



Florida Department of Transportation

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POLICY

Effective: April 15, 2015
Review: April 1, 2015
Office: Human Resources
Topic No.: 001-250-011-j
References: 741.28, F.S.,
790.251, F.S.

VIOLENCE-FREE WORKPLACE ENVIRONMENT

OBJECTIVE:

It is the Department of Transportation's (Department) intent to maintain a violence-free workplace by creating a business environment with a zero tolerance of behavior which leads to harassment and violence. This includes domestic violence as defined in **Section 741.28, Florida Statutes (F.S.)**. This policy is established to provide for a productive work environment and the individual welfare and security for all Department employees, customers, vendors, contractors and other person(s) present on official Department business.

POLICY:

It is the Department's intent that no person shall harass or harm employees, members of the general public, officials, contractors, vendors, or customers of the Department in state offices, facilities, work sites, vehicles, or while conducting state business by exhibiting verbally or physically abusive or harassing behavior including, but not limited to the following:

VERBAL ABUSE:

Threats toward persons or property; the use of vulgar or profane language toward others; disparaging, derogatory comments or slurs; intimidation, or name-calling.

PHYSICAL ABUSE:

Any physical action such as hitting, pushing, kicking, holding, impeding, or forcibly blocking the movement of another person.

HARASSMENT:

Any visual, audio, or computer generated materials, stalking, or any abusive behavior, including threats, harassment, or abuse originating from a domestic violence situation, intended or reasonably expected to offend, threaten, or intimidate other person(s).

PROHIBITED ITEMS ON DEPARTMENT PROPERTY:

With the exception of sworn law enforcement officers on official duty, under no circumstances are firearms or weapons permitted at facilities, work sites and work areas owned, leased or rented by the State of Florida or the Department. Pursuant to **Section 790.251(4)(a), F.S.**, legally owned firearms or weapons may be kept locked inside or locked to private motor vehicles in state-owned or leased parking lots but are not permitted to be removed and/or otherwise exhibited on state-owned or leased property for any reason other than lawful defense. Firearms include ammunition. Self-defense chemical sprays and non-lethal electric devices designed solely for defensive purposes are not considered weapons. If defensive items are used in a threatening manner, they will be treated as prohibited weapons.

DISCIPLINARY ACTION:

Any violation of this policy by Department employees will be grounds for disciplinary action in accordance with disciplinary standards and disciplinary action provisions contained in Department **Procedure No. 250-012-011, Disciplinary Actions**. Violations by non-Department employees should be promptly reported to management or law enforcement authorities, as appropriate.



Secretary