

WORKPLACE VIOLENCE

RAILS expressly prohibits any acts or threats of violence by any employee or former employee against any other employee in or about RAILS' facilities or elsewhere at any time. RAILS will not condone any acts or threats of violence against RAILS' employees or members on RAILS' premises at any time or while they are engaged in business with or on behalf of RAILS, on or off RAILS premises.

All employees are responsible for maintaining a workplace that is free from threatening behavior and violence. Accordingly, each employee has a duty to report any threat, instance of harassment or offensive conduct, or violent act observed or experienced at work. In addition, any employee who has a reason to believe that a violent act may be committed on the worksite or against an individual related to the business in any way must promptly report that belief or suspicion to the Executive Director, [Human Resources](#), and their supervisor. [If a report is not submitted in writing, the individual or party receiving the report will memorialize the information submitted in a written report.](#) No employee who in good faith either makes a report or participates in an investigation under this policy will experience retaliation of any kind.

RAILS is committed:

- To providing a safe and healthful work environment.
- To taking prompt remedial action up to and including immediate termination, against any employee who engages in any threatening behavior or acts of violence or who uses any obscene, abusive, or threatening language or gestures.
- To taking appropriate action when dealing with members, former employees, or visitors to RAILS' facilities who engage in ~~such behavior~~ [threatening behavior or acts of violence](#). Such action may include notifying the police or other law enforcement personnel and prosecuting violators of this policy to the maximum extent of the law.
- To prohibiting unauthorized firearms or other weapons onto RAILS premises. No RAILS employee shall possess, while on duty, or while in a RAILS vehicle, a firearm, ammunition, fireworks, or any explosive device or weapon likely or capable of causing harm to persons or property, except that employees authorized to carry concealed firearms under state or federal law may carry a concealed firearm on or about his or her person within his or her vehicle into a RAILS parking area and may store a firearm or ammunition concealed in a case within a locked vehicle or locked container out of plain view within the vehicle in the parking area, in the manner provided by the Firearm Concealed Carry Act, 430 ILCS 66/65(b). An employee may carry a concealed firearm in the immediate area surrounding his or her vehicle within a parking lot area only for the limited purpose of storing or retrieving a firearm within the vehicle's trunk. For purposes of this subsection, "case" includes a glove compartment or console that completely encloses the concealed firearm or ammunition, the trunk of the vehicle, or a firearm carrying box, shipping box, or other container.
- To establishing viable security measures to ensure that RAILS' facilities are safe and secure to the maximum extent possible and to properly handle access to RAILS facilities by the public, off-duty employees, and former employees.

~~The duties above are in addition to an employee~~ Employees should immediately ~~phoning call~~ 911 in the event an employee believes an immediate threat of harm exists.

Any employee who ~~displays a tendency to~~ has a recorded history of engaging in violent, abusive, or threatening behavior, or who otherwise engages in disruptive, threatening or abusive behavior ~~that RAILS, in its sole discretion, deems offensive or inappropriate~~ will be subject to disciplinary action, up to and including discharge.

Any employee who applies or obtains a protective or restraining order which lists RAILS premises as being protected areas should inform the Executive Director, Human Resources, or their designee. RAILS will require the employee to furnish RAILS with a copy of the order. RAILS will comply with any protective order as required by law. Discrimination, harassment, and retaliation against an employee based on their order of protection status is strictly prohibited.