



COUNTY OF CARROLL
OFFICE OF THE COMMISSIONERS

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Policy Title:	Workplace Violence Policy
Effective Date:	08/01/2012
Revision Date:	January 19, 2023
Reference(s):	

Purpose: Carroll County is concerned about the well-being and personal safety of its employees and anyone doing business with the County. Therefore, acts or threats of violence, whether expressed or implied, which involve or affect County personnel or which occur on County property will not be tolerated. Carroll County expressly prohibits any acts or threats of violence by any employee against another employee or other individuals in or about County premises or elsewhere at any time. The County also prohibits any acts or threats of violence by its vendors and/or suppliers, or the general public against County employees, MVC residents, or other individuals on County premises any time or while engaged in business with or on behalf of the County on or off the premises.

The stated purpose of this policy is to define violent and threatening behavior in the workplace and establish an effective process for identifying, preventing, reporting, and investigating violence and threats of violence in the workplace.

The prohibition against threats, bullying and acts of violence applies to all persons involved in the operation of the County, including but not limited to elected officials, employees, contract and temporary workers, vendors, and anyone in the care of the County or on County property.

Violations of this policy by any individual on County property is considered misconduct and will lead to disciplinary action up to and including termination of employment for employees, and direction to stay away from County property, and/or criminal prosecution for non-employees.

All reports of incidents will be taken seriously and will be addressed appropriately. The County will take appropriate action and/or steps necessary to protect employees in the workplace in cases where violent behavior or credible threat of violent behavior is directed at an employee or elected official.

Any elected official, employee, contract or temporary worker who applies for or obtains a protective or restraining order which lists County property locations as being protected areas **must** provide the Department of Human Resources with, a copy of the temporary protective or restraining order which was granted, and a copy of any permanent protective or restraining order.

Carroll County prohibits retaliation in any form against an individual who, in good faith, alleges or makes a report of violence or bullying, or who assists in the investigation of such a report. However, any individual who knowingly makes false allegations or reports of violence or bullying will be subject to prompt and appropriate disciplinary action up to and including termination of employment.

Definitions: For the purpose of this policy, the following definitions will apply as guidelines:

- A. Threats or acts of violence include conduct that is sufficiently severe, offensive, or intimidating enough to create a reasonable concern for fear of physical safety. Examples of workplace violence include but are not limited to:
 - 1. Hitting or shoving an individual;
 - 2. Threatening an individual or his/her family, friends, associates, or property with harm regardless of the relationship of the parties involved, or engaging in behavior that causes reasonable fear of harm;
 - 3. The intentional damage or destruction, or threat of damage or destruction of County property, or of an individual's personal property located on County property;
 - 4. The unintentional damage or destruction of County property or an individual's personal property through an act of violence;
 - 5. Harassing or threatening verbal, physical, written, or electronic communications, including but not limited to verbal statements, phone calls, emails, letters, faxes, website materials, diagrams or drawings, gestures, and any other form of communication that causes a reasonable fear or intimidation response in others;
 - 6. Threatening surveillance or stalking (defined as a pattern of conduct over time, however, short, which evidences a continuity of unwanted or intrusive purpose and includes physical presence, telephone calls, emails, and any other type of correspondence sent by any means);
 - 7. The suggestion or intimation that violence is appropriate;
 - 8. Domestic violence which includes a pattern of coercive tactics carried out by one intimate partner toward another with the goal of establishing and maintaining power and/or control over the victim;
 - 9. Unlawful possession or inappropriate use of a firearm or any other weapon/s;
 - 10. Any threats or acts of violence resulting in the conviction of an employee or agent of the County, or of an individual performing services for the County on a contractual or temporary basis, under any criminal code provision relating to violence or threats of violence which adversely affect the interests and goals of the County.
- B. Bullying is unreasonable behavior by an individual or group, directed toward an individual or group, that deliberately demeans, degrades, demoralizes, undermines, or humiliates, or which creates a risk to the health or safety of the individual or group. Examples of bullying include, but are not limited to:
 - 1. Abusive or offensive language, yelling, or swearing;
 - 2. Insults or unreasonable criticism or blame;

3. Creating or spreading rumor or innuendo;
4. Teasing about appearance, habits, associations/affiliations, or personal limitations;
5. Physical or verbal intimidation;
6. Deliberate exclusion or isolation of an individual or group from normal work interaction.

Violence and bullying also include all acts of harassment, including harassment that is based on an individual's sex, race, religion, gender, age or any other characteristic protected by federal, state, or local law.

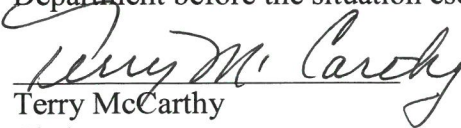
Procedure: Every employee has a duty to notify his/her immediate Supervisor, Department Head, or Human Resources of any threats or acts of violence, aggressive behavior, hostility, intimidation or bullying which he/she reasonably is a threat against another individual. Any individual who observes or becomes aware of workplace violence or bullying should immediately contact his or her supervisor, Department Head, or Human Resources for assistance. All suspicious individuals or activities should be reported as soon as possible.

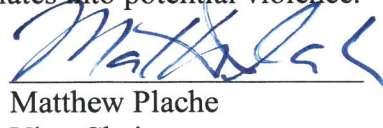
In the event a credible threat or actual act of violence occurs, all employees should remain calm and either activate their departmental panic button or call 911 for emergency assistance, and notify management. All staff should move to an area that reduces risk of contact with the potentially violent individual, if it is possible to do so safely.

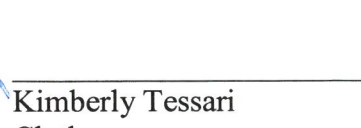
The County will promptly investigate all reports of workplace violence under this policy. The reporting and the information disclosed in the internal investigation will remain confidential to the extent possible, but may be disclosed on a need to know basis in order to thoroughly investigate and effectively resolve the matter. The identity of the individual making a report will be protected as much as is practical. In order to maintain workplace safety and the integrity of its investigation, the County may suspend employees, either with or without pay, pending the outcome of an investigation.

Any employee determined to be responsible for threats or actual incidents of violence, or other conduct that is in violation of these guidelines, will be subject to prompt disciplinary action up to and including termination of employment. The County will also take such responsive action as it deems necessary regarding threats made by elected officials, residents, visitors, vendors, and suppliers. Such action may include notifying the police or other law enforcement personnel and prosecuting violators of this policy to the maximum extent of the law.

Carroll County encourages all employees to bring their disputes or differences with other employees to the attention of their Supervisor or Department Head, or to the Human Resources Department before the situation escalates into potential violence.


Terry McCarthy
Chairman


Matthew Plache
Vice-Chairman


Kimberly Tessari
Clerk

Adopted: Jan 19 2023