

TOWN OF LUNENBURG

WORKPLACE VIOLENCE POLICY

I. PURPOSE

The Town is committed to providing an environment that is conducive to personal safety and security during all work related activities.

II. POLICY

A. Violence of any type is strictly prohibited.

B. For purposes of this policy, violence includes any behavior intended to abuse or injure a person in the workplace or damage or destroy property in the workplace.

C. Violence is not restricted to physical conduct, but also includes verbal, visual and written conduct. The following examples are incorporated into the policy to assist employees to more fully understand the nature of the behavior prohibited by this policy. Violent behavior for purposes of this policy, however, is not limited to the examples below.

1. Violent physical conduct includes assaults, fights, stalking, destruction or sabotaging of property or equipment and arson.
2. Violent verbal conduct includes threats against individuals or property or abusive verbal outbursts, such as threats of bodily harm or verbal tirades intended to offend. Verbal acts of violence against property include threats to destroy or harm property or equipment.
3. Violent visual conduct includes making bodily gestures that are threatening or abusive, including obscene or threatening gestures.
4. Violent written conduct includes the use of printed or electronic media to threaten property or threaten, abuse or harass people. Written violence includes notes, letters, drawings or computerized mail that threatens, harasses, ridicules or abuses people. Written acts of violence against property include written or computerized threats to sabotage, destroy or render useless equipment or property.

D. Weapons of any type are strictly prohibited on all Town property, at all Town events, and are prohibited during any work related travel or business conducted outside of Town property, except by sworn, law enforcement personnel.

For purposes of this policy, weapons include firearms, knives, explosive materials, or any other object that could be used to injure, harass or intimidate an individual. This prohibition applies even if an employee is licensed to carry a legal weapon.

III. PROCEDURE

Criminal Complaints of Workplace Violence: Any individual who experiences or witnesses violence, threats of violence or harassing behavior, or who has reason to suspect that these acts or behaviors are occurring, and may be of a criminal nature, should immediately notify their immediate supervisor who shall report it to the Town Manager and the Police Department. It is not necessary to inform their immediate supervisor first if an employee would prefer to discuss this matter with any of the other individuals listed above.

The Town Manager will investigate any criminal allegation or coordinate with the local law enforcement agency. Alleged behaviors that may not be criminal may still be subject to this policy and subject to appropriate disciplinary action, up to and including termination subject to applicable state statutes and contractual agreements.

Non-Criminal Allegations of Workplace Violence: Alleged behaviors that may not be criminal may still be subject to this policy. An employee, official, resident, or visitor may wish to request an informal Town review and action. If this is the case she/he should inform the Town Manager, either orally or in writing. The Town Manager will talk with the person reporting the workplace violence to get details about the events with the primary goal being to provide an opportunity to resolve the concerns through mediation, conflict resolution, and conciliation. Informal procedures at this time include, but are not limited to, separate meetings with the parties involved, joint meetings with the parties involved, meetings of only the parties involved.

Confidentiality: Confidentiality is important to encourage discussion. Confidentiality will be maintained insofar as it is legal and ethical. It is not guaranteed. Depending upon the facts of a case it may be necessary for the Town to take action, including consultation with others.

Retaliation: To better ensure a safe workplace and to encourage responsible reporting of violence in the workplace, retaliation or harassment against a person making a report in good faith, will not be tolerated and may subject the person engaging in alleged retaliation to discipline by relevant Town policy.

The Town Manager may issue procedural rules to carry out this policy.

III. SEARCHES

A. Lockers, desks, storage drawers, work areas and vehicles although assigned to employees are Town property and are subject to unannounced inspections. The Town may exercise its right to search Town property for weapons and any other items not permitted on Town premises.


B. The Town reserves the right to search the possessions of employees and any employee of vendors, contractor, and subcontractors upon entering and leaving Town property, at any time without prior announcement. At such times, all briefcases, purses, portfolios, lunch boxes, tool boxes, and other articles and containers may be subject to inspection. Employees refusing to submit or interfering with such searches may be subject to disciplinary action, up to and including dismissal.

IV. QUESTIONS

If you have any questions regarding this policy, please contact the Town Manager.

V. ADOPTION BY BOARD OF SELECTMEN

This policy was adopted by the Board of Selectmen on July 18, 2017.



Chairman, Board of Selectmen

Acknowledgment of Receipt of Policy

I acknowledge receipt of this *Workplace Violence Policy* from the Town of Lunenburg, and I have read its contents.

Name (Print)

Signature

Date

Witness