



CONNECTICUT DEPARTMENT OF CONSUMER PROTECTION

MICHELLE H. SEAGULL | COMMISSIONER

VIOLENCE IN THE WORKPLACE PREVENTION POLICY

The State of Connecticut has adopted a statewide zero tolerance policy for workplace violence. The Connecticut Department of Consumer Protection (DCP) fully supports this policy and recognizes the right of its employees to work in a safe and secure environment that is characterized by respect and professionalism.

Prohibited Conduct

Except as may be required as a condition of employment:

- No employee shall bring into any state worksite any weapon or dangerous instrument as defined in this policy.
- No employee shall use, attempt to use, or threaten to use any such weapon or dangerous instrument in a state worksite.
- No employee shall cause or threaten to cause death or physical injury to any individual in a state worksite.

In addition, DCP prohibits:

All conduct, either verbal or physical, that is abusive, threatening, intimidating, or demeaning.

Definitions

- “Weapon” means any firearm, including a BB gun, whether loaded or unloaded, any knife (excluding a small pen or pocketknife), including a switchblade or other knife having an automatic spring release device, a stiletto, any police baton or nightstick or any martial arts weapon or electronic defense weapon.
- “Dangerous instrument” means any instrument, article or substance that, under the circumstances, is capable of causing death or serious physical injury.

Confiscation of Weapons and Dangerous Instruments

Any weapon or dangerous instrument at the worksite will be confiscated and there is no reasonable expectation of privacy with respect to such items in the workplace.

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The Department of Consumer Protection is an Affirmative Action/Equal Employment Opportunity Employer

Reporting Procedure

- **Emergency Situations:** Any employee who believes that there is a serious threat to their safety or the safety of others that requires immediate attention should contact **911**. The employee must also contact their **immediate supervisor** or the **Human Resources Office** at (860) 713-5107 or (860) 785-9645.
- **Non-Emergency Situations:** Any employee who feels subjected to or witnesses violent, threatening, harassing, or intimidating behavior in the workplace should immediately report the incident or statement to their supervisor or manager, and the Human Resources Office.
- **Supervisors/Managers Responsibilities:** Any manager or supervisor who receives a report of violent, threatening, harassing or intimidating behavior shall immediately contact the Human Resources Office so that office may evaluate, investigate and take appropriate action.

Investigation and Corrective Action

- DCP will promptly investigate all reports or alleged incidents of violent, threatening, harassing or intimidating behavior.
- All employees are expected to cooperate fully in all such investigations.
- The employee suspected of violating this policy may be placed immediately on administrative leave pending the results of the investigation.
- If the claims of violent, threatening, harassing or intimidating conduct are substantiated, the employee will be dealt with through the appropriate disciplinary process, and may be subject to discipline up to and including dismissal from state service.
- Where the situation warrants, DCP will request that the appropriate law enforcement agencies become involved in the investigation of the matter, and DCP may seek prosecution of conduct that violates the law.

Enforcement of the Policy

This policy will be prominently posted for all DCP employees.



Michelle Seagull, Commissioner
Department of Consumer Protection

Date: December 23, 2021