

Policy No. HR 302

Workplace and Domestic Violence

Applies to: All Eastern Washington State Historical Society (EWSHS) employees.

References that apply to this policy: Listed below are some, but not all, applicable governing requirements. Note: Laws and rules may change over time and such changes may take precedence over this policy.

- Chapter 49.76 RCW (Domestic Violence Leave)
- Chapter 7.105 RCW (Civil Protection Orders)
- RCW 9A.46.110 (Stalking)
- RCW 70.125.030(7) (Definitions - Victims of Sexual Assault Act)
- RCW 42.56.250(1)(i) (Public Records Act, Employment and Licensing)
- Washington State Executive Order 96-05 (Domestic Violence in the Workplace)

Effective date: January 7, 2026

History: This policy updates the prior version approved on January 5, 2022, which updated and renumbered former BP #113 dated June 1, 2016. BP #113 replaced HR policy 109.

Approved by: EWSHS Board of Trustees

Purpose

EWSHS seeks to provide a work environment free from violence or threats of violence against its employees, volunteers, contract staff, clients, customers, and visitors.

Definitions

Workplace Violence - For purposes of this policy, workplace violence is defined as a single behavior or series of behaviors which constitute actual or potential assault, battery, harassment, intimidation, threats or similar actions, attempted destruction or threats to EWSHS or personal property which occur at an EWSHS workplace, worksite, vehicle or while an individual is engaged in EWSHS business.

Domestic Violence – Means: (a) Physical harm, bodily injury, assault, or the infliction of fear of imminent physical harm, bodily injury or assault, (b) nonconsensual sexual conduct or nonconsensual sexual penetration, coercive control, unlawful harassment, or (c) Stalking; of one intimate partner by another intimate partner or of one family or household member by another family or household member. See RCW 7.105.010 for complete definition.

Family Member – Means: any individual whose relationship to the employee can be classified as a child, spouse, parent, parent-in-law, grandparent, or person with whom the employee has a dating relationship.

Hate Crime: Means the commission, attempted commission, or alleged commission of an offense described in RCW 9A.36.080. "Hate crime" includes, but is not limited to, offenses that are committed through online or internet-based communication.

Sexual assault: Has the same meaning as in RCW 70.125.030.

Stalking: Has the same meaning as in RCW 9A.46.110 and includes the intentional and repeated or attempted harassment, following, contacting, tracking, monitoring of another person without lawful authority.

Policy

All individuals conducting business while representing EWSHS shall conduct themselves in a professional manner.

EWSHS prohibits the display or communication of any violent, harassing, stalking or threatening behavior, verbal or physical, which may result in physical or emotional injury or otherwise place a person's safety and productivity at risk.

Any person who engages in violent or threatening behavior while on EWSHS property or while conducting EWSHS business may be subject to corrective or disciplinary action, up to and including dismissal.

Any staff member who uses state resources, including but not limited to work time, telephones, fax machines, mail, email or other means of communication, to threaten, harass, stalk, or abuse someone at the workplace or from the workplace, may be subject to corrective or disciplinary action up to and including dismissal.

Any person who is suspected of engaging in threatening, harassing or violent behavior, which may jeopardize workplace safety, may be removed from the property as quickly as safety permits. The individual, if an employee, may also be assigned to home pending the outcome of an investigation into the incident.

EWSHS may also prohibit members of the public from entering on to EWSHS property where there is reason to suspect an act of violence may occur if the person is allowed access to the property.

With the exception of the authorized use of collection items, the possession of weapons in the workplace is also prohibited.

Reporting Procedure

EWSHS employees are responsible for notifying the EWSHS Executive Director of any threats or behaviors they regard as harassing, intimidating or violent that they have witnessed, received or have been notified of when that behavior is job related or might be carried out at an EWSHS worksite or is connected to EWSHS employment. This includes information and behaviors related to domestic violence, sexual assault, stalking, and hate crimes. Employees are responsible for making this report regardless of the relationship between the individual who initiated the threat or threatening behavior and the person or persons who were threatened or were the focus of the threatening behavior. If the EWSHS Executive Director is not available, personnel should report the threat to their supervisor or another member of the management team. For threatened, imminent or actual violence, employees should immediately call 9-1-1.

