

SOUTH PLACER MUNICIPAL UTILITY DISTRICT POLICIES

<b>Policy Name:</b>	2037 – WORKPLACE VIOLENCE PREVENTION POLICY		
<b>Approval Authority:</b>	SPMUD BOARD OF DIRECTORS	<b>Adopted:</b>	11/05/2020
<b>Resolution No.</b>	20-33, 24-18	<b>Revised:</b>	06/27/24

**PURPOSE**

The purpose of this policy is to provide a violence-free workplace for all employees.

**POLICY STATEMENT**

**Section 1. General**

South Placer Municipal Utility District (District) is committed to providing a work environment that is free of disruptive, threatening, or violent behavior involving any employee, appointed or elected official, contractor, volunteer, client, and/or visitor. This policy is in conformance with the SPMUD Employee Manual, Section 2.20 Workplace Restrictions, Workplace Violence. The District will take all appropriate, reasonable, and timely steps to prevent acts and threats of violence against employees and other individuals while on District property or in the course of doing business with the District.

Senate Bill 553 requires the District to establish, implement, and maintain at all times in all work areas, an effective Workplace Violence Prevention Plan.

**Section 2. Workplace Violence Prevention Plan Content**

The Workplace Violence Prevention Plan shall include the following elements:

1. The names and titles of the persons responsible for implementing the plan.
2. The active involvement of employees in developing and implementing the plan.
3. Methods to coordinate the implementation of the plan with other employers when applicable.
4. Effective procedures to accept and respond to reports of workplace violence and to prohibit retaliation against an employee who makes such a report.
5. Effective procedures to ensure that supervisory and nonsupervisory employees comply with the plan.
6. Effective communication procedures regarding workplace violence matters.
7. Effective procedures to respond to actual or potential workplace violence emergencies.
8. Procedures to develop and provide training.
9. Procedures to identify and evaluate workplace violence hazards.
10. Procedures to correct workplace violence hazards.
11. Procedures for post-incident response and investigation.
12. Procedures to review the effectiveness of the plan after it is reviewed at least annually.
13. A violent incident log recording every workplace violence incident.

**Section 3.** Recordkeeping

The District is required to keep records of the following items in accordance with the District's Record Retention Schedule but for no less than five years:

1. A violent incident log for every workplace violence incident.
2. Training records related to workplace violence prevention.
3. Records of workplace violence hazard identification, evaluation, and correction.

**Section 4.** Planned Response to Workplace Violence Incidents

The Workplace Violence Prevention Plan addresses the prevention and evaluation of workplace violence incidents. The plans on how to respond in the moment of a workplace violence incident are contained in the District's Emergency Action Plan.