

# Metro | *Policies and procedures*

**Subject** Violence-Free Workplace and Restriction of Weapons  
**Section** Human Resources; Financial and Regulatory Services (Risk)  
**Approved by** Martha Bennett, Chief Operating Officer; MERC Commission

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## **POLICY**

*Metro is committed to maintaining a safe environment free of all forms of violence and intimidation. Workplace violence and possession of weapons are prohibited on all Metro premises and while on duty for Metro.*

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## **Applicable to**

All employees, interns, and volunteers.

*Where provisions of an applicable collective bargaining agreement directly conflict with this policy, the provisions of that agreement will prevail.*

## **Definitions**

Metro premises: All property owned, leased, managed or controlled by Metro, including parking areas and outdoor grounds.

Workplace violence: Any act of physical, verbal, or written aggression by an individual in or related to the workplace. This includes, but is not limited to, verbal or physical threats or intimidation, assault or battery, and destruction or abuse of property.

Weapon: Any instrument or material for or which the primary purpose or typical use is to cause injury, harm or intimidation, or that the user intends to use for such purpose. Approved work tools are not considered weapons. Weapons prohibited under this policy include, but are not limited to:

- a. firearms of any kind, whether loaded or unloaded (prohibited even with concealed carry permit);
- b. straight razors, knives and similar instruments, other than an ordinary pocketknife with a blade shorter than three and one-half inches;
- c. mace, tear gas, and similar agents;
- d. electrical stun guns;
- e. clubs and similar instruments;
- f. fireworks and other explosives; and
- g. any other instrument or material prohibited in public buildings by law.

## Guidelines

1. All forms of workplace violence are prohibited while on duty or on Metro premises. Violence against other employees, interns, volunteers, contractors, or other representatives or associates of Metro is prohibited even if the conduct does not occur in the workplace or while on duty.
2. Employees, interns, and volunteers may not possess weapons while on duty or on Metro premises except as noted below:
  - a. Tools that have been approved by the supervisor for use at work are permitted. Examples of work tools include pepper spray carried by a security officer or a knife used by a stagehand or chef. Work tools may not be used in a violent, intimidating, intentionally unsafe or reckless manner.
  - b. The prohibition on weapons does not apply to law enforcement and others who are not employed by Metro and are authorized by ORS 166.370 to possess firearms or dangerous weapons in public buildings. The prohibition on weapons otherwise applies, regardless of whether the bearer has a license to carry a concealed weapon.
3. Employees, interns, and volunteers have a duty to report possible violations of this policy.
4. When responding to a violation or a report of a violation of this policy, Metro's highest and most immediate priority will be to protect the safety of staff and the public and, at the Oregon Zoo, the welfare of the animals in its care.

## Procedures

1. Anyone who threatens violence, exhibits threatening behavior, possesses prohibited weapons or engages in violent acts while on Metro premises or on duty will be removed from the premises as quickly as possible without compromising safety, and will be prohibited from re-entering Metro property until an investigation is completed. Employee violations of this policy will lead to discipline up to and including immediate termination, and may be referred to law enforcement if appropriate.
2. Anyone who observes or becomes aware of a possible violation of this policy by any person, including a visitor to Metro, must report it immediately to a manager, security staff and/or the Human Resources (HR) Department. In an emergency, employees should call 911. Reports should be made immediately or as soon as it is safe to do so.
  - a. A witness to a violation of this policy must also complete an incident report and submit it to the Financial and Regulatory Services' Risk Management Division within one business day of the incident.
  - b. Metro will not identify the employee making the report without the employee's written consent unless disclosure is necessary to an investigation or legal process and allowable by law. In that case, Metro will protect the confidentiality of the reporting employee to the greatest extent feasible without impairing the investigation or legal process.
  - c. Retaliation of any kind for reports or suspected reports is prohibited and will lead to discipline up to and including termination.
3. All employees who apply for or obtain a protective or restraining order that lists any Metro location as a protected area must provide the HR Department and/or the Office of Metro Attorney (OMA) with a copy of the petition and any associated declarations; a copy of any temporary restraining order; and a copy of any permanent restraining order or protective order that is granted.
  - a. OMA will be responsible for informing the appropriate staff.

- b. Victims of domestic violence, sexual assault, stalking, or harassment may be eligible for additional protections under Metro policy and applicable law. Please contact HR for more information if needed.
4. Employees who would like to talk with a counselor regarding concerns about threats or violence, whether or not arising from work, are encouraged to contact Metro's Employee Assistance Program for free confidential services.

## **Responsibilities**

### Employees:

- Do not engage in workplace violence or possess prohibited weapons on Metro premises.
- Immediately report any violations of this policy to Security, HR, and/or 911 as soon as it is safe to do so.
- Complete an incident report and submit it to the Financial and Regulatory Services' Risk Management Division within one business day of the incident.
- Notify HR or OMA if you have petitioned for a restraining order affecting Metro premises.
- Contact HR if you have any questions about this policy or would like referral information for counseling.

### Supervisors and Managers:

- Take all reports of violence and weapons seriously and contact Security or 911 as appropriate. Notify the Department Director and the HR Department as soon as possible.

### Human Resources Department:

- Investigate possible violations of this policy and recommend disciplinary action as appropriate.
- Provide referral information as needed.

### Office of Metro Attorney:

- Notify appropriate staff in response to restraining orders related to Metro premises.
- Review requests for individual exceptions to weapons prohibition.

### Chief Operating Officer/Visitor Venues General Manager

- Approve individual exceptions to weapons prohibition as appropriate.

## **References**

ORS 166.360 – 166.370 (possession of weapons in public buildings)

Domestic Violence, Sexual Assault, Harassment and Stalking Protections policy

Incident report form and procedures (on intramet Risk Management page)