



POLICY ID# 2017-007
CLEARED BY: Jamie Cook
DATE: 5-18-17

STATE OF ALABAMA DEPARTMENT OF
PUBLIC HEALTH

Thomas M. Miller, M.D.
State Health Officer

MEMORANDUM

TO: Office, Bureau, Division, and Branch Directors
Area Health Officers
Local Health Officers
Area Administrators and Assistant Area Administrators
Staff Assistants

FROM: Thomas M. Miller, M.D. *Thomas M. Miller*
State Health Officer

DATE: May 17, 2017

RE: Policy Against Workplace Threats and Violence,
Policy ID# 2017-007

Attached is the revised Policy Against Workplace Threats and Violence (Policy ID# 2017-007), which replaces Policy ID# 2008-002. The policy is being revised to clarify the steps employees should take in reporting threats, intimidation, or potential harassment and the steps supervisors should take in responding to such reports.

The policy must be circulated to *all employees*. Supervisors are responsible for ensuring that current employees read the policy and sign an acknowledgment of review. Documentation showing the policy was circulated must be kept at the work site for audit purposes.

All new employees must read this policy as part of their orientation. The supervisor must have the employee acknowledge review of this policy by initialing and dating the Employee Orientation Checklist.

Copies of the policy may be made from the Internal Human Resources website of the Alabama Department of Public Health website (www.adph.org/personnel) or from the ADPH Policy Library in Lotus Notes Workspace.

TMM/BMH/LNJ
Attachments

ALABAMA DEPARTMENT of PUBLIC HEALTH
POLICY AGAINST WORKPLACE THREATS and VIOLENCE

POLICY

It is the policy of the Alabama Department of Public Health (Department) to promote a work environment free from workplace violence. For purposes of this policy, workplace violence is defined as a single behavior or series of behaviors which constitute actual or potential assault, battery, harassment, intimidation, threats of these actions, any behavior that creates a reasonable fear or intimidation response in others, or attempted destruction of or threats to Department or personal property; which occur in a Department workplace, are committed by an individual on Department time, or using Department resources (e.g., phone, fax, e-mail), *or* are committed by or against an individual engaged in Department business. Examples of “violence” include threatening and abusive language, shoving, pushing, harassing, intimidating, coercing, brandishing weapons, physically harming another, or talking of engaging in those activities. This policy requires that all employees representing the Department, as well as all individuals on Department premises and other premises where the business of the Department is conducted, conduct themselves in a professional manner consistent with good business practices and in absolute conformity with non-violence principles and standards.

In addition, the Department recognizes the impact of partner violence on the workplace. Partner violence is defined as a pattern of abusive or coercive behavior occurring between two people in an intimate relationship. It may include physical violence; sexual, emotional, and psychological intimidation; verbal abuse; stalking; and economic control. The Department is committed to heightening awareness of partner violence and providing guidance for employees and management to address the occurrence of partner violence and its effects on the workplace.

Violence, threats, harassment, intimidation, and other disruptive behavior in our workplace or in locations where the Department’s business is conducted will not be tolerated; that is, all reports of incidents will be taken seriously and dealt with accordingly. It is the intent of this policy to minimize the possibility of workplace violence committed by or against employees or other individuals associated with the Department.

