




## POLICY AND PROCEDURE STATEMENT

<b>SUBJECT</b> WORKPLACE VIOLENCE	<b>PAGE 1 OF 1</b>	<b>DATE EFFECTIVE</b> SEPTEMBER 1, 2018	
<b>SECTION/POLICY NO.</b> 5.19	<b>APPROVED BY</b>  MAYOR	<b>SUPERSEDES</b> NEW	
<b>PREPARED BY</b> VILLAGE ADMINISTRATOR		<b>APPROVAL DATE</b>	<b>ISSUE DATE</b> 12/31/2017
<b>REFERENCE</b>	 VILLAGE ADMINISTRATOR	<b>DISTRIBUTION LIST</b> WEBSITE, MAYOR, COUNCIL CLERK- TREASURER, AND VILLAGE EMPLOYEES	
	 PERSONNEL/BENEFIT COMMITTEE		

**SCOPE**

- I. This Policy applies to Ashville Personnel, Ashville Government, and Contract Staff.

**POLICY:**

- I. The Village will have in place procedures that reduce the possibility of workplace violence.

**PURPOSE:**

- I. To have a violence free and safe workplace.

**PROCEDURE:**

- A. The Village does not tolerate violence within its workplaces. No person employed with the Village shall be the instigator of, or participant in, any of the following:
  1. Obscenities, ethnic slurs, or epithets directed toward individuals.
  2. Threats of bodily harm or damage to one's property.
  3. Actual bodily harm or damage to one's property.
  4. Callous or intentional disregard for the physical safety or well-being of others.
  5. Possession of any weapon or the brandishing of any object that could reasonably be perceived as a weapon (police officers and other authorized personnel are exception).
  6. Any other conduct that a reasonable person would perceive as constituting a threat of violence.

- B. Any such behavior, comments, and/or weapon possession shall be reported immediately to one's supervisor or their Director. Supervisors shall be required to take appropriate, immediate action to curtail any such behavior or comments. Any know weapon possession or potential serious violent situations shall be reported immediately to the Police Department by the supervisor.

- C. Violations of this policy will lead to immediate disciplinary action up to, and including, termination and any appropriate legal action.

Supervisors may require an evaluation of the offending employee by our Employee Assistance Program along with either coaching or progressive discipline depending upon the severity of the offense.

By signing this document you have read and understand the above and will comply with this policy.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

These rules require strict adherence. Any infraction thereof could result in disciplinary action. Disciplinary actions range from verbal warnings to termination; the severity of the misbehavior governs the severity of the disciplinary action.