Town of Vienna

2083 NYS RTE. 49

North Bay, NY 13123

Policy against Workplace Violence

Employers must provide a place of employment free from recognized hazards likely to cause death or serious physical harm to employees.

Workplace violence is defined as any physical assault or act of aggressive behavior that occurs where a public employee performs any work-related duty in the course of their employment. This includes but is not limited to:

- An attempt or threat, whether verbal or physical, to inflict physical injury upon an employee.
- Any intentional display of force which would give an employee reason to fear or expect bodily harm.
- Intentional and wrongful physical contact with a person without his or her consent that entails some injury.
- Stalking an employee to cause fear of harm to the employee's physical safety and health when such stalking has arisen through and in the course of employment.
- **This includes any location where work is being done - temporary or permanent, on-site or off-site, roads, recreation programs, etc.**

The Town of Vienna considers any threat of violence or potential violence seriously and will take immediate action including contacting law enforcement. This policy includes but is not limited to, employees, customers, vendors and any other person on town property. The Town of Vienna has zero tolerance for any person who threatens, intimidates or causes harm to individuals or property.

Any employee who witnesses or receives a report of violent or threatening behavior should report it to their Supervisor. The employee should take steps to remove themselves from a potentially dangerous situation by leaving the facility or going to another area of the facility until help arrives. If this is not possible, lock the doors after the abusive individual leaves and call 911. If the abusive person will not leave, call 911 in their presence.

Firearms and weapons are strictly prohibited from being brought into town offices. Except for persons authorized to possess firearms, such as sworn police officers. Possessing weapons on the premises could result in immediate termination.

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IN TESTIMONY HEREOF, I have hereunto set my hand and affixed the seal of the Town of Vienna.

(SEAL) Carol L Huber

Carol L Huber, Town Clerk