



State of Ohio Administrative Policy

Workplace Violence Prevention

No:
State Human Resources Division
HR-04

Effective:
July 15, 2021

Issued By:

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1.0 Purpose

To establish uniform workplace violence prevention procedures and guidelines.

2.0 Policy

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 elements listed in 2.1 below.

2.1 **Encouraged Policy Elements:** All state appointing authorities are encouraged to include the following elements in their policy:

- 2.1.1 A Statement of Purpose or Policy.
- 2.1.2 A Definition of Workplace Violence.
- 2.1.3 Examples of Prohibited Conduct and Warning Signs, Symptoms or Risk Factors.
- 2.1.4 Consequences of Policy Violation.
- 2.1.5 A Crisis Management Reporting System.
- 2.1.6 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 included as a resource in this policy 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 action up to and including termination in accordance with the applicable law, rule or collective bargaining agreement.

3.0 Authority

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

4.0 Revision History

Date	Description of Change
09/01/2009	Original policy.
07/15/2021	Reissued for housekeeping.

5.0 Inquiries

Direct inquiries about this policy to:

Labor Relations and Human Resources Policy
Office of Collective Bargaining
Ohio Department of Administrative Services
1602 West Broad Street
Columbus, Ohio 43223

614.752.5393 | DASHRD.HRPolicy@das.ohio.gov

State of Ohio Administrative Policies may be found online at www.das.ohio.gov/forStateAgencies/Policies.aspx

Appendix B - Resources

Document Name
DAS Workplace Violence Prevention Policy, https://das.ohio.gov/Portals/0/DASDivisions/HumanResources/Policy/pdf/500-08%20Workplace%20Domestic%20Violence%20Policy.pdf?ver=lrYGNmFDNIAAZbGPVDpiKQ%3d%3d