

VIOLENCE FREE WORKPLACE

POLICY NUMBER: CEMS-020

PURPOSE:

The City of Winchester is committed to providing a safe, respectful, and violence-free workplace for employees and anyone conducting business with or visiting the City, including elected officials, contractors, vendors, customers, and visitors. The City will not tolerate threats, intimidation, harassment, or acts of violence in any City workplace or while conducting City business. The purpose of this policy is to help prevent workplace violence, encourage early reporting of concerns, and provide a safe work environment for everyone.

POLICY:

The City prohibits any act or threat of workplace violence. Examples of prohibited conduct include, but are not limited to:

- Threats of violence, whether spoken, written, electronic, or implied
- Physical assault or attempted assault
- Fighting or unwanted physical contact
- Intimidation or threatening behavior
- Stalking
- Intentional damage to City or personal property
- Possession or unauthorized use of weapons on City property or while conducting City business, unless authorized by law or required as part of an employee's official duties

Employees who violate this policy may be subject to disciplinary action and may also face criminal prosecution when appropriate.

REPORTING AND INVESTIGATIONS:

Employees are expected to immediately report:

- Threats of violence
- Violent or aggressive behavior
- Suspicious behavior that could create a safety concern
- Any act of workplace violence

Reports should be made immediately to a supervisor, Department Head, Human Resources, or another member of management. If there is an immediate danger, employees should call 911 first and then notify their supervisor as soon as it is safe to do so. Employees are expected to report concerns regardless of who is involved.

The City will promptly review and investigate reports of workplace violence. Employees are expected to cooperate fully in any workplace violence investigation. Appropriate action will be taken based on the facts of each situation. Information will be shared only with those who have a legitimate business need to know. The City cannot guarantee complete confidentiality but will make reasonable efforts to protect employee privacy.

PROTECTIVE ORDERS:

Employees who obtain a protective or restraining order that includes a City workplace should promptly provide a copy of the order to their Department Head and the Human Resources Department so appropriate workplace safety measures can be considered.

WORKPLACE SAFETY:

When a potential threat exists, the City may take any action necessary to protect employees and the public, including removing individuals from City property, restricting access to facilities, contacting law enforcement, placing an employee on administrative leave, or taking other appropriate safety measures.

RETALIATION:

The City prohibits retaliation against anyone who in good faith:

- Reports workplace violence or a safety concern;
- Participates in an investigation; or
- Assists in addressing a workplace violence concern.

Anyone who knowingly makes a false report may be subject to disciplinary action.