I. PURPOSE

It is the policy of Wayne County to provide a safe and violent-free environment for all its employees, clients, customers and visitors. Therefore, Wayne County prohibits all forms of violence or threats of violence on County premises as well as threats made by individuals off County premises directed to employees.

II. POLICY PROVISIONS

1. Workplace violence is defined as actions or words that endanger or harm another person or results in other persons having a reasonable belief that they are in danger.

2. Violent behavior includes, but is not limited to:
   
   A. Acts or threats of physical force or aggression and/or verbal abuse that reasonably creates fear of bodily harm or threatens the safety of others;
   B. Other aggressive behaviors indicating potential for violence (e.g. throwing objects, shaking fists, pounding on desks, kicking, screaming at others, etc.);
   C. Threats of suicide or to harm self;
   D. Verbal or physical harassment;
   E. Any other behavior that causes others to feel unsafe (e.g. bullying, intimidation, sexual harassment, stalking, etc.);
   F. Destruction/damage to property; and
   G. Possession of a weapon while on County property or on County business (unless weapon necessary for your position)

3. The definition of a threat for workplace conduct standards is any verbal or physical conduct that threatens property or personal safety or that reasonably could be interpreted as an intent to cause harm. Risk factors or behaviors which are associated with potential violence or threats include, but are not limited to:
Wayne County Policy

<table>
<thead>
<tr>
<th>Title:</th>
<th>Violence in the Workplace</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wayne County Policy #:</td>
<td>Date Issued: 6/1/2014</td>
</tr>
<tr>
<td>Category:</td>
<td>Date Revised: 3/1/2017</td>
</tr>
<tr>
<td>Approved By: Shonta Langford – Director Personnel/Human Resources (P/HR)</td>
<td></td>
</tr>
</tbody>
</table>

A. Physical assault or injury towards others;
B. Physically aggressive acts towards others (e.g. shaking fists, pushing, punching, spitting, elbowing, pounding on desks, throwing, kicking, screaming at others, sexual coercion, rape, etc.);
C. Threatening or provocative words of aggression;
D. Threats to others (direct or indirect, whether in person or through another person or in documents, letters, phone calls, emails, texts or social media);
E. Verbal insults, challenges or abuse, including offensive, profane and vulgar language;
F. Threats of suicide or harm to self;
G. Harassment (including sexual harassment), physical or emotional abuse and bullying;
H. Stalking or showing focus on another person;
I. Body language used to convey a threat, including inappropriate staring;
J. Intimidating or controlling others or frightening others;
K. Exhibiting angry or aggressive behavior or outburst of anger;
L. Showing a fascination with or acceptance of violence;
M. Holding grudges;
N. Failing to communicate when required;
O. Forms of conduct or statements that create anxiety, fear and/or a climate of distrust in the workplace;
P. Demonstrating signs of substance abuse;
Q. Exhibiting signs of depression;
R. Exhibiting paranoid behaviors or expressing paranoid thoughts;
S. Concealing or possession of weapons or recent acquisition of weapons;
T. Actions which damage, destroy or sabotage property;
U. Domestic violence;

4. County premises is defined as all County-owned or leased buildings and surrounding areas such as sidewalks, walkways, driveways and parking lots under the County's ownership or control. This policy applies to all County-owned or leased vehicles and all
Wayne County Policy

<table>
<thead>
<tr>
<th>Title:</th>
<th>Violence in the Workplace</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wayne County Policy #</td>
<td></td>
</tr>
<tr>
<td>Date Issued:</td>
<td>6/1/2014</td>
</tr>
<tr>
<td>Category:</td>
<td></td>
</tr>
<tr>
<td>Date Revised:</td>
<td>3/1/2017</td>
</tr>
<tr>
<td>Approved By:</td>
<td>Shonta Langford – Director Personnel/Human Resources (P/HR)</td>
</tr>
</tbody>
</table>

vehicles that come onto County premises (except relating to licensed law enforcement officers).

5. Threats that are emailed, texted or communicated via letters, documents, phone calls, social media or in any other form to any Employee that originate on or off County property are prohibited and will be investigated under this policy. Employees making these types of threats will be subject to disciplinary action up to and including termination as well as criminal prosecution.

III. EMPLOYEE RESPONSIBILITY

1. It is the shared obligation of all individuals to prevent or defuse violence or threats of violence in our workplace. If an employee feels he/she is a victim of violence or the threat of violence in the work environment or if an employee witnesses violence, they must first remove themselves from the situation if possible. Employees are not to confront the perpetrator.

