

Human Resources Policy Bulletin

City of Lincoln

Number: 2023-10

Date: September 1, 2023

Reference:	Title:
HR Policy Bulletin 2023-09 - Workplace Weapons Policy Supersedes HR/Risk Management Safety policy - City of Lincoln Workplace Violence Prevention and Firearms Policy	Workplace Violence Prevention Policy

I. POLICY

The City of Lincoln ("City") is committed to promoting and maintaining a safe work environment free from violence, threats of violence, harassment, intimidation, or other similar behavior. The City will not tolerate such behavior committed by or against City employees, City volunteers or individuals on City owned or leased property, City worksites, City vehicles, or while conducting City business.

II. PROVISIONS

- A. Workplace violence may include oral or written statements, gestures or expressions that communicate a direct or indirect threat of physical harm. Specific examples of conduct that may be considered workplace violence include, but are not limited to, the following:
- 1) Hitting, shoving, or physically assaulting an individual.
 - 2) Stalking an individual.
 - 3) Throwing objects or striking objects, including, but not limited to a desk, wall, or door, in a manner that would be reasonably perceived as being threatening.
 - 4) Threatening to harm an individual or their family, friends, associates, or their property.
 - 5) Intentional destruction or threat of destruction of property owned, operated, or controlled by City of Lincoln, or individuals.
 - 6) Making or sending harassing or threatening communications, including but not limited to telephone calls, texts, emails, and social media posts.
 - 7) Coercing, or attempting to coerce, an individual into acts of workplace violence that may affect the interests of the City.

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- B. Workplace violence does not include reasonable force in the defense of oneself or others, pursuant to department operating procedures and all applicable State and Federal laws.

III. PROCEDURES

- A. Employees who believe they have experienced or witnessed workplace violence are encouraged to immediately report such behavior to their supervisor, Department Head, Human Resources, or other person of authority. In emergency situations in which serious injury occurs, or could occur, emergency responders such as Police, Sheriff, Fire or Ambulance personnel should be immediately contacted at 911.
- B. Employees should report any unusual activity that may identify the potential for, or actual occurrence of, a violent incident. This may include situations that occur outside of the workplace which may affect workplace safety, including, but not limited to stalking, instances involving protection/restraining orders, etc.
- C. The individual receiving the report will assess the incident and determine the appropriate next steps. Department Heads will inform the Human Resources Director of all reported incidents of workplace violence.
- D. The Human Resources Director, with the cooperation of the Department and, if appropriate, law enforcement, shall investigate the incident and determine appropriate action.
- If law enforcement is involved, the internal investigation shall be conducted in such a manner that does not interfere with the law enforcement investigation.
 - Employees are required to participate in workplace investigations and provide information regarding alleged incidents of workplace violence.

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- iii. The City prohibits retaliation against any employee who reports an alleged violation of this policy or is a witness in a workplace violence investigation.


Barb McIntyre
Human Resources Director

9/5/2023
Date


Leirion Gaylor Baird
Mayor

Sept. 12, 2023
Date