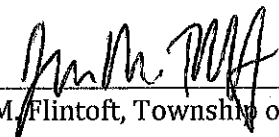


**TOWNSHIP OF SCIO
WORKPLACE VIOLENCE PREVENTION AND CONDUCT POLICY
ADOPTED MAY 12, 2026**

I hereby certify that the Workplace Violence Prevention and Conduct Policy
was adopted by the Board of Scio Township at its Regular
Meeting held on May 12, 2026, at the Township Hall,
827 North Zeeb Road, Ann Arbor, Michigan.



Jessica M. Flintoft, Township of Scio Clerk

**Township of Scio
WORKPLACE VIOLENCE
PREVENTION and CONDUCT
POLICY**

PURPOSE:

Scio Township maintains a zero-tolerance standard of violence in the workplace. The purpose of this policy is to provide Scio Township employees guidance that will maintain an environment at and within Scio Township property and events that is free of violence and the threat of violence.

POLICY:

Violent behavior or threats of violence, either implied or direct, are prohibited at Scio Township, in properties and at Scio Township sponsored events. Such conduct will not be tolerated. An employee who exhibits violent behavior may be subject to criminal prosecution and shall be subject to disciplinary action up to and including dismissal. Violent threats or actions by a non-employee may result in criminal prosecution. Scio Township will investigate all complaints filed and will also investigate any possible violation of this policy of which we are made aware. Retaliation against a person who makes a good faith complaint regarding violent behavior or threats of violence is also prohibited.

RECOGNIZING THE LEVELS OF VIOLENCE AND RESPONSE:

Potential or actual violent situations among employees usually escalate if not defused. Violence and the warning signs that typically occur can usually be identified at three levels. It should be noted that anyone or a combination of warning signs at the three levels may be indicative of a potentially violent situation. The following is an attempt to delineate warning signs and the appropriate response. There is no fail-safe way of presenting this information to employees. Employees will have to make a judgment call as to the appropriate action to take by discerning and evaluating the given situation.

Level One (Early Warning Signs)

The person is:

- intimidating/bullying;
- verbally abusive.

Level Two (Escalation of the Situation)

The person is:

- argues with co-workers, management, vendors, or the public;
- sabotages equipment or steals property for revenge;
- verbalizes wishes to hurt co-workers and/or management;
- sends threatening note(s), text messages, or e-mails to co-worker(s) and/or management; and/or

Level Three (Further Escalation – Usually Resulting in an Emergency Response)

The person is:

- threats of harm to self or others;
- physical fights;
- destruction of property;
- display of extreme rage; and/or
- utilization or threats of utilization of weapons to harm others.

PROHIBITED BEHAVIOR:

Violence in the workplace may include, but is not limited to the following list of prohibited behaviors directed at or by a co-worker, supervisor or member of the public:

1. Loud, disruptive or angry behavior or language that is clearly not part of the typical work environment and which would reasonably create concerns regarding escalation to violence.
2. Direct threats or physical intimidation.
3. Stalking.
4. Physical restraint, confinement.
5. Assault of any form.
6. Dangerous or threatening horseplay.
7. Implications or suggestions of violence; including "veiled threats".
8. Possession of weapons of any kind on Scio Township property, including parking lots, other exterior premises or while engaged in activities for Scio Township in other locations, or at Scio Township sponsored events, consistent with state laws regarding weapons.
9. Blatant or intentional disregard for the safety or well-being of others.
10. Commission of a violent felony or misdemeanor on Scio Township property.
11. Any other act that a reasonable person would perceive as constituting a threat of violence.

REPORTING ACTS OR THREATS OF VIOLENCE:

An employee who:

1. is the victim of violence, or
2. believes they have been threatened with violence, or
3. witnesses an act or threat of violence towards anyone else shall take the following steps:
 - If an emergency exists and the situation is one of immediate danger, the employee shall contact the local police officials by dialing 9-1-1 and may take whatever emergency steps are available and appropriate to protect himself/herself from immediate harm, such as leaving the area.
 - If the situation is not one of immediate danger, the employee shall report the incident to the appropriate Director/Manager/supervisor or the Human Resources Manager as soon as possible and complete the Scio Township Workplace Violence Incident Report Form. Directors, Managers, or Supervisors receiving such reports must immediately notify the Human Resources Manager.
 - Employees have the right to file a complaint with the police department on their own.

Employees who have been granted a restraining order, temporary or permanent, against an individual due to a potential act of violence, who would be in violation of coming near them at work, shall immediately supply a signed copy to the Human Resources Manager who will notify local law enforcement.

INCIDENT INVESTIGATION:

Acts of violence or threats will be investigated immediately to protect employees from danger, unnecessary anxiety concerning their welfare, and the loss of productivity. The Human Resources Manager will initiate an investigation. Simultaneously, the Human Resources Manager may refer the matter to local police for their review of potential violation of civil and/or criminal law where circumstances warrant.

In appropriate circumstances, Scio Township will inform the reporting individual of the results of the investigation. To the extent possible, Scio Township will maintain the confidentiality of the reporting employee and the investigation but may need to disclose results in appropriate circumstances; for example, to protect individual safety. Scio Township will not tolerate retaliation against any employee who makes a good faith report of workplace violence.

MITIGATING MEASURES:

Incidents which threaten the security of employees shall be mitigated as soon as possible following their discovery. Mitigating actions include:

- Notification of law enforcement authorities when a potential criminal act has occurred.
- Provision of emergency medical care in the event of any violent act upon an employee.
- Post-event trauma counseling for those employees desiring such assistance.
- Assurance that incidents are handled in accordance with the Workplace Violence Prevention policy.
- Suspension or termination of employee alleged to have violated the Policy.

TRAINING AND INSTRUCTION:

Scio Township Human Resources Department shall be responsible for ensuring that all employees, including staff, supervisors and managers, directors, and elected officials are provided training on this Policy, including:

- Preventive measures to reduce the threat of workplace violence, including procedures for reporting workplace security hazards.
- Methods to diffuse hostile or threatening situations.
- Escape routes.
- Explanation of this Workplace Violence Prevention Policy.

SEVERABILITY:

If any portion of this policy conflicts with the Scio Township Employee Handbook, this policy shall prevail in intent, procedure(s), and enforcement.

Township of Scio
Workplace Violence Incident Report Form

INSTRUCTIONS

This form should be completed by either the employee, their supervisor or jointly.
When an employee reports an incident or phone call such as a threat, act of intimidation, violence or other unacceptable behavior being committed by another employee or external contact.

Date of Incident _____ Time _____ AM PM Date of Notification _____

Specific Location of Incident _____

Name of Affected Personnel _____ Text _____

Employee-Co Worker Visitor Other _____

Name of person who committed the incident (if known) _____

Employee-Co Worker Director/Manager/Supervisor Visitor

Other (describe) _____

Witnesses if any Yes No If Yes, interviewed? Yes No
Name: _____ Title: _____
Phone: _____ Ext. _____ Email: _____
Please use back side of this report for additional witnesses

Describe the incident with as many details as possible. Document only the facts. Describe events leading up to the incident
Please use back side of this report for additional information

What steps could be taken to avoid a similar situation in the future?

Action taken: Referred to HR Interviewed all parties, investigated facts, filed with CHR
 Dismissed complaint because _____
 Other _____

Action taken by _____ Date _____

Name of person completing the form _____

Distribution of Form _____