

WORKPLACE VIOLENCE PREVENTION PROGRAM

POLICY STATEMENT

Our municipality, Town of New Castle, is concerned and committed to our employees' safety and health. We refuse to tolerate violence in the workplace and will make every effort to prevent violent incidents from occurring by implementing a Workplace Violence Prevention Program (WPVP). We will provide adequate authority and budgetary resources to responsible parties so that our goals and responsibilities can be met.

All elected Officials, Department Heads and Supervisors are responsible for implementing and maintaining our WPVP Program. We encourage employee participation in designing and implementing our program. We require prompt and accurate reporting of all violent incidents whether or not physical injury has occurred. We will not discriminate against victims of workplace violence.

A copy of this Policy Statement and our WPVP Program is readily available to all employees from their Department Manager or Supervisor.

Our program ensures that all employees, including Elected Officials, Department Heads and Supervisors, adhere to work practices that are designed to make the workplace more secure, and do not engage in verbal threats or physical actions, which create a security hazard for others in the workplace.

All employees, including Elected Officials, Department Heads and Supervisors, are responsible for using safe work practices, for following all directives, policies and procedures and for assisting in maintaining a safe and secure work environment.

Threats or acts of violence include conduct against persons or property that is sufficiently severe, offensive, or intimidating to alter the conditions of employment, or to create a hostile, abusive, or intimidating work environment for one or more employees, residents, or business partners. Workplace violence is defined as all threats or acts of violence occurring on Town property or in the workplace as described above, regardless of the relationship between the Town and the individual involved in the incident.

All personnel are responsible for notifying their Department Head of any threats which they have witnessed or received, or have been told that another person has witnessed

or received. Threats against co-workers can foreshadow violence. Even without any actual threat, employees should report any behavior they have witnessed which they regard as threatening or violent, when the behavior is related or might be carried out at work or is connected to Town employment. Employees are responsible for making this report, regardless of the relationship between the individual who initiated the threat or threatening behavior. Any potentially dangerous situations must be reported immediately to a Department Head or the Town Administrator's office. The Department Head is responsible for ensuring that the Town Administrator is notified of the incident.

Reports can be made anonymously and all reported incidents will be investigated if there is sufficient information in order to initiate an investigation. Reports or incidents warranting confidentiality will be handled appropriately and information will be disclosed to others only on a need-to-know basis. Acts of aggression and violent behavior may also automatically require action, and may subject an employee who commits an aggressive or violent act to be placed on immediate leave and possible disciplinary action. If the employee(s) remains employed, they should be assisted in obtaining counseling. The employee(s) that was the target of the aggression will have their needs and concerns addressed in the event the Town deems it necessary and appropriate. If appropriate, the Town will provide counseling services or referrals for employees.

The management of our municipality is responsible for ensuring that all safety and health policies and procedures involving workplace security are clearly communicated and understood by all employees. Department Heads and Supervisors are expected to enforce the rules fairly and uniformly.

Approved July 14, 2015

Authorization to Adopt

Workplace Violence Prevention Program Policy Statement

Council Member Chapin moved, seconded by Council Member Mottel to adopt the Workplace Violence Prevention Program Policy statement as attached.

VOTE	AYES	NAYS
Supervisor Greenstein	x	
Deputy Supervisor Katz	x	
Council Member Brodsky	x	
Council Member Chapin	x	
Council Member Mottel	x	

APPROVED BY
TOWN BOARD
7/14/15
[Signature]
[Signature]