

## **OSSINING PUBLIC LIBRARY**

### **WORKPLACE VIOLENCE POLICY**

Nothing is more important to Ossining Public Library than the safety and security of our employees. Threats, threatening behavior, or acts of violence against employees, visitors, guests, or other individuals by anyone on Ossining Public Library property will not be tolerated.

Any person who makes threats, exhibits threatening behavior, or engages in violent acts on Ossining Public Library property will be removed from premises as quickly as safety permits and shall remain off Ossining Public Library premises pending the outcome of an investigation.

Workplace violence can be any behavior that is violent, threatens violence, coerces, harasses, or intimidates others, interferes with an individual's legal rights of movement or expression, or is otherwise disruptive. Examples include:

- Intentional physical contact with the intent to cause harm (such as slapping, stabbing, punching, striking, shoving, or other physical attack).
- Making threatening remarks (such as threats to cause physical harm, threats to damage property, or threats to act out violently).
- Committing acts motivated by, or related to, domestic or intimate partner violence.

While employees are not expected to be skilled at identifying behaviors that may be warning signs of potential workplace violence, they should exercise good judgement and inform their Supervisor, Department Head, the Library Director, or the Assistant Library Director if an employee exhibits behavior that could be a sign of a potentially dangerous situation. Such behavior includes:

- Discussing weapons or bringing weapons to the workplace.
- Displaying overt signs of extreme stress, resentment, hostility, or anger.
- Making threatening remarks.
- Showing sudden or significant deterioration of performance.
- Displaying irrational or inappropriate behavior.

All Ossining Public Library's employees are responsible for promptly notifying their Supervisor, the Library in Charge Person, the Library Director, and/or the Assistant Library Director of any behaviors that they reasonably believe pose a potential for workplace violence that they have witnessed, encountered or have been told that another person has witnessed or encountered. Supervisors, Library in Charge Persons, and the Assistant Library Director shall notify the Library Director in all cases where violence, threats of violence, or threatening behavior have occurred. Any person experiencing or witnessing imminent danger or actual violence involving weapons or personal injury should call their supervisor immediately or call 911. A Workplace Violence Reporting form is provided for employees to use when reporting workplace violence or potential workplace violence, however employees are encouraged to speak with a supervisor, a Library in Charge Person, the Assistant Library Director, or the Library Director as soon as possible and need not wait to fill out the form before reporting.

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An employee who applies for or obtains a legal protective or restraining order that lists the Ossining Public Library and property as protected areas must provide a copy of the petition and declarations used to seek the order and a copy of any temporary or permanent protective or restraining order that was granted. The Ossining Public Library will respect the privacy of the employee whenever possible, but may need to make information available to supervisors, administrative staff or, when appropriate, law enforcement.

The Library Director and, in their absence, the Assistant Library Director, is responsible for implementing this policy. Supervisors and Department Head are also responsible, within their area of oversight, for the implementation of this policy. Supervisors, Department Heads, and Library in Charge Persons must report any complaint of workplace violence made to them or any other incidents of workplace violence that they reasonably believe to exist to the Library Director or to the Assistant Library Director in the Director's absence. Complaints will be kept confidential, except as necessary during the investigation process and/or subsequent proceedings.

Complaints involving workplace violence will be taken seriously and given the attention they deserve. Retaliation against anyone acting in good faith who has made a complaint of workplace violence, who has reported witnessing workplace violence, or who has been involved in reporting, investigating, or responding to workplace violence is in violation of this policy.

Ossining Public Library's response to incidents of violence may include disciplinary action of employees consistent with applicable law, rules, regulations and/or collective bargaining agreements and/or alteration or termination of a business relationship with outside contractors or vendors. Examples of possible remedies include but are not limited to the following: suspension or termination of any business relationship, reassignment of job duties, suspension or termination of employment, criminal prosecution, etc.

*Adopted, January 11, 2010*

*Updated 9/01/2014*

*Revised and approved by the Board of Trustees, 10/25/2021*