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## **PARDON AND PAROLE BOARD**

### **Policy 118 – Workplace Violence**

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#### **POLICY**

It is the policy of the Pardon and Parole Board (PPB) to maintain a safe and secure work environment. The safety and security of the agency’s employees, patrons, and property shall be a priority of all employees of the PPB. Violence, threats of violence, harassment, intimidation, and other disruptive behavior will not be tolerated. Such behavior can include oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm.

Employees should not ignore violence, threats of violence, harassment, intimidation, or other disruptive behavior. Employees should report any such incidents immediately to the supervisor, the Staff Attorney, the Deputy Director, or Executive Director when observed or experienced while on agency premises, regardless of whether the individual committing such behavior is an agency employee. Supervisors who receive such reports should seek advice immediately regarding investigating the incident and initiating appropriate action from the Staff Attorney, the Deputy Director and/or the Executive Director.

Individuals who commit such acts may be removed from the premises and may be subject to disciplinary action, criminal penalties, or both. All reports will be taken seriously and will be dealt with appropriately.

Employees who violate this policy are subject to disciplinary action, up to and including termination.

References: Title VII of the Civil Rights Act 1964, Age Discrimination Act of 1975, and Americans with Disabilities Act of 1990, Merit Rules, Oklahoma Self Defense Act, Title 21 § 1277

Established: June 13, 2016