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# AC Transit BOARD POLICY

Policy No. 185

Category: Administration

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## ZERO TOLERANCE FOR WORKPLACE VIOLENCE

AC Transit recognizes that violence in the workplace is a growing problem nationwide, necessitating a firm, considered response by employers. The costs of workplace violence are great, both in human and financial terms. Therefore, AC Transit has adopted this Zero Tolerance Policy for workplace violence.

The safety and security of AC Transit's employees are of vital importance. Acts or threats of physical violence, including intimidation, harassment and/or coercion, which involve or affect the District or which occur on AC Transit property will not be tolerated.

This prohibition against threats and acts of violence applies to all persons involved in District operations, including but not limited to, AC Transit Directors, officers, employees, contract and temporary workers and anyone on AC Transit premises or property. Violations of this policy will lead to disciplinary and/or legal action as appropriate.

District action may be required to prevent a threat from being carried out, a violent act from occurring or a life-threatening situation from developing. No existing AC Transit policy or procedure should be interpreted in a manner that precludes the District from carrying out this policy.

### DEFINITIONS

Workplace violence is defined as physical assault, threatening behavior, or verbal abuse which is sufficiently severe, offensive or intimidating to cause an individual to reasonably fear for his or her personal safety or the safety of his or her family, friends and/or property such that employment conditions are altered or a hostile, abusive or intimidating work environment is created.

AC Transit recognizes that workplace violence can occur on or off the premises of AC Transit and may involve District employees, individuals acting on behalf of the District, or non-employees.

Specific examples of conduct which may be considered threats or acts of violence under this policy include, but are not limited to the following:

- Assaultive behavior.

- Threatening physical or verbal conduct directed toward another individual.
- Threatening an individual or his/her family, friends, or associates with physical harm.
- The intentional destruction or threat of destruction of AC Transit's or another's property.
- Harassing or threatening telephone calls.
- Stalking/Surveillance.
- Veiled threats of physical harm or like intimidation.
- Carrying a dangerous or deadly weapon on the premises or property of AC Transit.
- Threats of violence toward an employee by a patron or bystander.

## REPORTING REQUIREMENTS

It is the responsibility of every person in the workplace to assist in the prevention of workplace violence. Early reporting of dangerous and potentially dangerous incidents will facilitate an effective investigation and response by AC Transit. Towards this end, every person must report incidents of workplace violence. (Every effort will ***be made to maintain confidentiality***).

Employees shall report to their immediate supervisor or to their department manager or superintendent all threats or acts of violence which occur on AC Transit premises which they experience, witness or of which they otherwise become aware.

Nothing in this policy alters any other reporting obligation established in other AC Transit policies or by state or federal law.

## IMPLEMENTATION

Any person who engages in threatening or violent action on AC Transit property will be removed from District premises as quickly as safety permits, and may be required, at AC Transit's discretion, to remain off AC Transit premises pending the outcome of an investigation into the incident. This policy will be implemented in a manner consistent with applicable collective bargaining agreements, where appropriate.

Any conduct that is in violation **of** any federal, state, or local statute or ordinance may be reported to the appropriate law enforcement agency and criminal prosecution sought. The District may impose discipline and/or require a fitness for duty examination of an employee whether or not a criminal charge has is deemed appropriate where there is sufficient cause for concern regarding the safety of co-workers or the public.