Protective or Restraining Orders

All individuals who apply for and obtain a protective or restraining order, which lists EWSHS locations or worksites as being protected areas, must provide EWSHS Executive Director a copy of the petition and order. This information will be shared on a need-to-know basis to ensure the safety and protection of EWSHS employee(s) and those doing business with EWSHS. Protective orders issued as a result of domestic violence will be shared only as provided under RCW 49.76.040.

Workplace and Domestic Violence

EWSHS will not tolerate domestic violence in the workplace. This includes harassment of any employee, volunteer, client, or visitor while in EWSHS offices, facilities, work sites, vehicles, or while on state business. This includes the display of any violent or threatening behavior, verbal or physical, that may result in physical or emotional injury or otherwise place one's safety and productivity at risk. EWSHS will take all reasonable steps to foster a safe and healthy working environment.

All staff must take the problem of domestic violence and its effect in the workplace seriously. Managers and supervisors will work with employees who are victims of domestic violence to prevent abuse, stalking, and harassment from occurring in the workplace. Confidentiality, to the extent possible, will be maintained when coming forward for help. No staff will be penalized or disciplined solely for their status as an actual or perceived victim of domestic violence, sexual assault, stalking, or hate crime.

EWSHS is committed to providing support and assistance to employees who are victims of domestic violence, sexual assault, stalking, or hate crimes. This may include referral to the Employee Assistance Program (EAP) or other available counseling services, information about community resources available to assist victims of domestic violence, the development of workplace safety plans that seek to minimize the risk to the victim, other employees, and clients and/or information on the methods to obtain civil orders of protection. A reasonable safety accommodation may include, but is not limited to, a transfer, reassignment, modified schedule, alternative work telephone number, alternative work email address,

alternative workstation, installed lock, implemented safety procedure, or any other adjustment to a job structure, workplace facility, or work requirement in response to actual or threatened domestic violence, sexual assault, or stalking.

EWSHS encourages employees who are perpetrators of domestic violence to seek assistance. EWSHS is further committed to providing information and resources for employees who are the perpetrators of domestic violence in order to break the cycle of violence. Requests for information will be kept confidential to the extent possible. This may include referral to the EAP or other available counseling services other assistance as appropriate.

Corrective or disciplinary action, up to and including dismissal, may be taken against an EWSHS employee who: misuses state resources to perpetrate domestic violence; harasses, threatens, or commits an act of domestic violence in the workplace and/or while conducting state business; commits an act of domestic violence towards another EWSHS employee, volunteer, or client; or who is charged, convicted, or issued a permanent injunction as a result of domestic violence when such action has a direct connection to the employee's competencies or duties as an EWSHS employee. State resources include, but are not limited to work time, telephones, fax machines, mail, email or other means.

Leave Options for Employees Experiencing Threats of Violence

In accordance with Chapter 49.76 RCW, if an employee needs to be absent from work due to domestic violence, sexual assault, stalking, or hate crime against the employee or a family member, the length of the absence will be determined by the individual's situation through collaboration with the employee, the employee's supervisor, and EWSHS' People & Culture Manager. The following forms of leave may be allowed e.g., personal holiday, vacation, sick, compensatory time, leave without pay, and shared leave.

EWSHS may ask that the employee's request for leave be supported by verification for one of the purposes described in RCW 49.76.040. Verification must be provided in a timely manner. In the event of emergency or unforeseen circumstances, verification must be provided to the employer within a reasonable time period during or after the leave.

