

## 116 – WORKPLACE VIOLENCE

- A. It is the policy of the Court System to maintain a working environment free from violence or the threat of violence. Acts or threats of physical violence, including intimidation, harassment, or coercion, which involve or affect the Court System or which occur where Court System employees are working will not be tolerated.
- B. Employees must immediately report any incidents of violence, threat of violence, or any behavior that may threaten an employee's safety or the safety of others to the employee's immediate supervisor, appointing authority, or the Human Resource Director. Once notified of an incident of workplace violence, the supervisor or appointing authority must contact the Human Resource Director.
- C. The Court System prohibits any form of discipline or retaliation for reporting such incidents and will handle all complaints promptly. Any employee who engages in such conduct or who makes false accusations of violence or threats of violence will be subject to corrective action up to and including dismissal. In appropriate cases, the Court System may seek criminal prosecution or cooperate with the prosecution.

Approved by the Supreme Court 4/1/12