

<b>POLICY OF STATE OF DELAWARE DEPARTMENT OF CORRECTION</b>	<b>POLICY NUMBER</b> 9.17	<b>PAGE NUMBER</b> 1 of 1
	<b>RELATED ACA STANDARDS:</b> None	
<b>CHAPTER:</b> 9 HUMAN RESOURCES AND EMPLOYEE MANAGEMENT RELATIONS	<b>SUBJECT: VIOLENCE IN THE WORKPLACE</b>	
<b>APPROVED BY THE COMMISSIONER AND EFFECTIVE THIS DATE:</b>  4/2/15		
<b>APPROVED FOR PUBLIC RELEASE</b>		

- I. AUTHORITY:** 11 *Del. C.* §6506, §6517; 29 *Del. C.* §8903; State of Delaware Merit Rule 2.0; applicable State criminal statutes
- II. PURPOSE:** To establish guidelines for handling instances of employee and employee related acts of workplace violence.
- II. APPLICABILITY:** All Department employees, volunteers, persons or organizations conducting business with the Department.

**III. DEFINITIONS:**

**Violence:** Workplace violence includes use of a weapon against another employee, violent acts resulting in physical harm, fighting, altercations, disputes with violent overtones, (e.g. nose-to-nose arguments, graphic gestures), verbal and physical threats, intimidation and abuse of property.

- V. POLICY:** It is the policy of the Department of Correction that acts of violence, as defined above, between or among or involving employees will not be tolerated.

It is the responsibility of all Department managers and supervisors to be aware of, and deal with, any acts of violence in the workplace. Acts of workplace violence will be handled in accordance with Department disciplinary procedures, collective bargaining agreements, Merit Rules and applicable criminal statutes.

If employees feel they have been a victim of workplace violence, they should contact their immediate supervisor, if appropriate. Depending on the circumstances, the employee may bypass the chain of command and contact the Warden, Bureau Chief, Commissioner or the Human Resources Office directly.

This policy is not intended to address “horseplay”, which typically is characterized by joking or kidding around. Horseplay is not included because the perpetrator does not intend there to be a violent, destructive or injurious outcome.

It is the responsibility of Human Resources and the Employee Development Center to provide the training and other employee services in support of this Policy, including employee assistance, training in conflict resolution and post trauma services.

This Policy should be posted throughout the Department and communicated to all employees.