

VILLAGE OF SPRINGVILLE WORKPLACE VIOLENCE POLICY

It is the village's policy to promote a safe environment for its employees. We are committed to working with our employees to provide a work environment free from violence, threats of violence, harassment, intimidation, and other disruptive behavior. While this kind of conduct is not common, no organization is immune. This policy outlines employees' responsibilities to prevent workplace aggression.

POLICY

The village will not tolerate violence, threats, harassment, intimidation, and other disruptive behavior, either physical or verbal, that occurs in the workplace or other areas. This applies to members of management, co-workers, employees, and non-employees such as contractors, customers, tenants, and visitors.

Workplace aggression or violence can include oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm, damage to property or any intentional behavior that may cause a person to feel threatened.

Your cooperation is needed to implement this policy effectively and to maintain a safe working environment. Do not ignore violent, threatening, harassing, intimidating, or other disruptive behavior. If you observe or experience such behavior, report it immediately to your Department Head or Village Administrator.

NOTE: REPORT ALL THREATS OR ASSAULTS THAT REQUIRE IMMEDIATE ATTENTION TO POLICE

PROHIBITED CONDUCT

Prohibited conduct includes, but is not limited to:

- Injuring another person physically;
- Creating a reasonable fear of injury to another person;
- Possessing, brandishing, or using an explosive, munitions, or any other similar device while on the village premises or engaged in village business;
- Intentionally damaging property;
- Threatening to injure an individual or damage property; by any means, including verbal, written, direct, indirect or electronic means;
- Committing injurious acts motivated by, or related to, domestic violence or sexual harassment;
- Using abusive or vulgar language towards another person (village staff or customer) as an insult or in anger;
- Violating a restraining order, order of protection, injunction against harassment or other court order.
- Possessing, brandishing, or using a firearm in a village vehicle.

EXPECTED EMPLOYEE CONDUCT

All employees are required to display common courtesy and engage in safe and appropriate behavior on the job at all times. All employees are expected to comply with this policy. Any involvement in incidents of physical violence or strenuous horseplay is considered dangerous and unacceptable behavior.

GENERAL SAFETY PRACTICES

Never hesitate to call the police (911), if you have safety concerns or are confronted with a potentially violent situation. It is better to have called unnecessarily than not to have appropriate personnel available when there is a threatening situation.

Never attempt to physically restrain or physically remove a threatening or violent individual by yourself. Always report violent, threatening, or harassing behavior to your Department Head or Village Administrator.

Alert your Department Head to the presence of strangers in your work area or the presence of any suspicious package.

Be aware of your surroundings at all times whether at a village facility or out on a job site. If you see something say something.

REPORTING PROCEDURES AND INVESTIGATION

Prompt and accurate reporting of all workplace violence incidents, whether a physical injury occurred or not, is required. The village has a Workplace Violence Incident Report form designed to obtain information about the threat. The form is available in every department and at the village office.

Risk Assessment has been completed on all village facilities.

The employee against whom the violence, threat of violence or other conduct that threatened the health and safety of the employee or other employees is required to complete the Workplace Violence Incident Report. Witnesses to the incidents shall also complete the form or otherwise notify the Department Head. The form shall be forwarded to the Village Administrator.

RESTRAINING ORDERS/ORDER OF PROTECTION/INJUNCTION

Occasionally an employee will seek an order of protection for restraining a person from committing an act, including domestic violence. When an employee has sought an order of protection, or injunction against harassment, the employee must provide the following to the Village Administrator

- A copy of the order of protection, injunction against harassment, and documents indicating service of process, and
- A recent photo of the person

THREATENING PHONE CALL OR WRITTEN OR ELECTRONIC MESSAGE:

If you receive an obscene or threatening telephone call, or written or electronic message, save the message if possible, immediately notify the Village Administrator, and complete a Workplace Violence Incident Report.

INDICATORS OF POTENTIALLY VIOLENT BEHAVIOR

If you observe any of the indicators of potentially violent behaviors, it is your responsibility to notify your Department Head or the Village Administrator so that the situation can be addressed, and does not escalate. Indicators can include:

- Direct or indirect – veiled - threats of harm;
- Intimidating, belligerent, harassing, bullying, or other inappropriate and aggressive behavior;
- Numerous conflicts with supervisors and other employees;
- Bringing a weapon to the workplace, brandishing a weapon in the workplace, making inappropriate references to guns, or a fascination with weapons;
- Statements showing fascination with incidents of workplace violence, statements indicating approval of the use of violence to resolve a problem, or statements indicating identification with perpetrators of workplace violence;
- Statements indicating desperation (over family, financial, and other personal problems), to the point of contemplating suicide;
- Drug/alcohol abuse; and
- Extreme changes in behavior.

CONFIDENTIALITY

The village will make every effort to keep the reports confidential. The information will be kept as confidential as possible, except where there is a need to know in order to reach a solution to the problem.

DISCIPLINE

Individuals who commit acts of violence or threats will be subject to removal from the premises and will be subject to disciplinary action, up to and including termination, and possible criminal penalties. Union personnel will refer to their collective bargaining agreement for discipline procedures.

The village will promptly investigate any:

- Physical or verbal altercation,
- Threats of violence, and
- Other conduct by employees that threatens the health or safety of other employees or the public or otherwise involves a breach of or departure from village policy.

All incidents of physical altercations will be treated as gross misconduct and will result in disciplinary action, up to and including termination of employment. Pending the investigation, the village can immediately suspend employees for any alleged violation of the village policy. At the conclusion of the investigation, appropriate action will be taken, up to and including termination of employment.

The village may seek the prosecution of all those who engage in violence on its premises or against its employees while they are engaged in village business.

RETALIATION PROHIBITED

Victims of workplace aggression and witnesses will not be retaliated against in any manner. No employee will be subject to discipline for reporting a threat, or for cooperating in an investigation.

Employee cooperation is required.

An employee who initiates, participates, or is involved in retaliation or obstructs an investigation into a threat, is subject to discipline, up to and including termination.

Employees who believe they have been retaliated against must immediately report the matter to the Village Administrator.