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Department of Transportation

## PREVENTING VIOLENCE IN THE WORKPLACE

### AUTHORITY:

Sections 20.23(3)(a) and 334.048(3), Florida Statutes (F.S.)

### REFERENCES:

Section 110.1091, F.S.; Rule Chapter 60L-36, Florida Administrative Code (F.A.C.).

Topic No.: 001-250-011, Violence-Free Workplace Environment Policy

Procedure No. 250-012-011, Disciplinary Actions

### PURPOSE:

The purpose of this procedure is to define policies and procedures required to maintain a violence-free workplace by creating a business environment free of behavior which leads to violence, harassment, or abuse. It is also the purpose of this procedure to heighten awareness of domestic violence and to provide guidance for employees and management to address the occurrence of domestic violence and its effects in the workplace.

### SCOPE:

All Florida Department of Transportation (Department) employees, customers, vendors, contractors and any other persons present in the Department workplace.

## 1. COVERAGE FOR ALL EMPLOYEES

- 1.1 Any employee who violates the ***Violence-Free Workplace Environment Policy or Procedure*** will be subject to disciplinary action in accordance with conduct standards and disciplinary provisions contained in ***Rule 60L-36, F.A.C.*** Violations by non-Department employees should be promptly reported to management and law enforcement authorities, as appropriate.

- 1.2** Any employee who threatens, harasses, or abuses another in the workplace or while using state resources, such as work time, workplace phones, FAX machines, computers, tablets, mail, e-mail, social media or other means will be subject to disciplinary action in accordance with conduct standards and disciplinary provisions contained in **Rule 60L-36, F.A.C.**

## **2. BULLETIN BOARDS**

The Department will maintain and post on bulletin boards, the following resources available to all employees:

- (a) Executive Office of the Governor (EOG) Toll Free Hotline Number for domestic violence assistance: (800) 500-1119;
- (b) Telephone number and description of local domestic violence service centers;
- (c) Listing of local batterers' intervention programs for domestic violence;
- (d) Telephone number of the Employee Assistance Program provider;
- (e) Telephone number of local law enforcement authorities;
- (f) Department building security telephone number and location, if available;
- (g) Copy of Department's Violence-Free Workplace Policy Statement, Policy No. 001-250-011; and
- (h) Telephone number for Human Resources Office.

## **3. PRIVACY, CONFIDENTIALITY, AND RECORD KEEPING**

In compliance with **Section 110.1091, F.S.**, communication relative to an employee's participation in an EAP or equivalent program shall be confidential communication between all parties and all records of such participation shall be exempt from public disclosure pursuant to **Section 110.1091, F.S.** These records shall be filed in the employee's separate confidential medical file in the Human Resources Office.

## **4. REPORTING**

Supervisors and managers may use, as appropriate for the particular incident, one or more of the following channels to report abuse, harassment or threats of violence, including domestic violence concerns:

- (a) Human Resources Office;
- (b) Employee Assistance Program (EAP) provider;

(c) Florida Domestic Violence Hotline: 1-800-500-1119;

(d) Local law enforcement authorities; or

(e) 911.

## 5. RESPONSIBILITIES

Individual or Group	Responsibilities
Supervisors	<ul style="list-style-type: none"> <li>• Post the Violence-Free Workplace Environment Policy on official Department bulletin boards.</li> <li>• Refer employee to the EAP provider, when appropriate.</li> <li>• Treat any employee who is a victim of violence with sensitivity and any provided information with discretion (need to know), and, when appropriate, take action to change the workplace environment or activities to heighten security and safety for the victim and other employees.</li> <li>• Make every effort to grant leave with or without pay, adjust schedules or work assignments, when it is not unduly disruptive, to include time off for medical and legal assistance, court appearances, counseling, and relocation.</li> <li>• As appropriate, notify the District and/or Central Office Public Information Office when media questions or public information concerns arise.</li> <li>• Handle situations, using this procedure, as circumstances deem necessary and appropriate.</li> </ul>
Human Resources Office	<ul style="list-style-type: none"> <li>• Provide technical assistance and guidance to supervisors and managers, as required, when a potentially violent situation arises in a Department workplace.</li> <li>• Provide technical assistance and guidance to employees regarding questions and concerns about this policy and procedure.</li> <li>• Develop and deliver or coordinate the delivery of employee violence-free workplace training to all Department personnel.</li> <li>• Coordinate the statewide Employee Assistance Program (EAP).</li> <li>• Assist management with handling each situation as circumstances deem necessary and appropriate.</li> </ul>

## **6. DEPARTMENT TRAINING**

The Department will provide a mandatory violence-free workplace computer-based training program for all Department employees with special emphasis on workplace safety, the EAP Program, and responsibilities of employees and supervisors.

## **5. FORMS**

There are no forms required by this procedure.