2. Employees are responsible for:

   - their own behavior by interacting responsibly with fellow employees, supervisors, visitors, clients and customers;
   - knowing and understanding the County’s policy regarding workplace violence;
   - promptly reporting actual and/or potential acts of violence per the proper reporting procedure below;
   - immediately notifying a supervisor if employee does not feel safe at work due to any personal disputes with family members, significant others, other employees or any other person.
   - notifying the Employee’s Department Director if Employee applies for a restraining order. Employees who obtain a restraining order must provide a copy of the order to the Director of P/HR and to the Employee’s Department Director; and
Wayne County Policy

Title: Violence in the Workplace

Wayne County Policy # Date Issued: 6/1/2014
Category: Date Revised: 3/1/2017
Approved By: Shonta Langford – Director Personnel/Human Resources (P/HR)

- Cooperating fully in all investigations/assessments of allegations of workplace violence with County staff as well as any law enforcement agency.

IV. REPORTING PROCESS

1. Emergency Situations: If the situation is perceived to present immediate danger and/or there are any weapons visible or implied, call 911 and give the dispatcher your office location and relevant details of the problem or incident. Then contact building security followed up by immediately notifying a supervisor.

2. Non Emergency Situations: Always report the incident to a supervisor first.

3. Supervisors must immediately report all incidents to the Department Director and to the Director of P/HR. If a criminal action took place, P/HR will inform the supervisor and any victim that the matter was turned over to the appropriate local authorities for further action. If there is no criminal action found, then P/HR will handle any review and/or investigation.

4. All violent acts, threats and threatening behavior must be reported. A copy of the Wayne County Violence/Prohibited Conduct Incident Report Form can be found on the County’s intranet – Wayne County @ Work.

V. MANAGEMENT’S ROLE

1. Once a supervisor is notified of an incident, it is his/her duty to notify the Department Director as well as the Director of P/HR.

2. Supervisors are to support and guide their employees when going through the reporting process.

3. P/HR will support and guide all employees when dealing with outside law enforcement agencies.
Wayne County Policy

4. Supervisors and Department Directors will assist P/HR in investigating all complaints as well as completing the required documentation. All complaints will be treated as confidentially as possible.

VI. ENFORCEMENT

The Department of P/HR is responsible for development, revision, communication, and enforcement of this policy. The Department of P/HR will assist in the interpretation and monitoring of adherence to this policy.

Any employee in violation of this policy may be subject to disciplinary action up to and including termination. Any Employee in violation of this policy may also be subject to criminal prosecution if warranted.

Wayne County adopts this zero-tolerance policy in furtherance of our obligation to provide a safe and healthy workplace under Federal, State, and Local laws. All County employees, contract staff, visitors and customers on county property are subject to this provision.

The Director of P/HR and/or any person assisting in the investigation of an incident may consult with Corporation Counsel and/or members of Executive Staff or Elected Officials as necessary.

This policy is to be read in conjunction with other internal or departmental policies. This policy will be considered to be the overriding policy unless otherwise directed by the Director of P/HR or his/her designee.

In the event that any provision of these policies is in conflict with the terms and conditions of existing collective bargaining agreements (CBA), the terms and conditions of the agreements shall take precedence. On those topics where the CBA is silent, the provisions of these policies shall apply.
VII. ADDITIONAL RESOURCES

Employees who experience any of the above situations may, at the employee’s own will (voluntary), contact the Employee’s Assistance Program (EAP) at 1-800-847-7240 to inquire about support that may be provided by EAP.

Supervisors and Department Heads who feel there is a concern about an employee’s fitness for duty may contact Benefits Administration at (313) 224-0482 to discuss the situation.

VIII. RELATED DOCUMENTS/POLICIES

a. Civil Service Rules and Regulations
b. Collective Bargaining Agreements
c. Wayne County Charter
d. Safety Policy
e. Firearms (weapons) in the Workplace Policy
f. Sexual Harassment Policy
g. Code of Conduct Policy
h. Criminal Charges against Employees Policy

IX. REVISION HISTORY

<table>
<thead>
<tr>
<th>ACTION</th>
<th>DATE</th>
<th>BY WHOM</th>
<th>REASON</th>
</tr>
</thead>
<tbody>
<tr>
<td>Issued</td>
<td>6/1/2014</td>
<td>Tish King, Director P/HR</td>
<td>New Policy</td>
</tr>
<tr>
<td>Revised</td>
<td>3/1/2017</td>
<td>Shonta Langford, Director P/HR</td>
<td>Revision of Prior Policy to meet needs of County</td>
</tr>
</tbody>
</table>

This policy supersedes all previous violence in the workplace policies, procedures and directives. Please refer all questions or concerns to P/HR.