

**GOVERNING BOARD POLICY**  
*Mojave Desert Air Quality Management District*

Policy No: 97-1  
Effective Date: January 27, 1997

Adopted: January 27, 1997  
Amended:

/s/  
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Larry Bowden, Chair

Last Review: January 26, 2015

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**SUBJECT: VIOLENCE AND THREATS IN THE WORKPLACE B ZERO  
TOLERANCE**

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**POLICY:**

It is the policy of the Governing Board of the Mojave Desert Air Quality Management District (District) to provide safe working conditions for its employees through the establishment and implementation of an Occupational Illness and Injury Prevention Program Policy 96-5). In addition, it is the policy of the District to establish and implement a Zero Tolerance Standard with regard to threats and violent behavior in the workplace.

**AMPLIFICATION OF POLICY:**

A. Policy Objectives

The objective of the Zero Tolerance Standard with regard to threats and violent behavior in the workplace as follows:

1. To assure that all workplace threats and violent behavior are addressed promptly.
2. To ensure that the District is in full compliance with the requirement to establish and implement a comprehensive Occupational Illness and Injury Prevention Program as required by Title 8, California Code of Regulations 3203 and District Policy 96-5.

B. Zero Tolerance Standard

The District will not tolerate any threats and/or violent behavior whether direct, indirect, actual or implied, from any person and directed toward any person which occurs at any District facility or in connection with the conduct of District business without regard to location.

The Zero Tolerance Standard with regard to threats and/or violent behavior shall include, but not be limited to, the development by the Air Pollution Control Officer of a Standard Practice which contains the following elements:

1. Procedures for reporting behavior which constitutes threats and/or violent behavior to designated person(s).
2. Procedures regarding security measures to be implemented in case of a report of threats and/or violent behavior.
3. Procedures for documenting and investigating reports of threats and/or violent behavior.
4. Description of corrective action which will be taken against any employee engaging in threatening and/or violent behavior.
5. Procedures specifying that, except as specifically permitted, employees are prohibited from possessing or using defensive weapons during the course of District employment.
6. Provide for training to employees regarding this policy under the Occupational Illness and Injury Prevention Program.