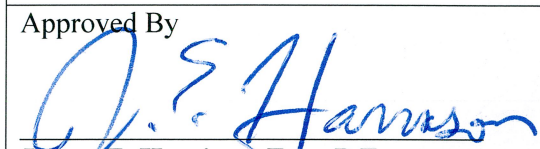




HUMAN RESOURCES POLICY/PROCEDURE	
OFFICE OF PRIMARY RESPONSIBILITY: Human Resources	EFFECTIVE DATE: April, 25, 2019 Revision # N/A Revision Date: N/A Replaces: N/A
SUBJECT: Workplace Violence and Weapons	
Approved By  James E. Harrison, Esq., P.E. Chief Executive Officer, LYNX	

OBJECTIVE:

The Central Florida Regional Transportation Authority (hereinafter "Authority") was created by Part III, Chapter 343, Florida Statutes, to own, operate, maintain and manage a public transportation system in the areas of Seminole, Orange, Osceola Counties, and to adopt such policies as may be necessary to govern the operating of a public transportation system and public transportation facilities. The Chief Executive Officer is authorized to establish and administer such policies. Therefore, it is necessary to establish a Workplace Violence and Weapons policy.

SCOPE:

This policy applies to all employees of the Authority.

AUTHORITY:

Authority for this policy and procedure are as follows:

- Florida Statutes, Title XXVI, Chapter 343, Part III
- Administrative Rule 2, Board Governance (By Laws), Rule 2.6 Policies and Procedures
- Administrative Rule 3, Human Resources

POLICY:

The Authority strives to maintain a safe productive work environment that is free from violence and/or the threat of violence. This commitment is extended to our employees, vendors, customers and visitors. Threats or acts of violence against Authority property or the property of any employee, vendor, customer or visitor will be taken seriously and not tolerated.

Weapons are not permitted on company property at any time, except as permitted by Florida law. The term "weapon" includes a gun, knife, or any other instrument which may inflict bodily injury. Employees may bring a legally owned firearm into the Authority parking lot, so long as the employee leaves the firearm in their personal vehicle. The vehicle must remain locked at all times and the firearm must not be visible from outside of the vehicle. Possession of firearms elsewhere on Authority property or possession of any other type of weapon is prohibited at all times. This prohibition applies regardless of whether an employee has a valid Florida concealed weapon license/permit.



Any person who makes substantial threats, exhibits threatening behavior, engages in violent acts, or other such unacceptable behavior on Authority property shall be removed from the premises as quickly as safety permits and shall remain off the premises pending the outcome of an investigation.

All Authority personnel are responsible for notifying a supervisor/manager of any threats that they have witnessed, received, or have been told that another person has witnessed or received. Even without an actual threat, employees should also alert appropriate individuals to any behavior they have witnessed which they regard as threatening or violent, when that behavior is job-related or might be carried out on an Authority-controlled site, or is connected to Authority employment.

Employees are responsible for making this report regardless of the nature of the relationship between the individual who initiated the threat or threatening behavior and the person(s) who were threatened or were the focus of the threatening behavior. The supervisor/manager is required to notify the head of Human Resources of all employee security concerns.

If an investigation substantiates that violations of this policy have occurred, the Authority will initiate a decisive and appropriate response. This response may include, but is not limited to, suspension and/or termination of any business relationship, reassignment of job duties, suspension or termination of employment, and/or seeking the arrest or prosecution of the person or persons involved. Where appropriate, the Authority will report the transfer, sale, or use of weapons or dangerous instruments to the local law enforcement authorities.