



TACOMA HOUSING AUTHORITY

Policy No.	HR-40.05
Policy	Workplace Violence and Domestic Violence
Date	October 26, 2009

1. Purpose

- ▶ *To help fulfill THA's obligation to provide a safe and healthy workplace to all its staff and to its visitors, free from violence, the threat of violence and domestic violence;*
- ▶ *To help prevent anyone from using THA's facilities or equipment to commit or threaten violence or domestic violence against anyone else;*
- ▶ *To offer appropriate and available protection, assistance, and referrals to victims of violence or domestic violence, and assistance and referrals to perpetrators of domestic violence who seek to control their conduct.*

2. Sources for Policy

- ▶ Washington Industrial Safety and Health Act, RCW 49.17.060; Chap. 296-800 WAC

3. Scope of Policy

This policy applies to all THA staff.

4. Who is Responsible for Implementing Policy

Who	Responsibilities
<i>All staff</i>	<ul style="list-style-type: none"> ▶ refrain from violence or threats of violence. ▶ report any violence or threats of violence that violate this policy.
<i>All supervisors</i>	<ul style="list-style-type: none"> ▶ make clear to their staff that THA is intent on keeping them safe and for that purpose will respond seriously to all reports of violence, threat of violence and domestic violence that violates this policy; ▶ respond promptly to reports of policy violations.
<i>Human Resources Dept.</i>	<ul style="list-style-type: none"> ▶ investigate all reports of policy violations ▶ coordinate assistance to victims of violence or domestic violence and referrals for perpetrators who seek assistance to control their behavior.

5. Definitions

<i>Domestic Violence</i>	Abusive or controlling behavior, either physical, sexual, financial or psychological, intended to establish and maintain control over a family member or domestic partner.
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6. Forms Associated with this Policy

No entry.	
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7. Policy

7.1 Prohibition

All employees should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, "horseplay," or other conduct that may be dangerous to others or that may threaten others.

Violence, the threat of violence and domestic violence are strictly prohibited (i) at or from any THA workplaces or using any THA facility or equipment, (ii) when doing THA business or (iii) against any other THA staff, commissioners, visitors, tenants, clients, business partners, and family members or domestic partners of THA staff, or against THA property even if committed on personal time or without using any THA resources or facilities.

Prohibited conduct includes but is not necessarily limited to the following:

- (a) Intentional use of physical force against another person or against the property of another person or against THA;
- (b) Speech or physical gestures or actions that a reasonable person would understand as a threat of violence;
- (e) Engaging in behavior that subjects another individual to emotional distress;
- (h) Possessing, brandishing, or using a weapon while on THA premises or engaged in THA business;
- (i) Damaging property intentionally; and
- (j) Committing injurious acts motivated by, or related to, domestic violence or sexual harassment.

7.2 Assistance for Domestic Violence

THA encourages reports and requests for assistance from any staff person who is suffering from domestic violence, from any person suffering domestic violence at the hands of a THA staff person, and from perpetrators of domestic violence who seek help to control their behavior.

THA will offer appropriate and available assistance and protection, including referrals to THA's Employee's Assistance Program (where applicable), emergency shelter, and law enforcement and legal assistance and treatment.

7.3 Confidentiality

THA shall keep all information relating to a report of violence confidential as it pertains to the victim or alleged victim, subject to disclosure necessary for purposes of investigation, discipline, or cooperation with police and legal authorities.