

Official Policies and Procedures of the Utah State Office of Education and the Utah State Office of Rehabilitation	
Effective/Revision Date: 5/9/2011	Page: 1 of 3
Policy Title: Workplace/Domestic Violence	
Purpose: This policy has been written to help employees and supervisors recognize workplace violence, minimize current and future effects, and provide a follow-up process.	
Authority Reference: DHRM Rule	

POLICY

It is the policy of this agency to not tolerate any act of violence in the workplace. This agency will use prevention, early intervention, and awareness strategies to avoid or minimize occurrences. This agency may offer assistance to employees who are victims or perpetrators of violence.

Definitions:

Abuser is an adult who perpetrates a pattern of coercive tactics, which can include physical, psychological, sexual, economic, and emotional abuse against a cohabitant, with the goal of establishing and maintaining control over the victim.

Cohabitant is an emancipated person pursuant to 15-2-1 UCA or a person who is 16 years of age or older who:

- a. Is or was a spouse of the other party;
- b. Is or was living as if a spouse of the other party;
- c. Is related by blood or marriage to the other party;
- d. Has one or more children in common with the other party; or
- e. Resides or has resided in the same residence as the other party.

This does not include the relationship of a minor child to his/her parents (natural, adoptive or step) or the relationship of minor siblings to each other.

Domestic violence is a form of workplace violence and consists of a pattern of coercive tactics which can include physical, psychological, sexual, economic, and emotional abuse, perpetrated by one person against a cohabitant, with the goal of establishing and maintaining power and control over the victim.

Domestic violence service provider is an agency or a staff member of an agency that primarily or exclusively provides comprehensive services to victims of domestic violence, including residential programs, and/or provides non-residential services to victims of domestic violence.

Victim is the cohabitant against whom an abuser directs his/her coercive and violent acts.

Workplace is defined as agency offices, facilities, work sites, vehicle or places where agency work is being conducted.

Workplace violence is defined as any act of physical, verbal, or written aggression against an individual in the workplace. If done with the purpose of intimidation or threat, workplace violence may also include the destruction or abuse of property. Workplace violence is further defined as any violent act, situation, or incident perpetrated by an individual that:

- a. Threatens any person's safety on the job.
- b. Negatively affects any employee's physical, emotional or psychological well-being.
- c. Intentionally causes damage to state property, or to an employee's property while at work.

PROCEDURES

Compliance

USOE will offer assistance to victims of domestic violence. USOE will uphold valid orders of the court including orders of protection. Any Perpetrator (employee) who threatens, stalks, harasses, or abuses any person at the workplace or from the workplace will be subjected to corrective or disciplinary action pursuant to DHRM Rule R477-11. Perpetrators using any state resources such as state time, workplace telephones, fax machines, mail, email, or other means will be subject to disciplinary action pursuant to DHRM Rule R477-11. USOE will discipline workplace perpetrators of domestic violence as well as offer assistance to perpetrators, with the goal of prevention of future acts of domestic violence.

USOE will not tolerate acts of violence that include harassment of any employee or client while in any of its offices, facilities, work sites, vehicles, or while conducting state business. This includes, but is not limited to, any violent, aggressive or threatening behavior (physical or verbal) that results in physical injury or emotional distress, or otherwise places a person's safety or productivity at risk.

Victim Assistance

Any employee who identifies himself/herself as a victim of violence or stalking is to be treated with sensitivity and confidentiality by all employees.

Any employee who is or may be the victim of domestic violence or stalking and who needs assistance in this regard shall be encouraged to contact his/her supervisor or the HR Office so that appropriate measures may be taken regarding safety, security, and assistance.

An employee who declares himself/herself to be a victim of domestic violence may request maximum flexibility to arrange his/her work schedule in order to prevent lost wages when he/she needs to be absent from work for medical care, counseling, court

proceedings, legal consultation, or relocation as a result of being a victim of violence.

Perpetrator Assistance

Employees identified as perpetrators of violence are encouraged to request agency assistance either through their supervisor or the HR Office.

USOE will make a reasonable effort to grant leave time, with or without pay, or adjust the employee's work schedule for the purpose of allowing an employee to arrange for voluntarily attending an approved perpetrator treatment program.

Reporting

Reporting acts of violence is the responsibility of all employees. Anyone victimized by acts of violence in the workplace or any employee seeing or having knowledge of the commission of an act of violence should report it to his/her immediate supervisor, management, or the HR Office.

It is the responsibility of the official receiving a report of acts of violence in the workplace to take immediate steps to see to it that the actions cease or to seek assistance from management.