

Workplace Violence Prevention Policy Statement

(adopted 2/2007, revised 8/2022)

Harborfields Public Library is committed to maintaining a work environment that is free of unlawful harassment, threats, coercion, intimidation and violence which involves or affects the Library or occurs on Library property by anyone, including any Library staff or vendor doing business with or representing the Library. Library employees may not engage in any behavior or conduct that could reasonably be interpreted as violent, threatening to others, or unlawful harassment.

Workplace violence is defined by New York State Regulations as any physical assault or act of aggressive behavior occurring where a public employee performs any work-related duty in the course of his or her employment including, but not limited to:

- (a) an attempt or threat, whether verbal or physical, to inflict physical injury upon an employee;
- (b) any intentional display of force which would give an employee reason to fear or expect bodily harm;
- (c) intentional and wrongful physical contact with a person without their consent and that entails some injury; or
- (d) stalking an employee with the intent of causing fear of material harm to the physical safety and health of the employee when the stalking has arisen through and in the course of employment.
- (e) hitting or shoving an individual;
- (f) threatening or causing harm to an individual or their family, friends, associates or their property;
- (g) intentional destruction or threat of destruction of Library-owned property or services;
- (h) threatening or harassing phone calls, letters, e-mails or any other form of communication;
- (i) intimidating or coercing an employee to do wrongful acts or to violate a Library policy, law or procedure;
- (j) intimidating or coercing a member of the public or anyone with whom the Library does business or to whom the Library provides services in such a way that it adversely affects the legitimate interests and goals of the Library;
- (k) harassing interference, stalking or malicious following with the intent of making a reasonable person feel fear for their safety;
- (l) unauthorized possession of a weapon or other inappropriate, threatening use of a dangerous instrument on Library property.

The Library will take reasonable and practical measures to prevent workplace violence and to protect employees and visitors from acts of violence. All employees are responsible for helping

to create an environment of mutual respect for each other as well as for visitors. All employees are responsible for following all policies, procedures and program requirements, and for assisting in maintaining a safe and secure work environment.

Employees are prohibited from possessing firearms or weapons of any kind while on Library premises while conducting business for the Library, or at any work sites or other locations during working hours or while representing the Library, regardless of whether the person is licensed to carry the weapon. Weapons include guns, knives, explosives, and other items with the potential to inflict bodily harm. If any employee has knowledge of another employee's possession of a weapon, that knowledge should be reported to a supervisor as soon as possible.

The Library will respond to all incidents of workplace violence or threatening behavior immediately upon notification of the incident.

All employees 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.

The Library needs your cooperation to implement this Policy effectively and maintain a safe working environment. Do not ignore violent, threatening, harassing, intimidating or other disruptive behavior. If you observe or experience such behavior by anyone on Library premises, or a violation of this Policy, whether or not you are a Library employee, you should report it immediately to a supervisor, the Assistant Director or the Director. A supervisor who receives a report must complete an "Incident Report Form" and immediately contact the Director, or in the Director's absence, the Assistant Director, regarding investigating the incident and initiating appropriate action.

Any Library rules and procedures that impose standards or requirements in addition to those in this Policy will also apply. If you are unsure as to whether there are any additional standards or requirements that are applicable to you/your position, please contact the Assistant Director or the Director.

THREATS OR ASSAULTS THAT REQUIRE IMMEDIATE ATTENTION BY SECURITY OR POLICE SHOULD BE REPORTED TO THE POLICE AT 911.

Enforcement of this Policy will be accomplished through the implementation of a Workplace Violence Prevention Program, and by complying with the requirements of the NYS Workplace Violence Prevention Act as set forth in NYS Labor Law Section 27-b. A general review of the Library's Workplace Violence Prevention Program will be conducted every year. Specific reviews will be conducted upon a workplace violence incident.

Individuals who violate this Policy may be subject to removal, criminal and/or civil charges, and/or disciplinary action up to and including termination of employment.

Any employee who, in good faith, makes a report of workplace violence, reports witnessing workplace violence, or is involved in reporting, investigating, or responding to workplace violence, will not be subject to retaliation of any kind. Any employee found to have engaged in retaliatory action will be subject to discipline, up to and including termination.