



OREGON YOUTH AUTHORITY

Policy Statement

Part 0 – Mission, Values, Principles



Subject:

Violence-free Workplace

Section – Policy Number:

0: Mission, Values, Principles - 5.0

Supersedes:

**0-5.0 (10/11)
0-5.0 (12/06)
I-C-7.2 (06/03)**

Effective Date:

02/01/2021

Date of Last Review:

04/28/2023

Related Standards and References:

- [ORS 278.120 \(Claims management\)](#)
- Department of Administrative Services, Human Resource Services Division (DAS-HRSD): 50.010.01 ([Discrimination and Harassment-Free Workplace](#)); 50.010.02 ([Violence-Free Workplace](#)); [50-010.04](#) (Workplace Effects of Domestic Violence, Sexual Assault, and Stalking)
- OR-OSHA Training: ([Training, Violence in the Workplace](#)) *Creating a Workplace Violence-Prevention Program*
- [OYA policy](#): 0-2.0 (Principles of Conduct)
0-3.0 (Harassment-free Workplace)
0-3.1 (Equal Opportunity and Affirmative Action)
0-6.0 (Weapons in the Workplace)
I-C-7.0 (Safety and Health Program)
I-C-7.1 (Emergency Action Plan; Business Continuity Plan)
II-B-1.1 (Use of Physical Intervention in OYA Facilities)
II-B-1.2 (Use of Time-out, Room-lock Other, Isolation, and Safety Programs in OYA Facilities)
III-A-8.0 (Use of Physical Intervention and Restraints in the Community)
- [OYA forms](#): YA 8300 (Incident/Accident/Hazard Report)

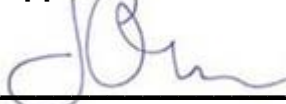
Related Procedures:

- None

Policy Owner:

Human Resources Manager

Approved:



Joseph O'Leary, Director

I. PURPOSE:

This policy provides guidelines for OYA staff in responding to violent or potentially violent behavior in the workplace by people other than youth. Also addressed are workplace effects of domestic violence, sexual assault, and stalking.

II. POLICY DEFINITIONS:

Workplace violence: Workplace violence includes, but is not limited to, any threat, intimidation, or other disruptive behavior that frightens staff. It includes

any form of treatment or behavior which, to a reasonable person, is hostile, abusive or offensive and is perceived as intent to cause physical or psychological harm or damage to property, including:

- oral or written statements, gestures, or expressions that communicate a direct or indirect threat;
- threatening or disruptive behavior; or
- behavior in any form that may lead to immediate danger of physical or emotional harm of individuals.

III. POLICY:

The foundational level of the Positive Human Development (PHD) culture at OYA is safety and security. In order to support this, OYA is committed to providing an emotionally safe, respectful environment free of intimidation, hostility, racism, discrimination, harassment, humiliation, isolation and other disruptive behaviors. Such protection applies to all people who work at or visit facilities or offices.

Another component of the PHD culture is high expectations and accountability. OYA has clear expectations that staff are responsible for maintaining a safe and healthy work environment and will not engage in any physical or emotional workplace violence. Preventing violence takes good observation skills, environmental awareness, willingness to report, and interest in workplace safety.

OYA recognizes that staff who work directly with youth are routinely exposed to risks of threatening or violent behavior. Staff response to potentially violent situations involving youth will be according to OYA policy specific to those situations (e.g., physical intervention and restraint).

IV. GENERAL STANDARDS:

- A. OYA will respond to all physical or emotional workplace violence.
 - 1. This policy applies to the interactions between:
 - a) Supervisors/managers and represented staff;
 - b) Co-workers; and
 - c) OYA staff and others not employed by OYA.
 - 2. Staff who participate in or retaliate against a person who reports workplace violence are subject to discipline up to and including dismissal.
- B. Staff are prohibited from carrying or otherwise having within their possession or control a weapon while on state duty or at any other time while in a state-owned or controlled building, office, vehicle, or on state property. See related OYA policy 0-6.0 Weapons in the Workplace.
- C. Staff who obtain a protective or restraining order that lists OYA locations as protected areas must provide a copy of the order to the Human Resources manager.

1. If both parties listed in the restraining order are staff, they are expected to comply with the order during the workday.
2. To the extent possible, OYA will maintain confidentiality regarding the privacy of the reporting staff and only will disclose the information as needed to conduct the investigation or when legally required.

