

# **WORKPLACE VIOLENCE PREVENTION POLICY**

## A. OBJECTIVE

The Jericho Public Library (Library) is committed to preventing workplace violence and to maintaining a safe work environment for all employees. Given the increasing violence in society in general, the Library has adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur on its premises. To ensure a safe workplace and to reduce the risk of violence, all employees should review and understand the provisions of this policy.

## B. DEFINITION

Workplace violence is any behavior that is violent, threatens violence, coerces, harasses or intimidates others, interferes with an individual's legal rights of movement or expression, or disrupts the workplace.

## C. SCOPE OF POLICY

All full-time and part-time, active employees are covered by this policy.

## D. ZERO TOLERANCE

The Library has a policy of zero tolerance for violence. If you engage in any violence in the workplace, or threaten violence in the workplace, your employment may be terminated immediately for cause, subject to Civil Service law. No talk of violence or joking about violence will be tolerated.

## E. PROHIBITED CONDUCT

We do not tolerate any type of workplace violence committed by or against employees. Employees are prohibited from making threats or engaging in violent activities.

This list of behaviors, while not inclusive, provides examples of conduct that is prohibited.

- Shoving, pushing, harassing, intimidating or coercing another person;
- Causing physical injury to another person;
- Making threatening remarks;
- Disruptive behavior intended to disturb, interfere with or prevent normal work activities (such as yelling, using profanity, verbally abusing another or waving arms and fists).
- Aggressive or hostile behavior that creates a reasonable fear of injury to another person or subjects another individual to emotional distress;
- Intentionally damaging employer property or property of another employee;
- Unauthorized possession of a weapon while on company property or while on company business;
- Committing acts motivated by, or related to, sexual harassment or domestic violence.

## F. REPORTING PROCEDURES

Any person experiencing or witnessing imminent danger or actual violence involving weapons or personal injury should call 911 immediately.

All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to your immediate supervisor or department head. This includes threats by employees, as well as threats by vendors, solicitors, patrons or other members of the public. When reporting a threat of violence, the employee should be as specific and detailed as possible.

All suspicious individuals or activities should also be reported as soon as possible to a supervisor. Do not place yourself in peril. If you see or hear a commotion or disturbance near your workstation, do not try to intercede or see what is happening.

It is everyone's business to prevent violence in the workplace. You can help by reporting what you see in the workplace that could indicate that a co-worker is in trouble. You are in a better position than management to know what is happening with those you work with.

The Library will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the Library employee making a report will be protected as much as is practical. In order to maintain workplace safety and the integrity of its investigation, the Library may suspend employees, either with or without pay, pending investigation, subject to the provisions of Civil Service law.

The Library encourages employees to bring their disputes or differences with other employees to the attention of their supervisors before the situation escalates into potential violence. The Library is eager to assist in the resolution of employee disputes, and will not discipline employees for raising such concerns.

#### G. IDENTIFYING POSSIBLE THREATS

Individual Situation: While we do not expect employees to be skilled at identifying potentially dangerous persons, employees are expected to exercise good judgment and to inform their supervisor if any employee exhibits behavior which could be sign of a potentially dangerous situation. Such behavior includes:

- Discussing weapons or bringing them to the workplace;
- Displaying overt signs of extreme stress, resentment, hostility or anger;
- Making threatening remarks;
- Sudden or significant deterioration of performance;
- Displaying irrational or inappropriate behavior.

#### H. ENFORCEMENT

Threats, threatening conduct, or any other acts of aggression or violence in the workplace will not be tolerated. Any employee determined to have committed such acts will be subject to disciplinary action, up to and including termination. Non-employees engaged in violent acts on the Library premises will be reported to the proper authorities and fully prosecuted.

#### I. TRAINING PROGRAM

As part of its commitment to preventing workplace violence, the Library will provide training programs for all employees. Training will be included as part of orientation for new employees. Thereafter, you will be scheduled for annual refresher training. This training is mandatory.

#### J. VIOLENCE PREVENTION TEAM

We have created a violence prevention team to create and implement our Workplace Violence Prevention Program consisting of the Library Director, Head of Reference and Senior

Administration Office staff member. The team will also handle the consequences of any incidents of violence that we experience, providing assistance to employees and information to the media. The team will take the steps necessary to continue or resume business. We believe that a multidisciplinary approach is best suited to handle workplace violence problems.

If you have suggestions for ways to improve the safety and security at work, please pass them along to your supervisor.

#### K. INCIDENT MANAGEMENT

As the crisis passes and support systems are put into place for individuals affected by the incident, the Library will make every effort to return to normal business operations. A reasonable effort will be made to notify employees and others who need to know of the status of business operations directly whenever possible. In cases where direct contact is not possible or practical, an effort will be made to communicate through the Library Web-Site, news media and other available resources.

Adopted by the Board of Trustees of the

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