An employee may satisfy the verification requirement by providing EWSHS with one or more of the following:

- A police report indicating that the employee or employee's family member was a victim of domestic violence, sexual assault, stalking, or hate crime.
- A court order protecting or separating the employee or employee's family member from the perpetrator of the act of domestic violence, sexual assault, stalking, or hate crime.
- Other evidence from the court or the prosecuting attorney that the employee or employee's family member appeared or is scheduled to appear in court in connection with an incident of domestic violence, sexual assault, stalking, or hate crime.
- Documentation that the employee or the employee's family member is a victim of domestic violence, sexual assault, stalking, or hate crime from any of the following persons from whom the employee or

employee's family member sought assistance in addressing the domestic violence, sexual assault, stalking, or hate crime: an advocate for victims of domestic violence, sexual assault, stalking, or hate crime, an attorney, a member of the clergy or a medical or other professional.

- An employee's written statement that the employee or the employee's family member is a victim of domestic violence, sexual assault, stalking, or hate crime and that the leave taken was for one of the purposes described in RCW 49.76.030.

For additional provisions regarding use of leave at EWSHS, see policy HR 400.

No employee will be penalized or disciplined solely for being a victim of domestic violence, sexual assault, stalking, or hate crime. Employees who are perpetrators of domestic violence are encouraged to seek assistance. EWSHS will provide information regarding counseling and certified treatment resources and make work schedule arrangements so the employee can receive such assistance.

EWSHS shall maintain the confidentiality of all information provided by the employee under this section, including the fact that the employee or employee's family member is a victim of domestic violence, sexual assault, stalking, or hate crime, that the employee has requested or obtained leave due to domestic violence, sexual assault, stalking, or hate crime, and any written or oral statement, documentation, record or corroborating evidence provided by the employee. Employees are also advised that exemptions may be available for the release of otherwise releasable public records under the Public Records Act, including those containing an employee's name or other identifying information. See RCW 42.56.250(1)(i) for more information, including required documentation.

Information given by an employee pursuant to this section may be disclosed by the EWSHS only if:

- Requested or consented to by the employee.
- Ordered by a court or administrative agency.
- Otherwise required by applicable federal or state law.

Primary Roles and Responsibilities

Role	Responsibilities
Employee	• Immediately notify supervisor or Executive Director of any threatened or actual violence occurring at EWSHS. • Notify supervisor or EWSHS management of situations regarding domestic violence if it jeopardizes their safety or the safety of the workplace, and when changes in work schedule, location, or leave are necessary. • Follow EWSHS policy HR 400 regarding requests for leave, if possible. If emergency situations require immediate leave, notify supervisor or People & Culture Manager before the end of the missed workday when possible, but no later than 24 hours after the start of the absence.

	• If you obtain a restraining order that includes EWSHS, keep a copy on hand at all times. Consider providing a copy to the police, supervisor, security, EWSHS Executive Director or the People & Culture Manager. • Work with Employee Assistance Program (EAP) professionals or external professionals with development of a safety plan. • It is recommended that you provide a picture of the perpetrator to reception areas or security personnel. • Identify an emergency contact person should EWSHS be unable to contact the victim. • If an absence is required, maintain contact with your supervisor, People & Culture Manager, or the DES Small Agency HR Business Partner.
EWSHS	• Consider removal of an employee's name from public-facing directories. • Limit provision of information about employees. Information that would help locate a victim or indicates a time of return should not be provided. • Consider if possible, relocating the employee's workspace to a more secure area or another site. • Have trained EAP professionals or external professionals available to assist the employee with development of a safety plan. • Provide all employees with training regarding this policy. The training should include information about domestic violence, available resources, and what someone should do if they believe a co-worker is a domestic violence victim. • Post information regarding domestic violence at the worksite.
Supervisor	• Work with the employee if alternate work schedule, work location, or leave is required. • Information regarding domestic violence, sexual assault, stalking, or hate crime must be kept confidential.
DES HR Business Partner	• Assist EWSHS with the request for a change of schedule, work location, or leave as a result of domestic violence, sexual assault, stalking, or hate crime. • Provide information regarding counseling, methods for obtaining civil protection orders, and certified treatment resources to employees seeking assistance in dealing with domestic violence, sexual assault, stalking, or hate crimes.