D. Immediate threat

Immediate threat situations are those in which staff observe any form of behavior that may lead to immediate danger of physical or psychological harm. In those situations, staff will:

1. Assess the situation to determine whether it is safe to enlist the support of other persons on site or by calling 911;

When possible and without increased risk to persons, contact law enforcement (dial 911) if firearms or other weapons are present.
2. Remain calm and employ nonphysical skills to de-escalate aggressive behavior;
 - a) Staff will attempt to leave the situation, or isolate the violent person if doing so will not increase risk.
 - b) Staff will not take any action that will risk their own safety or the safety of others. However, staff may use physical force in self-defense or to defend a third person from imminent harm.
 - c) Staff will not attempt to restrain or forcibly evict a hostile or armed person from the premises.
3. When it is safe to do so, staff will notify others of the situation so others may avoid the area;
4. Refer to the worksite emergency plan for specific procedures relevant to the location.

E. Incident debriefs

Staff exposed to a violent incident or threat may be offered assistance through the Employee Support Plan (ESP). The ESP provides for staff wellbeing during and after major incidents and is designed to assist staff with their ability to process and cope with the effects of crisis, critical incidents or catastrophe.

1. ESP services available may include, but are not limited to support for staff and first responders; support for staff families; critical incident trauma response; and staff support training.

2. After the incident or threat, the supervisor will obtain a written statement, Incident/Accident/Hazard Report (YA 8300), from all persons who were involved in or witnessed the incident and conduct an incident debrief.
3. The debrief information will also be used to identify additional options to prevent or better respond to future similar events.
4. The supervisor must also remind staff of the statewide Employee Assistance Program that offers professional counseling.

F. Perceived threat

1. Any person who makes threats, exhibits threatening behavior, or engages in other disruptive behavior may be removed from OYA premises as quickly as safety permits and may be required to remain off the premises pending the outcome of any review.
2. When an allegation of threatening behavior is made, OYA will immediately investigate or request an investigation by the appropriate authority.
3. A review of the charges will be conducted for the protection of staff or individuals involved and OYA.
4. OYA will not tolerate any retaliation toward a staff who has reported threatening behavior or is cooperating in such an investigation.
5. Any person who observes or believes they have been subjected to any kind of disruptive behavior or conduct, or has witnessed or received information of such conduct will report immediately to their supervisor, any supervisor/manager, or Human Resources office. Staff may make anonymous reports. The report may include:
 - a) An explanation of the situation;
 - b) Identification of persons involved;
 - c) The date the action(s) occurred; and
 - d) The relief requested.
6. The supervisor/manager or Human Resources staff will review the alleged incident(s) and respond to the staff member with written confirmation of the review. If the review substantiates the incident, appropriate action will be initiated to prevent the identified behavior.

G. Preventative measures

1. OYA must post a copy of this policy on OYANet and its public website.

2. New staff receive an overview of this policy during New Employee Training/Advanced Academy.
3. All staff must complete an annual training on violence-free workplace.
4. OYA will respond to any workplace violence vulnerability or hazards identified by OR-OSHA during its routine inspections.

V. Workplace Effects of Domestic Violence, Sexual Assault, and Stalking

OYA must comply with DAS policy [50.010.04](#) (Workplace Effects of Domestic Violence, Sexual Assault, and Stalking). OYA promotes the use of early intervention strategies to avoid or minimize the occurrence and effects of domestic violence, sexual assault, or stalking in the workplace. OYA has a concern for staff wellbeing and recognizes that as an employer it has a unique opportunity to provide support and assistance. OYA can enhance staff security against domestic violence, sexual assault, and stalking while at work. It also can be an information and referral point to help staff connect with professional counseling and service organizations.

- A. Agency managers, supervisors, Human Resources staff and other agency staff must be provided training and information regarding domestic violence, sexual assault and stalking issues, according to DAS policy 50.010.04.
- B. Supervisors must ensure DAS policy [50.010.04](#) is provided to new staff at the start of their employment and annually thereafter.
- C. Staff may also obtain resource information by talking with a manager, supervisor, or Human Resources staff.

VI. LOCAL OPERATING PROTOCOL REQUIRED: NO