

**OFFICE OF COURT ADMINISTRATION**  
**Workplace Violence Prevention**

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# **Office of Court Administration**

## **WORKPLACE VIOLENCE PREVENTION POLICY**

The Office of Court Administration (OCA) seeks to provide a safe work environment. OCA has adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during business hours or on its premises. This policy applies to all full-time and part-time, active employees, independent contractors, temporary workers supplied by staffing companies, contract company workers and consultants (“OCA workers”).

Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited from the premises of OCA. Fighting, “horseplay” or other conduct that may be dangerous to others and conduct that threatens, intimidates, or coerces an OCA worker or customer or a member of the public will not be tolerated. All threats of (or actual) workplace violence, whether direct or indirect, and from any source, should be reported as soon as possible to an immediate supervisor, Human Resources or any other member of management. All suspicious individuals or activities should also be reported as soon as possible.

OCA will investigate all reports of threats of (or actual) violence and of suspicious individuals or activities, and will protect the identity of the OCA individual making a report as much as is practical. Anyone determined to be in violation of this policy will be subject to prompt disciplinary action up to and including termination of employment. Retaliation against any employee for reporting alleged violations of this policy will not be tolerated and such retaliation is also subject to prompt disciplinary action up to and including termination.