


Effective August 4, 2014

Approved by

  
Allyson Brooks, Director, State Historic Preservation Officer

**Application** This policy is adopted in accordance with [Chapter 49.76 RCW](#) and the Governor's [Executive Order 96-05](#) and applies to all the **Department of Archaeology & Historic Preservation (DAHP)** employees regardless of appointment type.

### Purpose

The Department of Archaeology & Historic Preservation (DAHP) seeks to provide a work environment free from violence or threats of violence against its employees, volunteers, contract staff, clients, customers, and visitors.

### Definitions

For purposes of this policy, workplace violence is defined as a single behavior or series of behaviors which constitute actual or potential assault, battery, harassment, intimidation, threats or similar actions, attempted destruction or threats to agency or personal property which occur at an agency workplace, worksite, vehicle or while an individual is engaged in agency business.

### Policy Statement

All individuals conducting business while representing **DAHP** are expected to conduct themselves in a professional manner. **DAHP** prohibits the display or communication of any violent, harassing, stalking or threatening behavior, verbal or physical, that may result in physical or emotional injury or otherwise place one's safety and productivity at risk.

The possession of weapons in the workplace is also prohibited. Also prohibited is the use of commonplace objects as weapons.

Any staff member who uses state resources, including but not limited to work time, telephones, fax machines, mail, email or other means of communication, to threaten, harass or abuse someone at the workplace or from the workplace, may be subject to corrective or disciplinary action up to and including dismissal.

If necessary, any person who is suspected of engaging in threatening, harassing or violent behavior, which may jeopardize workplace safety will be removed from the property as quickly as safety permits. The individual, if an employee, may also be placed on paid leave or

restricted to working from home pending the outcome of an investigation into the incident. Other individuals may be asked to stay away from the agency premises.

Employees who are perpetrators of domestic violence are encouraged to seek assistance. **DAHP** will provide information regarding counseling and certified treatment resources and make work schedule arrangements so the employee can receive such assistance.

### **Reporting Procedure**

**DAHP** employees are responsible for notifying the agency director of any threats or behaviors they regard as harassing, intimidating or violent that they have witnessed, received or have been notified of when that behavior is job related or might be carried out at an agency worksite or is connected to agency employment. This includes information and behaviors related to domestic violence. Employees are responsible for making this report regardless of the relationship between the individual who initiated the threat or threatening behavior and the person or persons who were threatened or were the focus of the threatening behavior. If the agency director is not available, personnel should report the threat to their supervisor or another member of the management team.

### **Protective or Restraining Orders**

All individuals who apply for and obtain a protective or restraining order, which lists **DAHP** locations or worksites as being protected areas, must provide the Director a copy of the petition and order. The Director may provide a copy of the order to the Department of Enterprise Services (DES) Human Resources (HR) consultant. Also, this information will be shared on a need-to-know basis to ensure the safety and protection of the agency employee(s) and those doing business with the agency. Protective orders issued as a result of domestic violence will be shared only as provided under RCW 49.76.040.

### **Workplace and Domestic Violence**

The **DAHP** recognizes the impact of domestic violence in the workplace. Domestic violence is abusive or harassing behavior that is physical, sexual, psychological or economical, and is intended to establish and maintain control by a family or household member over another current or former family or household member. "Family or household member" means spouses, registered domestic partners, former spouses, former registered domestic partners, persons who have a child in common regardless of whether they have been married or have lived together at any time, adult persons related by blood or marriage, adult persons who are presently residing together or who have resided together in the past, persons sixteen years of age or older who are presently residing together or who have resided together in the past and who have or have had a dating relationship, and persons who have a biological or legal parent-child relationship, including stepparents, stepchildren, grandparents, and grandchildren.

**DAHP** is committed to making assistance available to employees involved in domestic violence. This assistance may include: confidential means for coming forward for help, resource and referral information, special considerations at the workplace for employee

safety, work schedule adjustments or leave necessary to obtain medical, counseling or legal assistance, and workplace relocation if available. In responding to domestic violence, **DAHP** will maintain an appropriate level of confidentiality.

