

California Workplace Violence Prevention Program



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Definitions:

Workplace Violence – is any act or threat of physical violence, harassment, intimidation, or other threatening disruptive behavior that occurs at the workplace.

Emergency - Unanticipated circumstances that can be life threatening or pose a risk of significant injuries to employees or other persons.

Log - The violent incident log required by LC section 6401.9.

Plan - The workplace violence prevention plan required by LC section 6401.9.

Threat of violence - Any verbal or written statement, including, but not limited to, texts, electronic messages, social media messages, or other online posts, or any behavioral or physical conduct, that conveys an intent, or that is reasonably perceived to convey an intent, to cause physical harm or to place someone in fear of physical harm, and that serves no legitimate purpose.

Workplace violence includes, but is not limited to, the following:

The following four workplace violence types:

Type 1 violence - Workplace violence committed by a person who has no legitimate business at the worksite, and includes violent acts by anyone who enters the workplace or approaches employees with the intent to commit a crime.

Type 2 violence - Workplace violence directed at employees by customers, clients, patients, students, inmates, or visitors.

Type 3 violence - Workplace violence against an employee by a present or former employee, supervisor, or manager.

Type 4 violence - Workplace violence committed in the workplace by a person who does not work there, but has or is known to have had a personal relationship with an employee.

Workplace violence does not include lawful acts of self-defense or defense of others.

Work practice controls - Procedures and rules which are used to effectively reduce workplace violence hazards.

Purpose and Responsibilities:

The purpose of the Workplace Violence Prevention Plan (WVPP) is to have a clearly understood, accessible, and actionable policy to respond quickly to episodes of workplace violence. California Senate Bill 553 requires California workplaces to have a policy in place to address the rising episodes of violence occurring at the worksite.

The WVPP administrator, Human Resource Department, has the authority and responsibility for implementing the provisions of this plan for Granicus.

Training & Compliance:

All employees, including managers and supervisors, will have training and instruction on general and job-specific workplace violence practices. These sessions could involve presentations, discussions, and practical exercises through our online learning platform.

Training and instruction will be provided as follows:

- When the WVPP is first established.
- Provide retraining to employees whose safety performance is deficient.
- Annually to ensure all employees understand and comply with the plan.
- Whenever a new or previously unrecognized workplace violence hazard has been identified and when changes are made to the plan.

Annual completion of education and training by all city employees is required to re-enforce best practices for violence prevention. All workers will follow all workplace security directives, policies, and procedures, and assist in maintaining a safe work environment. Failure to comply with the Workplace Violence Prevention Plan (WVPP) and/or the policy prohibiting employee violence in the workplace may result in discipline up to and including termination and criminal prosecution.

[US Policies - Human Resources - Confluence \(granicus.com\)](https://www.granicus.com/policies/human-resources-confluence)

Communication:

We recognize that open, two-way communication between our management team and employees, about workplace violence issues is essential to a safe and productive workplace. The following communication practices are designed to facilitate a continuous flow of workplace violence prevention information between management and employee in a form that is readily understandable by all employees, and consists of one or more of the following:

- All new and existing employees will receive workplace violence prevention training and policies through our online learning platform. [Granicus Learning Hub Link](#)
- Effective communication between employees and supervisors about workplace violence prevention and violence concerns.
- How employees can report a violent incident, threat, or other workplace violence concern to employer or law enforcement without fear of reprisal or adverse action.

Incident Reporting Procedure:

Employees and managers, once aware of violence, are encouraged to report any threats of acts of workplace violence within 24 hours from time of knowledge of the incident. Employees must be able to inform management about workplace hazards or threats of violence without fear of reprisal or adverse action. Reports can be made to any Granicus manager, HR Business Partner, member of the HR leadership team, or through NAVEX Ethics Point anonymous reporting. Reports should be provided in writing to facilitate the investigation process.

Where to submit a Report immediately or within 24 hours of the incident:

- Email Manager directly.

- Human Resource Department at HR@Granicus.com
- NAVEX Reporting Hotline: <https://secure.ethicspoint.com/domain/media/en/gui/75510/index.html>
US & CAN Phone Number: 1-833-547-0144
- Managers: Complete the Workplace Violence Incident Report – [Incident Report Form](#)

Managers who become aware of any reports or alleged incidents of possible workplace violence are required to immediately report these directly to Human Resources by completing the [Incident Report form](#).

Correction:

Workplace violence hazards will be evaluated and corrected in a timely manner. Granicus will implement the following effective procedures to correct workplace violence hazards that are identified:

- If an imminent workplace violence hazard exists that cannot be immediately abated without endangering employee(s), all exposed employee(s) will be removed from the situation except those necessary to correct the existing condition. Employees necessary to correct the hazardous condition will be provided with the necessary protection.
- All corrective actions taken will be documented and dated on the appropriate forms.

Post Incident Response and Investigation:

After a workplace incident, the WVPP administrator or their designee will implement the following post-incident procedures:

- Interview involved parties, such as employees, witnesses, law enforcement, and/or security personnel.
- Examine the workplace for security risk factors associated with the incident, including any previous reports of inappropriate behavior by the perpetrator *if applicable*.
- Determine the cause of the incident.
- Take corrective action to prevent similar incidents from occurring.
- Record the findings and ensure corrective actions are taken.
- Obtain any reports completed by law enforcement.
- The violent incident log will be used for every workplace violence incident and will include information.

No personal identifying information is recorded or documented in the written investigation report. This includes information which would reveal identification of any person involved in a violent incident, such as the person's name, address, electronic mail address, telephone number, social security number, or other information that, alone or in combination with other publicly available information, reveals the person's identity.

