

Section <b>Health &amp; Safety</b>	Subject <b>Security Operations</b>	Title <b>Violence Prevention in the Workplace</b>
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**0Zero Tolerance**

SMUD has zero tolerance for violence, threats and related actions on its premises by employees, contractors, consultants, and visitors. SMUD desires to protect employees and visitors from violent behavior and encourages employees to suggest ideas that will help SMUD prevent violence in the workplace.

Employees and other persons shall not engage in any conduct, while either on SMUD property or off-site when acting to any degree in their capacity as an employee, that injures, threatens, intimidates, harasses, or coerces another employee, customer or member of the public for any reason.

Security Operations is authorized to act within the scope of established procedures to maintain the security of SMUD's workplace and assets.

**No Weapons or Dangerous Substances**

SMUD prohibits all employees and other persons from bringing firearms, weapons, explosives, or other dangerous or hazardous devices or substances onto SMUD premises without prior written approval from the Chief Workforce & Technology Officer or designee.

**Reports of Potential or Actual Violence**

Employees shall immediately report violent acts or threats, both direct and indirect, to Security Operations and management. Employees, other than Security Operations or other authorized personnel, shall not place themselves in peril in order to assess a situation. Security Operations personnel responding to reports of actual or potential violence will consider their personal safety a priority during the assessment and prior to any intervention.

**Domestic Violence and Other Personal Disputes**

Employees who have obtained a restraining order or injunction against another individual shall report that fact to management and to Security Operations and shall provide a copy of the endorsed court order and supporting documents to Security Operations.

Employees who are involved in escalating disputes are encouraged to seek assistance from available resources, including their supervisor, Security Operations, and SMUD's Employee Assistance Program or Alternative Dispute Resolution Program.

**Non-Retaliation**

SMUD shall not retaliate against any employee for reporting actual or potential workplace violence.

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**SMUD Security Officers**

SMUD security officers may exercise the reasonable use of force or make lawful citizen arrests only when they believe it is safe to do so or necessary for the protection of life in accordance with procedures established by the Chief Workforce & Technology Officer or designee. All security officers shall be trained pursuant to the California Bureau of Security and Investigative Services standards for security guards.

**Investigations**

SMUD shall take any threat seriously and act promptly when a situation arises. SMUD shall investigate all complaints of workplace violence as confidentially as conditions allow.

The Manager, Workforce Health and Safety, in conjunction with Security Operations, Human Resources Services, the General Counsel's Office and other relevant management personnel, shall conduct preliminary threat assessments and investigations of workplace violence incidents.

**Disciplinary or Legal Action**

Employees who display violent or threatening behavior shall be subject to discipline up to and including termination.

SMUD also may take legal action against persons displaying violent or threatening behavior, such as seeking restraining orders or assault charges against violators.

**Training**

SMUD recognizes that violence can occur at any time. When faced with a violent situation, employees must quickly determine the most reasonable way to protect themselves. SMUD shall make available information and training for employees about SMUD's zero tolerance policy, warning signs for violence in the workplace, and appropriate actions to take when confronted with violent or threatening behavior.

**Implementation**

The Chief Workforce & Technology Officer or designee shall oversee SMUD's effort to prevent, assess, and resolve situations that involve workplace violence and shall establish programs, procedures, and training necessary to the implementation of this policy.

**Related References**

Administrative Policies  
AP 01.02.03 – Inclusion  
AP 04.04.04 – Employee Assistance Program

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AP 05.01.03 – Whistleblower, Anti-Retaliation  
AP 05.01.04 – SMUD Complaint Process  
AP 05.02.04 – Electronic Information  
AP 06.02.01 – Employee Safety: Concepts and Roles  
AP 06.02.02 – Emergency Preparedness  
AP 06.03.01 – Physical Security

Management Procedures

MP 06.02.02.100 – Emergency Action Plan  
MP 06.02.02.101 – Emergency Notification Systems  
MP 06.03.01.100 – Identification Access Badges  
MP 06.03.02.100 – Threat Assessment & Action