



MONTANA STATE HOSPITAL POLICY AND PROCEDURE

WORKPLACE VIOLENCE AND HARASSMENT PROHIBITED

Effective Date: December 30, 2013

Policy #: HR-21

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- I. PURPOSE:** To identify procedures and guidelines that address occurrences of workplace harassment, violence and threats of violence between employees that may adversely impact job performance, morale, productivity, and patient care.
- II. POLICY:** Montana State Hospital (MSH) has a zero-tolerance policy for workplace harassment, violence or threats of violence whether overt or implied. All substantiated acts of workplace violence, threats of violence, or workplace harassment will result in disciplinary action in accordance with state and hospital personnel policies and applicable union contracts. Action taken may include termination from employment. In circumstances where an act or a threat may constitute a crime, information will be provided to law enforcement agencies.
- III. DEFINITIONS:**
 - A. Workplace Violence – Any physical assault, attempt to physically assault, verbal or written threat to assault, threat of, or actual damage to personal property of another, or harassment between employees that is work related, whether it occurs on the Hospital campus or elsewhere. This definition also includes placing another person in fear of such actions. Also included are intentional behaviors on the part of one person to create a hostile work environment for others through the use of fear, intimidation, or ridicule.
 - B. Workplace Harassment – Is any physical or verbal abuse of a person because of their race, religion, age, gender, disability or any other legally protected status. Harassment in the workplace can further be clarified as any conduct (Words, gestures, insults, taunts, or challenges, or actions) that creates significant anguish to another person, with the intent to bother, scare or emotionally abuse them. Use of offensively coarse language, offensive touching, or any other alarming or offensive conduct in the workplace that serves no legitimate purpose constitutes harassment.
- IV. RESPONSIBILITIES:**
 - A. Hospital Administrator – implementation and monitoring of policy.

