

Meeting Date
April 28, 2015



AGENDA	
Section	Consent
Item No.	<i>II.D.5</i>

AGENDA REPORT
BREVARD COUNTY BOARD OF COUNTY COMMISSIONERS

SUBJECT:	Brevard County Policy BCC-05, Zero Tolerance for Workplace Violence
DEPT/OFFICE:	Human Resources Office

Requested Action:
 It is requested that the Board approve the continuation of BCC Policy – 05, Zero Tolerance for Workplace Violence.

Summary Explanation & Background:



BCC-31 (Sunset Review) requires all policies to be subjected to a review every three years to determine their relevance, appropriate department assignment, duplicitous, and to maintain current statutory law updates.

The Zero Tolerance for Workplace Violence policy was established in order to maintain a work environment free f rom violence, threats of violence, harassment, intimidation, and other disruptive behavior.

This policy was recently reviewed by the Employee Relations Section of Human Resources and it is recommended that this policy be continued.

Clerk to the Board Instructions:

Exhibits Attached: BCC-05 Policy with Strikeouts and underlines and clean copy.

Contract /Agreement (If attached): Reviewed by County Attorney		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	PR	<input type="checkbox"/>
County Manager		Assistant County Manager, Mel Scott		Department Director / Extension			
Stockton Whitten		Assistant County Manager, Venetta Valdengo		Frank Abbate Human Resources Director 			



Tammy Etheridge, Clerk to the Board, 400 South Street • P.O. Box 999, Titusville, Florida 32781-0999

Telephone: (321) 637-2001
Fax: (321) 264-6972

April 29, 2015

MEMORANDUM

TO: Stockton Whitten, County Manager

RE: Item II.D.5., Policy BCC-05 for Zero Tolerance for Workplace Violence

The Board of County Commissioners, in regular session on April 28, 2015, approved Policy BCC-05 regarding Zero Tolerance for Workplace Violence. Enclosed is the original Policy for your action.

Your continued cooperation is always appreciated.

Sincerely,

BOARD OF COUNTY COMMISSIONERS
SCOTT ELLIS, CLERK

Tammy Etheridge, Deputy Clerk

/af

Encl. (1)

cc: Human Resources Director



POLICY

TITLE: Zero Tolerance of Workplace Violence

NUMBER: BCC-05
CANCELS: 8/19/08
APPROVED: 04/28/15
ORIGINATOR: Human Resources
REVIEW: 04/28/2018

I. OBJECTIVE

To establish and maintain a work environment free from violence; threats of violence, harassment, intimidation, and other disruptive behavior. As a result, any threats or acts of violence made by or to an employee, against another person's life, health, well being, family or property will not be tolerated.

II. DEFINITIONS AND REFERENCES

- A. **Workplace:** includes any place, site, or vehicle owned and/or operated by Brevard County, or any place where and while a Brevard County employee is conducting County business.
- B. **Violence:** any act or instance of intentional physical harm or the threat of harm. The Board recognizes family violence, violence at work, and any other exposure to violence can affect an employee's work performance. The Board acknowledges all human relationships have the potential for conflict that may result in incidental or sustained violence. Violence may be a consequence of the actions of employees, supervisors, customers, clients, vendors, or any other person.

III. DIRECTIVES

- A. **EXPECTATIONS**
 - 1. All Brevard County managers, directors, supervisors, and employees are to treat each other, their customers and clients, and all others with courtesy, dignity, and respect. Violence, threats, harassment, physical or psychological intimidation, assault or physical abuse, vandalism, sabotage, arson, and any other disruptive behaviors in our workplace are not acceptable and will not be tolerated.
 - 2. No employee shall possess or use any weapon or firearm on Brevard County Property, or in Brevard County vehicles. The exception is law enforcement or security personnel engaged in official duties, training or activities; and for citizens and employees with legally owned firearms inside or locked to a privately owned motor vehicle in a parking lot, as provided by Florida Statute.
- B. **TRAINING:** Brevard County will conduct a workplace violence training program.
- C. **NON-RETALIATION:** This policy prohibits retaliation against any employee who brings complaints of violent or intimidating behavior, or who helps in investigating complaints; the employee will not be adversely affected in terms and conditions of employment, nor discriminated against, or discharged because of the complaint.

D. DISCIPLINE

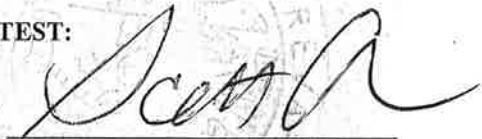
All managers have a responsibility to immediately intervene when any employee displays conduct which violates this policy. In situations where employee safety is at risk or the security of property is an issue, the supervisor, at his/her discretion and in accordance with Brevard County's disciplinary policies and procedures, may engage the assistance of law enforcement to remove the threatening employee.


Any employee deemed responsible for conduct that is prohibited by this policy is subject to disciplinary action appropriate to the specific incident, up to and including termination from employment, and civil or criminal penalties.

IV. RESERVATION OF AUTHORITY

The authority to issue and/or revise policies is reserved to the Board of County Commissioners.

ATTEST:



Scott Ellis, Clerk

Robin Fisher, Chairman
Brevard County, Florida
Board of County Commissioners

As approved by the Board on

04-28-15

POLICY

NUMBER: BCC-05
CANCELS: ~~July 28, 1998~~ 8/19/08
APPROVED: 8/19/08 04/28/15
ORIGINATOR: Human Resources
REVIEW: ~~8/19/2011~~ 04/28/2018

TITLE: Zero Tolerance of Workplace Violence

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| _____
Scott Ellis, Clerk
Chairman

~~Truman Searborough~~Robin Fisher,

Brevard County, Florida
Board of County Commissioners

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As approved by the Board on
8/28/0804/28/2015