



# Employment Policies for the State of North Dakota

## WORKPLACE VIOLENCE

Effective Date: 10/1/2018

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The State of North Dakota, as the employer, maintains a working environment free from violence or the threat of violence. Acts or threats of physical violence, including but not limited to intimidation, harassment, or coercion will not be tolerated.

Employees must immediately report any incidents of violence, threat of violence, or any behavior that may threaten an employee's safety or the safety of others, to appropriate management or law enforcement authorities. Once a managerial level employee is notified of a violent or threatening situation, he/she must contact Human Resources. HR will assist in coordinating the proper response and notifying the appropriate personnel/authorities.

The State of ND prohibits any form of discipline or retaliation for reporting such incidents and shall handle all complaints promptly. Any employee who engages in such conduct or who makes false accusations of violence or threats of violence will be subject to disciplinary action up to and including termination.

In appropriate cases, the organization may seek criminal prosecution or cooperate with the appropriate authorities.

Employees must report to their supervisor the existence of anything that may potentially threaten the safety of the employee or other state employees. This includes a restraining order of any kind obtained by the employee against another individual(s) or a restraining order obtained against an employee. Employees are also encouraged to report if they are a victim of domestic violence or if they suspect a coworker may be a victim.

Any person who violates this policy will be subject to disciplinary action, up to and including termination of employment, or be removed from the state work area.