

Suggested policy format and content. RTPA specific policies should be developed in consultation with RTPA Legal Counsel, Board of Directors and appropriate regulatory agencies.

17. Violence in the Workplace

RTPA attempts to provide a safe work environment, free of violence, threats, or intimidation. All persons at RTPA can help to ensure a safe working environment by taking precautions and reporting inappropriate behavior. This policy is intended to foster a safe work environment. Violation of this policy is unacceptable and will result in immediate disciplinary action up to and including termination of employment, removal from the RTPA workplace, and possible criminal prosecution.

Prohibited Conduct

Violence, threats, and intimidation are prohibited in the RTPA workplace. RTPA defines violence, threats, and intimidation to include:

- Physical abuse
- Physical or verbal intimidation
- Threats
- Vandalism
- Arson
- Sabotage
- Stalking
- Telephone, email, or other electronic harassment
- Obscene telephone calls, emails, texts, etc.
- Use, sale, or possession of weapons at the workplace
- Acts that management deems inappropriate to the workplace
- Offensive jokes or comments regarding participation in violent events.

This list is not meant to be exhaustive.

Procedures

1. In an event of IMMEDIATE THREAT or DANGER to an employee or others, a person should proceed as follows:
 - Retreat immediately to safety.
 - Dial an outside line, and then dial 9-1-1, when possible, to reach the local law enforcement authorities (your call will be connected to the closest law enforcement agency).
 - Contact the Executive Director or the Director of Finance and Administrative Services as soon as possible. DO NOT attempt to take matters into your own hands.

2. Any person who is victimized, feels victimized, observes, or has knowledge of any violation of this policy should report the incident immediately to the Executive Director or to the Human Director of Finance and Administrative Services.
3. Any person who has obtained a restraining order against another person or who believes it is likely that he/she will be harassed at work should notify the Executive Director or to the Director of Finance and Administrative Services.
4. If a violation of this policy is suspected, law enforcement representatives may be contacted to conduct searches of persons and property. RTPA reserves the right to conduct searches and inspections at RTPA workplaces. This includes, but is not limited to, any person's personal effects, such as: lunch containers, brief cases, purses, backpacks, company-issued computer files, boxes, lockers, desks, and filing cabinets.
5. Any illegal or unauthorized articles (such as firearms or weapons) or evidence of harassment discovered may be confiscated and turned over to law enforcement representatives.
6. Any RTPA employee who refuses to submit to a search in conjunction with a suspected violation of this policy will be subject to disciplinary action up to and including termination.
7. All complaints will receive immediate attention and the situation will be investigated. Based upon the result of the inquiry, action will be taken which management believes is appropriate.

Applicability

This policy applies to RTPA employees and all other persons at RTPA workplaces.

Domestic and Sexual Violence

RTPA is sensitive to the needs of employees who are the victims of domestic violence, sexual assault, or stalking. RTPA will not discriminate against employees based on their known status as victims of domestic or sexual violence.

RTPA will provide job-protected, unpaid time off for victims of domestic or sexual violence to obtain medical assistance, court relief, or other assistance related to the abuse (such as securing their own safety and that of their children). Employees who need to take such leave should notify the Executive Director or to the Director of Finance and Administrative Services.

RTPA will take steps to protect the confidentiality of an employee who takes time off to attend to matters concerning domestic or sexual violence.

RTPA also will take steps to protect the safety of domestic or sexual violence victims, and other employees in the workplace, and will make reasonable accommodations at the request of victim employees.