Employee Access to Workplace Violation Prevention Plan:

Granicus ensures that the WVPP plan shall be in writing and shall be available and easily accessible to employees, authorized employee representatives through the company intranet; [US Policies](#)

Recordkeeping:

Granicus will:

- Create and maintain records of workplace violence hazard identification, evaluation, and correction, for a minimum of five (5) years.
- Create and maintain training records for a minimum of one (1) year and include the following:
 - Training dates.
 - Contents or a summary of the training sessions.
 - Granicus Learning Hub
 - California Workplace Violence Prevention Training
 - Names and job titles of all persons attending the training sessions.
- Maintain violent incident logs for minimum of five (5) years.
- Maintain records of workplace violence incident investigations for a minimum of five (5) years.
- All records of workplace violence hazard identification, evaluation, and correction; training, incident logs and workplace violence incident investigations required by [LC section 6401.9\(f\)](#), shall be made available to Cal/OSHA

upon request for examination and copying.

Employee access to records:

The following records shall be made available to employees and their representatives, upon request and without cost, for examination and copying within **15 calendar days of a request**:

- Records of workplace violence hazard identification, evaluation, and correction.
- Training records.
- Violent incident logs.



California Workplace Violent Incident Report

Violent Incident Report Instructions:

The **manager** receiving a report of workplace violence **must complete this form** with as much detail as possible to support an investigation. The original report must be forwarded through all appropriate levels of supervision to Human Resources. HR must maintain the original form. The manager can use this paper form or complete the [form online](#).

Employee Information

Reporting Employee: _____

Affected Employee(s): _____

Affected Employee(s) Job Title(s): _____

Department: _____

Facility Address: _____

Incident Information

Date incident occurred: _____

Time incident occurred: _____

Specific address and detailed description of description where incident occurred (i.e. empty hallway, warehouse bathroom):

Definitions of Violent Incident Types

- Type I violence: workplace violence committed by a person who has no legitimate business at the worksite and includes violent acts by anyone who enters the workplace or approaches workers with the intent to commit a crime.
- Type II violence: workplace violence directed at employees by customers, clients, patients, students, inmates, or visitors.
- Type III violence: workplace violence against an employee by a present or former employee, supervisor, or manager.
- Type IV violence: workplace violence committed in the workplace by a person who does not work there but has or is known to have had a personal relationship with an employee.

Checklist of Questions to Answer After a Violent Incident

1. Which type of person threatened or assaulted the employee(s)?

Type I: Stranger Thief/Suspect Other

Type II: Client/Customer Passenger Person in Custody Patient Visitor

Type III: Current Co-worker Former Co-worker Supervisor/ Manager

Type IV: Current Spouse or Partner Former Spouse or Partner Employee's Friend

Employee's Relative Family/friend of client or patient

2. What type of violent incident occurred (check all that apply)?

Verbally harassed Verbally Threatened Physically Assaulted Punched

Slapped Grabbed Pushed Choked Kicked Bitten

Hit with Object Threatened with Weapon Assaulted with Weapon Animal Attack

Other (Describe): _____

3. Was a weapon used? Yes No Describe the incident:

4. Was/were the employee(s) working alone? Yes No If not, who was/were with the employee(s) that may have witnessed the incident?

5. Were there threats made before the incident occurred? Yes No If yes, was it ever reported to the employee's supervisor or manager that the employee(s) was/were threatened, harassed, or was/were suspicious that the attacker may become violent?

6. Are you willing to testify against the Respondent in Court to obtain a restraining order? Yes No

Reporter Information

Report Completed By: _____

Department/Job Title: _____

Date: _____ Phone number: _____

Email: _____



California Violent Incident Investigation Form

The HR Department will complete the investigation into the violent incident. Further investigation and resolution of the incident is expected within seven (7) days and submitting a copy of the completed investigation. Investigation Form can also be submitted online through this link – [California Violent Incident Investigation Form](#)

Incident Analysis To be completed by HR Professional:

Has this type of incident occurred before at the workplace? Yes No

What were the main factors that contributed to the incident?

What could have prevented or at least minimized the damage caused by this incident?

Post-Incident Response

- Yes No Did the employee(s) require medical attention as a result of the incident?
- Yes No Did the employee(s) miss work as a result of the incident?
- Yes No Did the employee(s) apply for workers' compensation?
- Yes No Was security contacted?
- Yes No Was building facilities contacted?
- Yes No Was immediate counseling provided to affected workers and witnesses?
- Yes No Was critical incident debriefing provided to all affected staff who desired it?
- Yes No Was post-trauma counseling provided to affected staff who desired it?
- Yes No Was all counseling provided by a professional counselor?

Has there been follow-up with the Employee(s)? Yes No

Is this a recurring event? Yes No

Are there modifications to be made to WVPP to reflect updated practices? Yes No

Describe updates to WVPP _____

Investigation completed by: _____

Department/Job Title: _____

Date: _____ Phone number: _____

Email: _____



California Violent Incident Log and Instructions

Every workplace violence incident is reported and recorded in a violent incident log. Any element of personal identifying information sufficient to allow identification of any person involved in a violent incident will **NOT** be recorded. Such personal identifying information includes the person's name, address, electronic mail address, telephone number, social security number, or other information that, alone or in combination with other publicly available information, could reveal the person's identity.

Upon receipt of report, HR assigns a number system for tracking including date of report, Department, initials of who completed the log entry, without including employee name. Tracking and trending should include date, time and location, violence type, type of assault, and incident detailed description.

Departments are expected to review the data at least quarterly and make improvements to prevent further incidents.

Log #	Person who completed the Log	Incident Date	Incident time	Type of Violence (1, 2,3,4)	Incident Type (Verbal or Physical)	Police Notified Y/N