resources using an outside investigator.

City Council may take appropriate action in response to a finding of a violation of this policy by an elected official.

Outside Reporting and Crisis Situations

Employees can report instances of workplace violence or suspicious activity by contacting the Department of Public Safety (DPS)

iWatchTexas Community Reporting System
www.iwatchtx.org, or by calling 844-643-2251

Employees have the right to make a report to DPS anonymously.

This is the workplace violence hotline established by HB 915 / TX Lab. Code 104A.

Injury that requires immediate medical attention

In a crisis that involves an injury that requires immediate medical attention, employees should alert the appropriate medical professional by calling "911" and then immediately notify a supervisor.

The supervisor should immediately contact their Department Director who will notify the City Manager and Human Resources Department.


Recognizing Signs

- Behavior/attitude change
- Signs of frustration
- Displays anger or hostility
- Verbal or non-verbal threatening behavior
- Direct or implied threats
- Unauthorized possession of a weapon
- Bullying or harassment
- Abusive treatment
- Physical assault
- Hostile
- Confrontational
- Harassing communication

Employees may utilize the Employee Assistance Program (EAP)



EAP Services



Introducing Your Member Portal

Browse benefits. Request services. Enjoy 24/7/365 access.

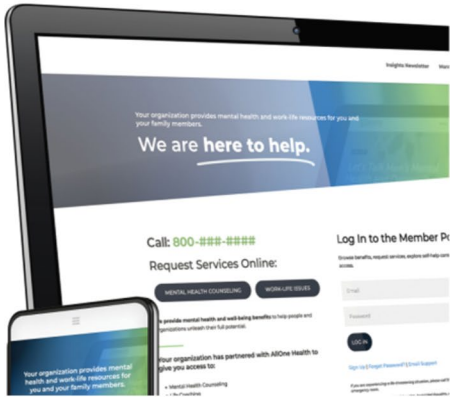
Your Assistance Program offers a wide range of benefits to help improve mental health, reduce stress and make life easier—all easily accessible through your member portal.

Request a Mental Health Session
Request counseling by submitting an online form or live chat. Choose from in-person or virtual counseling options to meet your needs.

Request Referrals & Resources
Submit a request for family care and lifestyle support including childcare and eldercare referrals, legal referrals and financial consultation, personal assistant referrals and medical advocacy consultation.

Explore Thousands of Self-Care Articles & Resources
Health and lifestyle assessments, interactive checklists, soft skills courses, podcasts, resource locators, exclusive discounts, and expansive articles on whole health and well-being.

Visit Your Online Financial Center
Featuring worksheets, calculators, and a wide range of financial resources and tools to help reach personal goals and build financial wellness.



Contact AllOne Health

Call: 1-888-993-7650

Visit:
allonehealth.com/deeroak

Prevention of Violence in the Workplace

The Prevention of Violence in the Workplace Policy can be found online under the Human Resources Department website.

- Go to www.elpasotexas.gov
- Click on Documents
- Search: Prevention of Workplace Violence



Questions?

