



POLICY No.: K-3
DATE ADOPTED: 10-21-09

TOWN OF WEST BOYLSTON BOARD OF SELECTMEN POLICY

VIOLENCE IN THE WORKPLACE PREVENTION POLICY

PURPOSE The Town of West Boylston is committed to preventing workplace violence and to maintaining a safe work environment. It is the intent of this policy to promote an environment where everyone associated with the Town of West Boylston, including employees and customers, do not feel threatened while working or doing business with the Town of West Boylston. Given the increasing violence in society in general, the Town has adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during business hours or on its premises. If you engage in any violence in the workplace, or threaten violence in the workplace, you subject yourself to serious discipline which may include termination for cause, following a public hearing.

POLICY All full-time and part-time employees are covered under this policy.

WORKPLACE VIOLENCE TAKES SEVERAL FORMS:

- Violence by Strangers – involves verbal threats, threatening behavior or physical assaults by an assailant who has no legitimate business relationship with the Town of West Boylston.
- Violence by Customer – the assailant who is doing business with the Town of West Boylston.
- Violence by Co-Workers – the assailant has some employment related involvement with the workplace such as former employee, co-worker, Administrator, or board member.
- Violence by Personal Relationship – including spouse, partner, former spouse, former partner, friend, acquaintance.

PROHIBITED CONDUCT:

The Town will 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.

- Causing physical injury to another person;
- Making threatening or intimidating remarks;
- 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;
- Possession of a weapon while on municipal property or while on municipal business (*see below for further information*);
- Committing acts motivated by, or related to, sexual harassment or domestic violence.
- Threatening or talking of engaging in any of these activities.

REPORTING PROCEDURES:

- Report any threatening or potentially dangerous situations/actions to the Town Administrator immediately. If the Town Administrator is unavailable, then report to the West Boylston Police Department.
- Reports can be made anonymously and all reported incidents will be investigated.
- Reports or incidents warranting confidentiality will be handled appropriately and information will be disclosed to others only on a need-to-know basis.
- The Town will actively intervene at any indication of a possibly hostile or violent situation

PREVENTION:

- Follow up a “Buddy System” with a co-worker so you or your buddy do not work alone after dark or walk to your car alone after dark.
- While we do not expect employees to be skilled at identifying potentially dangerous persons, employees are expected to exercise good judgment and to inform the appropriate person(s) (*see above*) if any employee or visitor exhibits behavior which could be a 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.
- The Municipality will take reasonable measures to conduct background investigations to review candidates’ backgrounds to reduce the risk of hiring individuals with a history of violent behavior.
- The Town will conduct annual inspections of the premises to evaluate and determine any vulnerabilities to workplace violence or hazards. Necessary corrective action will be taken to mitigate risks.

WORKPLACE SECURITY MEASURES:

In an effort to fulfill this commitment to a safe work environment for employees, customers and visitors, a few simple rules have been created. These are:

- Visitors or customers who are unknown to employees may be required to show identification. Staff should feel free to ask to see ID if they do not know the person.
- Safety First—Staff who feel they may not be safe while in the workplace should report this to the Town Administrator immediately. When the situation does not permit contacting the Town Administrator, employees should call law enforcement.

ALL WEAPONS BANNED:

The Town of West Boylston specifically prohibits the possession of weapons by any employee while on town property unless authorized to carry a weapon such as police.

Weapons include guns, explosives, or other items with potential to inflict harm.

Appropriate disciplinary action, up to and including termination, will be taken against any employee who violates this policy.

INSPECTIONS:

Desks, telephones, and computers are the property of the Town of West Boylston. We reserve the right to enter or inspect your work area including, but not limited to, desks, computer hard drives, and storage disks with or without notice.

REPORTING VIOLENCE:

It is everyone's business to prevent violence in the workplace. You can help by reporting what you see that could indicate that you or a co-worker is in trouble. You are in a position to know what is happening with those you work with and as a result, we rely on your involvement.

You are strongly encouraged to report any incident that may involve a violation of any of the Town's policies that are designed to provide a comfortable workplace environment. All reports will be investigated.

POLICY RECEIPT ACKNOWLEDGEMENT

I _____ acknowledge receiving a copy of
Violence in the Workplace Policy for the Town of West Boylston. I have read the policy and understand it's
content. If I have questions I know I can discuss the matter with Town Administrator or his/her designee.

Date: _____ Signature: _____