

# **POLICY PROHIBITING WORKPLACE VIOLENCE**

## **POLICY STATEMENT**

Allergy County is concerned and committed to the safety and health of our employees. We have a zero tolerance policy towards violence, threats of violence, harassment, intimidation, bullying and other disruptive behavior in the workplace. We will provide the necessary resources to meet our goal of a safe workplace.

We require the prompt and accurate reporting of all violent incidents whether or not physical injury has occurred. All reports of incidents are taken seriously and dealt with appropriately. Employees who are found to have violated this policy are subject to disciplinary action, up to and including termination. Allergy County will not discriminate against victims of workplace violence.

All employees, including managers and supervisors, are responsible for using safe work practices, following all policies and procedures, and for assisting in maintaining a safe and secure work environment.

## **DEFINITIONS:**

### **Workplace Violence**

Workplace violence is defined as any act that occurs in the workplace that creates a hostile work environment that affects employees' physical or psychological well-being. This can take the form of harassment, verbal threats, aggressive or threatening behavior and physical assault or abuse.

A workplace may be any location either permanent or temporary where an employee performs any work-related duty. This includes, but is not limited to, County property, clients' homes and traveling to and from work assignments.

Types of workplace violence that can occur are:

- Violence by strangers
- Violence by customers or clients
- Violence by co-workers, subordinates, and supervisors
- Violence by personal relations

## PROHIBITED BEHAVIOR

Prohibited conduct includes, but is not limited to:

- Injuring another person physically
- Engaging in behavior that creates a reasonable fear of injury to another person
- Engaging in behavior that subjects another person to extreme emotional distress
- Possessing, brandishing, or using a weapon that is not required by the individual's position while on County property or engaging in County business
- Intentionally damaging property
- Threatening to injure an individual or to damage property
- Committing injurious acts motivated by, or related to, domestic violence or sexual harassment
- Retaliating against any employee who reports a violation of this policy

## PROCEDURE:

1. Any incident that constitutes a potential or actual threat of violence towards an employee must be reported to a Supervisor. The circumstances of the incident may dictate the incident first be reported to the Sheriff's Office, Department Head, or Personnel Officer/Designee.
2. Supervisors will take any appropriate actions to eliminate any immediate risk/danger if they exist.
3. Employees will preserve, to the extent possible, any physical evidence.
4. Following a report of an incident, the Personnel Officer along with the appropriate Department Head shall coordinate an immediate investigation. If appropriate, this investigation will be in cooperation with the Sheriff's Office.
5. Any disciplinary actions will be applied according to established procedures:
  - Section 75 "*Disciplinary Proceedings*" of the Civil Service Law
  - Article XVIII "*Removal and Other Disciplinary Action*" of the Collective Bargaining Agreement between the County and the Deputy Sheriff's Association, Local 3989
  - Article 18 "*Removal and Other Disciplinary Action*" of the Collective Bargaining Agreement between the County and AFSCME, Local 2574
  - Section 3.07 "*Post-Probationary Discipline*" of the Collective Bargaining Agreement between the County and the New York State Nurses' Association
  - Allegany County Disciplinary Manual
6. Criminal investigations will be the responsibility of the Allegany County Sheriff.

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