

# **POLICY MANUAL**

## **HUMAN RESOURCES POLICIES**

### **WORKPLACE VIOLENCE POLICY**

#### **PURPOSE:**

The purpose of this policy is to establish a ZERO tolerance for workplace violence at the Mississippi Lottery Corporation (“MLC”).

The MLC will seek to identify and to correct, through the discipline process, patterns of aggressive behavior before they lead to workplace violence. An employee who causes or contributes to a violent workplace confrontation (other than by necessary self-defense) should expect to be dismissed.

#### **DEFINITIONS:**

“Aggressive” - Any conduct that would cause a reasonable person toward whom it is directed to fear for his or her safety;

“Violent Behavior or Conduct” – (a) Any willful destruction of property (other than in the normal course of business); or (b) Any attempt to injure a person employed by or engaged in business with the MLC;

“Threat” – Any communication of intent to engage in violent behavior or conduct;

“Weapon” - Any type of firearm or explosive device and any other item or substance (knife, pepper spray, for example) that is displayed, brandished or handled in an aggressive manner.

#### **RESPONSIBILITIES:**

President: The President shall provide overall support and oversight of this policy.

MLC Security Department (“Security”): Security shall conduct the criminal record checks required by the Lottery Law. Clearance will be an express condition of employment.

Human Resources Department (“HR”): HR shall conduct employment reference checks and financial background reviews of all prospective employees prior to an offer of employment being made. HR shall document any reference check indicating a prior history of workplace or domestic violence. HR shall ensure that prospective employees are made aware that all offers of employment are conditioned on the candidate successfully passing a drug test.

Management Response Team (“MRT”): The MRT shall include the Senior Vice President team, the Vice President of Human Resources, and the Director of Security. The purpose of the team is to respond immediately to potential problems involving threats of workplace violence; to make recommendations on the prevention of such problems to the President; to develop employee training programs on threat identification, prevention and response; and to develop procedures to effectuate the terms and conditions of this policy.

**Employees:** All employees shall assist in ensuring the security of the workplace by complying with all access procedures and notifying Security of any attempts to defeat or to bypass the MLC's security system, or the presence of unauthorized persons or any other hazards. Employees are expected to conduct themselves in a manner conducive to positive relationships and effective teamwork. Employees are prohibited from bringing weapons into the workplace, transporting them in MLC vehicles, or taking them when calling upon customers. This includes employees who have Mississippi Concealed Carry Firearm Permits.

**Visitors:** All visitors to MLC facilities are expected to conduct themselves in a civil manner. Aggressive behavior or conduct will not be tolerated. Visitors may not bring weapons into MLC facilities—excluding law enforcement officers and MLC security staff authorized to do so in the official performance of their duties.

**REPORTING:**

- A. HR shall ensure that procedures for reporting violence, threats, or threatening behavior are posted in all break rooms.
- B. All employees shall be encouraged to notify their supervisor or the Vice President of HR of any known or potential for violence in the workplace. Employees should be aware of and recognize behavior patterns that may be early warning signals of potentially aggressive or violent behavior. Such behavior or conduct may include but is not limited to; verbal or written threats, action to intimidate or instill fear and bizarre or obsessive behavior. Confidentiality will be maintained to the extent consistent with the need to protect potential victims. If a problem requires immediate action, the employee should contact Security for assistance. In emergency situations, employees should contact the local police immediately, as well as Security. In an emergency, Security shall act promptly to eliminate the risk of violence, including the immediate removal of the perpetrator if warranted. Assistance may be requested from the applicable local police department. All reasonable efforts will always be made to maintain peace and order.
- C. Supervisors shall notify the Vice President of HR and the supervisor's department head of any known or potential threat of violence. The Vice President of HR shall immediately report this information to the President. If a problem requires immediate action, the supervisor should contact Security for assistance.