### **Leave Options for Employees Experiencing Threats of Violence**

In accordance with RCW 49.76, if an employee needs to be absent from work due to domestic violence against the employee or a family member, the length of the absence will be determined by the individual's situation through collaboration with the employee, the employee's supervisor, and the designated Department of Enterprise Services (DES) Human Resource (HR) Consultant. The following forms of leave may be allowed e.g., personal holiday, vacation, sick, compensatory time, leave without pay, and shared leave. **DAHP** may ask that the employee's request for leave be supported by verification for one of the purposes described in RCW 49.76.030. Verification must be provided in a timely manner. In the event of emergency or unforeseen circumstances, verification must be provided to the employer within a reasonable time period during or after the leave.

An employee may satisfy the verification requirement by providing **DAHP** with one or more of the following:

- A police report indicating that the employee or employee's family member was a victim of domestic violence, sexual assault or stalking.
- A court order protecting or separating the employee or employee's family member from the perpetrator of the act of domestic violence, sexual assault or stalking.
- Other evidence from the court or the prosecuting attorney that the employee or employee's family member appeared or is scheduled to appear in court in connection with an incident of domestic violence, sexual assault or stalking.
- Documentation that the employee or the employee's family member is a victim of domestic violence, sexual assault or stalking from any of the following persons from whom the employee or employee's family member sought assistance in addressing the domestic violence, sexual assault or stalking: an advocate for victims of domestic violence, sexual assault or stalking; an attorney; a member of the clergy; a medical doctor, or other professional.
- An employee's written statement that the employee or the employee's family member is a victim of domestic violence, sexual assault or stalking and that the leave taken was for one of the purposes described in RCW 49.76.030.

No employee will be penalized or disciplined solely for being a victim of domestic violence.

**DAHP** shall maintain the confidentiality of all information provided by the employee, including the fact that the employee or employee's family member is a victim of domestic violence, sexual assault or stalking, that the employee has requested or obtained leave due to domestic violence, sexual assault or stalking, and any written or oral statement, documentation, record or corroborating evidence provided by the employee.

Information given by an employee may be disclosed by the **DAHP** only if:

- Requested or consented to by the employee.
- Ordered by a court or administrative agency.
- Otherwise required by applicable federal or state law.

**Primary roles and responsibilities for Reporting Workplace and Domestic Violence within DAHP.**

Role	Responsibilities
<b>Employee</b>	<ul style="list-style-type: none"> <li>• Notify supervisor or agency management of situations regarding domestic and workplace violence if it jeopardizes their safety or the safety of the workplace, and when changes in work schedule, location or leave are necessary.</li> <li>• Follow agency policy regarding requests for leave, if possible. If emergency situations require immediate leave, notify the agency as soon as possible, but within 24 hours of the start of the absence.</li> <li>• If you obtain a restraining order that includes the <b>DAHP</b>, keep a copy on hand at all times. Consider providing a copy to the police, supervisor, security, agency director or the Department of Enterprise Services (DES) Small Agency HR Services Primary Consultant (PC).</li> <li>• Work with DES Employee Assistance Program (EAP) professionals or external professionals with development of a safety plan.</li> <li>• Recommend providing a picture of the perpetrator to reception areas or security personnel.</li> <li>• Identify an emergency contact person should DAHP be unable to contact the victim.</li> <li>• If an absence is required, maintain contact with your supervisor, DAHP Director, or the DES Small Agency HR Services Primary Consultant (PC).</li> </ul>
<b>Agency</b>	<ul style="list-style-type: none"> <li>• Consider removal of the employee's name from automated phone directories.</li> <li>• Limit information about employees. Information that would help locate a victim or indicates a time of return should not be provided.</li> <li>• Consider if possible, relocating the employee's workspace to a more secure area or another site.</li> <li>• Have trained EAP professionals or external professionals available to assist the employee with development of a safety plan.</li> </ul>
<b>Supervisor</b>	<ul style="list-style-type: none"> <li>• Work with the employee if alternate work schedule, work location or leave is required.</li> <li>• Information regarding domestic violence, sexual assault or stalking must be kept confidential.</li> </ul>

<b>DES PC</b>	<ul style="list-style-type: none"><li>• Assist the agency with the request for a change of schedule, work location, or leave as a result of domestic violence, sexual assault or stalking.</li><li>• Provide information regarding counseling and certified treatment resources to employees seeking assistance in dealing with domestic violence, sexual assault or stalking.</li></ul>
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**References that apply to this policy**

RCW 49.76 (Domestic Violence)

RCW 26.50 (Domestic Violence Prevention)

Executive Order 96-05 (Domestic Violence in the Workplace)