



State of Oklahoma
Office of Management and Enterprise Services
Policies and Procedures
Anti-Violence/Bullying - Violence in the Workplace

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Date Policy Last Revised: 03/07/2018	
Approved: Denise Northrup, OMES Director	Approval Date: 04/03/2018

Reference

Title VII of the Civil Rights Act of 1964, as amended, Age Discrimination Act of 1975, as amended, and Americans with Disabilities Act Amendments Act of 2008 , Merit Rule 260:25-15-50, Oklahoma Self Defense Act, Title 21 O.S. § 1277

Policy

It is the policy of the Office of Management and Enterprise Services (OMES) to maintain a safe and secure workplace free from violence, harassment, intimidation, bullying and other disruptive behavior for all OMES employees and patrons. The safety and security of the agency’s employees, patrons and property shall be a priority of all employees of this agency.

This policy is intended to ensure all employees understand that no weapons are to be carried upon or about their person while on state property or while performing duties for the agency notwithstanding any license issued to the employee pursuant to the Oklahoma Self-Defense Act. Carrying a weapon on state property is prohibited by law and will not be condoned or tolerated. 21 O.S. § 1277.

Employees who violate this policy are subject to disciplinary action, up to and including termination.

Definitions

“Workplace violence” - Means any act or threat of physical aggression by any individual that occurs at the work site. Its intended target may be another individual(s) or object(s), and there is reasonable potential for physical or psychological trauma to victims and/or witnesses.

“Weapon” - Means any pistol, revolver, shotgun or rifle, whether loaded or unloaded, knife, club or any device that can be potentially used to commit harassing behavior, threat of violence, or violence.

“Carry” - Means to carry upon or about one’s person, or in a purse or other container belonging to the person.

“State property” - Means any structure, building or office space owned or leased by the State of Oklahoma.

“Bullying” - Means repeated, health-harming mistreatment of one or more persons (the targets) by one or more perpetrators. It is abusive conduct that is: (1) Threatening, humiliating, or intimidating, or (2) Work interference such as sabotage which prevents work from getting done, or (3) Verbal abuse.

Implementation

All employees and patrons shall be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, "horseplay," or other conduct that may be dangerous to others. Firearms, weapons and other dangerous or hazardous devices or substances are prohibited from the premises of State property without proper authorization.

Conduct that threatens, intimidates or coerces another employee, a customer or a member of the public will not be tolerated.

All threats and acts of violence, both direct and indirect, shall be reported by the victim or a witness as soon as possible to a supervisor, managers or Human Capital Management (HCM). This includes threats by employees, as well as threats by customers, vendors, solicitors or other members of the public. When reporting a threat of violence, the employee should be as specific and detailed as possible. OMES encourages employees to bring disputes or differences with other individuals to the attention of their supervisor, manager or HCM before the situation escalates into potential violence.

All suspicious individuals or activities shall also be reported immediately to a supervisor, manager, HCM and/or the Police Department (911), as circumstances dictate.

OMES will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the OMES individual making a report will be protected as much as is practical. In order to maintain workplace safety and the integrity of its investigation, OMES may suspend employees, either with or without pay, pending investigation or to diffuse violent or inappropriate behavior.

OMES will not tolerate bullying behavior. Employees found in violation of this policy will be disciplined, up to and including termination.

Contacting Law Enforcement

The Capitol Patrol Division of the Oklahoma Highway Patrol should be contacted if there is a violation of this policy on state property and the violation is posing an imminent threat to persons or property. If the state property is not within Oklahoma County or Tulsa County, local law enforcement should be contacted by calling 911. Employees shall then notify a supervisor, manager or HCM as soon as possible. This applies to staff as well as visitors and clients.

Employees' Responsibilities

Ask the employee who is bullying to stop.

Report incidents or potential violent incidents to a supervisor, manager or HCM.

Alert a supervisor, manager or HCM to any concerns about safety or security.

Cooperate with the investigation process.

Supervisors' Responsibilities

Encourage employees to report all incidents and threats.

Report all violent or potentially violent incidents, even if there are no injuries, by submitting a written statement of the incident to HCM.

Immediately notify the targeted employee and take all reasonable actions possible to prevent an incident in accordance with OMES policy.

Provide for prompt medical evaluation and treatment (when warranted) after each incident.

Promptly report violent incidents to the local police department.

Provide opportunity for employees to share information about ways to avoid such problems in the future.

Provide referral to the OMES Employee Assistance Program (EAP).

The Complaint Process

The OMES Complaint and Investigation Process Policy can be found at

<http://omes.ok.gov/sites/g/files/gmc316/f/OMES->

[19ComplaintInvestigationProcess20180416.pdf](http://omes.ok.gov/sites/g/files/gmc316/f/OMES-19ComplaintInvestigationProcess20180416.pdf). The filing of groundless and malicious complaints is an abuse of this policy, and it is prohibited and subject to discipline.

Retaliation

No hardship, loss of benefit, or penalty may be imposed on an employee as punishment for:

1. Filing or responding to a bona fide complaint of discrimination or harassment.

2. Appearing as a witness in the investigation of a complaint.
3. Serving as an investigator.

Retaliation or attempted retaliation is a violation of this policy and will be subject to disciplinary action, up to and including termination.