

# DAS Directive

Directive No. **HR-D-04**  
Effective Date: **09-01-2009**



To: All Appointing Authorities and Personnel Officers  
From: Hugh Quill, *Director of Administrative Services*  
Re: Workplace Violence Prevention Policy

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## PURPOSE

To establish uniform workplace violence prevention procedures and guidelines.

## GENERAL

The state of Ohio is committed to providing its employees a work environment that is safe, secure and free of harassment, threats, intimidation and violence. The state of Ohio recognizes that workplace violence is a growing problem that must be addressed and, therefore, adopts a zero tolerance policy for workplace violence, and encourages all state appointing authorities to adopt a zero tolerance policy which contains, at a minimum, the following elements:

1. A Statement of Purpose or Policy.
2. A Definition of Workplace Violence.
3. Examples of Prohibited Conduct and Warning Signs, Symptoms or Risk Factors.
4. Consequences of Policy Violation.
5. A Crisis Management Reporting System.
6. Employee Support and Counseling Referrals.

To assist appointing authorities in developing a workplace violence prevention policy, the workplace violence prevention policy of Administrative Services is attached as a model policy. Appointing authorities should also review and consider the state's policy regarding domestic violence in the workplace when developing their workplace violence prevention policies.

Consistent with the state's workplace violence and domestic violence prevention policies, threats or acts of physical violence including intimidation, harassment, abuse, control and/or coercion which involve or affect state employees or which occur on state property will not be tolerated. Threats or acts of violence include conduct against persons or property that is sufficiently severe, offensive or intimidating to alter the conditions of state employment or to create a hostile, abusive or intimidating work environment for one or more state employees.

The state's prohibition against threats and acts of violence applies to all persons, including but not limited to state employees, contract and temporary workers, consultants, college interns, student help and anyone else on state property. Violations will be subject to legal action as appropriate. Violation of this policy by a state employee may lead to disciplinary

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action up to and including termination in accordance with the applicable law, rule or collective bargaining agreement.

This directive supersedes any previously issued directive or policy and will remain effective until canceled or superseded.

## AUTHORITY & REFERENCE

ORC 124.04  
ORC 124.09  
ORC 124.34  
OAC 123:1-45-01