

Subject: Work Place Violence and Theft
Policy Number: C-6
Pages: 2
Original Date: 04/13/2013
Review Date:
Approval Date: 04/13/2013
Approved by: Resolution Number 13-66

POLICY

Kaw Nation is committed to preventing workplace violence, employee theft, and to maintaining a safe work environment. Given the increasing violence in society in general, Kaw Nation has adopted the following guidelines to deal with intimidation, theft, harassment or other threats of (or actual) violence that may occur during business hours, on Kaw Nation Land.

All employees should 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.

Conduct that threatens, intimidates, or coerces another employee, a customer, or a member of the public will not be tolerated. This prohibition includes all acts of harassment.

Threats received by phone, or threats of violence received in person should be reported immediately to the on-site supervisor, Human Resources, and the Chair. When phone threats are received, remain as calm as possible and attempt to obtain as much information as possible from the caller. All threats of violence, or actual violence, both direct and indirect, should be reported as soon as possible to the Chair, or the Human Resource dept. This includes threats of violence by employees, as well as threats or violence 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.

All suspicious individuals or activities should also be reported as soon as possible to a supervisor, Chair, or Human Resources. Do not place yourself in peril. If you see or hear a commotion or disturbance, notify law enforcement and the proper management as soon as possible.

Theft of Kaw Nation property should be reported immediately through channels to the appropriate Supervisor, Chair, or Human Resources. Kaw Nation is not responsible for personal property (such as money, cell phones, purses, jewelry, etc.) and will not be held liable for the theft or loss of such property. Theft of personal property should be reported to the proper law enforcement authorities. Employees are required to cooperate with any internal investigation of theft or with law enforcement.

Prohibited Conduct:

Kaw Nation does not tolerate any type of workplace violence or theft committed by or against employees. Employees are prohibited from making threats, engaging in violent activities, or theft. The list of behaviors listed below, while not inclusive, provides examples of conduct that is prohibited:

- Causing physical injury to another person;
- Making threatening remarks;
- Aggressive or hostile behavior that creates a reasonable fear of injury to another person or subjects another individual to emotional distress;
- Intentionally damaging employer property or property of another employee;
- Possession of a weapon while on company property or while on company business;
- Committing acts motivated by, or related to, sexual harassment or domestic violence.

Risk Reduction Measures:

Hiring: The Human Resource Department takes reasonable measures to conduct background investigations to review applicant backgrounds and reduce the risk of hiring individuals with a history of violent behavior or theft.

Individual Situations: While we do not expect employees to be skilled at identifying potentially dangerous persons, employees are expected to exercise good judgment and to inform the Human Resource Dept., or their immediate supervisor, if any employee exhibits behavior, which could be a sign of a potentially dangerous situation. Such behavior includes:

- Discussing weapons or bringing them to the workplace;
- Displaying overt signs of extreme stress, resentment, hostility, or anger;
- Making threatening remarks;
- Sudden or significant deterioration of performance;
- Displaying irrational or inappropriate behavior.

Dangerous/Emergency Situations:

Employees who are confronted or encounter an armed or dangerous person should not attempt to challenge or disarm the individual. Employees should remain calm, make constant eye contact and talk to the individual. If 911 can be notified of the need for assistance without endangering the safety of the employee or others, such notice should be given, then notify proper supervision. Otherwise, cooperate and follow the instructions given.

Enforcement:

Theft, threats, threatening conduct, or any other acts of aggression or violence in the workplace will not be tolerated. Any employee determined to have committed such acts will be subject to disciplinary action, up to and including termination. Non-employees engaged in violent acts or theft on the employer's premises would be reported to the proper authorities, and the decision to prosecute would then be made by the Chair.