

<b>TITLE:</b>
Workplace Violence Prevention Policy
<b>ADOPTED BY BOARD OF HARBOR COMMISSIONERS:</b>
May 20, 2024
<b>EFFECTIVE DATE:</b>
This Administrative Policy is effective upon approval by the Board of Harbor Commissioners.
<b>SUPERSESION:</b>
This policy supersedes Administrative Policy # 512
<b>PURPOSE:</b>
<p>The purpose of this Workplace Violence Prevention Policy (Policy) is to create a safe and secure environment where employees feel protected from any form of violence or harassment. This involves increasing awareness among employees about recognizing and reporting potential signs of workplace violence, as well as establishing clear policies and procedures to prevent, address, and respond to incidents effectively.</p> <p>The associated Workplace Violence Prevention Program referenced below is based on and in adherence with the current language of California Senate Bill 553 and amendments to California Code of Civil Procedure Section 527.8, and Labor Code Sections 6401.7 and 6401.9 effective July 1, 2024.</p>
<b>POLICY:</b>
<p>Every Port of Hueneme employee shares the responsibility to create and maintain a safe working environment free from threats and violent behaviors. Any employee who witnesses, or is the recipient of violent conduct or behavior, or threat of violent conduct or behavior, must promptly inform their supervisor or report the incident to their supervisor or HR immediately.</p> <p>Violent behavior of any kind or threats of violence, either implied or direct, are prohibited on Port property, at company sponsored events, during virtual/online business-related activity, or at any other location while performing company business. Intimidation, harassment, or other threats of, or acts of violence by a Port employee will not be tolerated. Any employee violating this Policy or the Port’s Workplace Violent Prevention Program shall be subject to discipline, up to and including termination for the first offense and criminal prosecution. Violent threats or actions by a non-employee may result in criminal prosecution.</p> <p>The Port’s Human Resources will investigate all complaints filed by employees and investigate any possible violation of this Policy or the Port’s Workplace Violent Prevention Program of which is brought to the Port’s attention . The Port shall protect identity of the individual making a report to the degree legally possible. In order to maintain workplace safety and the integrity of its investigation, the Port may suspend employees suspected of committing workplace violence, either with or without pay, pending investigation. Retaliation against an employee who reports violent behavior or threats of violence to the Port, or law enforcement, is also prohibited.</p> <p>This Policy and the full Workplace Violence Prevention Program are available to all employees on the Port’s shared T drive, in the “Administrative Policies” folder. Employees may also request a copy from their supervisor.</p>
<b>RELATED POLICIES AND PROCEDURES:</b>
Workplace Violence Prevention Program