

## **DIRECTIVE NUMBER 300-06-15**

**DATE:** December 11, 2015

**TO:** All Kansas Department of Labor Employees

**FROM:** Lana Gordon, Secretary of Labor

**SUBJECT:** Workplace Violence Policy

### **1.0 Purpose**

The safety and security of State of Kansas employees and customers are very important. Threats, threatening behavior, acts of violence, or any related conduct which disrupts another's work performance or the organization's ability to execute its mission will not be tolerated.

Any person, who makes threats, exhibits threatening behavior or engages in violent acts on state-owned or leased property either personally or through the acts of another, may be removed from the premises pending the outcome of an investigation. Threats, threatening behavior, or other actions of violence executed off state-owned or leased property but directed at state employees or members of the public while conducting official state business is also a violation of this policy. Offsite threats include but are not limited to threats made via the telephone, fax, electronic or conventional mail, or any other communication medium.

Employees violating this policy will be subject to disciplinary action that may include dismissal, as well as possible referral for prosecution. In addition, if the source of such inappropriate behavior is a member of the public, the response may include barring the person(s) from state-owned or leased premises, termination of business relationships with that individual, and/or possible referral for prosecution of the person(s) involved.

Employees are responsible for notifying an agency designee of any threats which they have witnessed, received, or have been told that another person has witnessed or received. Employees should also report any behavior they have witnessed which they regard as threatening or violent when that behavior is job related or might be carried out on state-owned or leased property or in connection with state employment.

Each employee who receives a protective or restraining order which lists state-owned or leased premises as a protected area is required to provide an agency designee with a copy of such order.

The Kansas Department of Labor (KDOL) designees are:

KDOL Chief Attorney  
401 SW Topeka  
Topeka, KS 66603 785-296-5000 ext. 2569

OR

KDOL HR Director  
401 SW Topeka  
Topeka, KS 66603 785-296-5000 ext. 2565

## 2.0 Revision History

2.1 April 2016

2.2 December 2016

*Signature on file*

Lana Gordon, Secretary of Labor

Rescissions: 300-20-12	Expiration Date: Continuous
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