

CITY OF TROY

WORKPLACE VIOLENCE PREVENTION POLICY STATEMENT

The City of Troy is committed to providing a work environment free from the hazards of workplace violence or any physical assault, threatening behavior or verbal abuse. Any acts of violence occurring where an employee performs any work-related duty in the course of his or her employment will not be tolerated.

This policy is designed to meet the requirements of NYS Labor Law 27b and highlights some of the elements that are found within our Workplace Violence Prevention Program. The process involved in complying with this law included a workplace evaluation that was designed to identify the workplace violence hazards our employees could be exposed to. Authorized Employee Representative(s) will, at a minimum, be involved in:

- The evaluation of the physical environment;
- The development of the Workplace Violence Prevention Program and;
- The review of workplace violence incident reports at least annually to identify trends in the types of incidents in the workplace and review of the effectiveness of the mitigating actions taken.

All employees will participate in the annual Workplace Violence Prevention Training Program.

What is Workplace Violence?

New York State Public Employer Workplace Violence Prevention Code Rule 827 defines Workplace Violence as any physical assault, threatening behavior, and/or verbal abuse occurring where a public employee performs any work-related duty in the course of his or her employment.

A reportable workplace violence incident is defined as one or more of the following:

- An attempt or threat whether verbal or physical to inflict injury upon a person;
- Any intentional display of force which would give a person reason or fear to expect bodily harm;
- Intentional and wrongful physical contact with a person without his or her consent that entails some injury or offensive touching;
- Harassment of a nature that would give a person reason to fear escalation or make it difficult to pursue a normal work life or private life when harassment arises out of or in the course of employment;
- Stalking a person with the intent of causing fear when such stalking has arisen through or in the course of employment. An incident may be committed without one person actually touching or striking or doing bodily harm to another person.

The goal of this policy is to promote the safety and well being of all people in our workplace. Employees are often in the best position in the workplace to observe behavior that may indicate that an individual is being threatened.

Employees are expected to exercise sound judgment and to inform a supervisor or department head if any employee exhibits behavior that could be a sign of a potentially dangerous situation. This includes threats by employees, as well as threats by clients, vendors, solicitors or other members of the public. Such behaviors include, but are not limited to:

- Carrying or keeping weapons in the workplace
- Engaging in derogatory or verbally abusive speech
- Making threatening remarks or behaving in a hostile manner
- Fighting or physical abuse
- Harassing or intimidating another employee
- Vandalism to property or equipment

Employees who feel threatened in any way by such behaviors should immediately report details of the incident to any supervisor, department head or human resources representative. All such complaints will receive immediate attention and will be thoroughly investigated. Based upon the results of this inquiry, disciplinary action may be taken against the offender up to and including termination.

Employees who observe or have knowledge of any violation of this policy should report it immediately to any supervisor or human resources representative.

The City of Troy is committed to maintaining a workplace where conflicts can be resolved appropriately and without anger, aggression or intimidation of any kind. This policy extends to visitors, vendors and all full- and part-time employees. Violence in any form will not be tolerated and this policy will be rigorously enforced.

A copy of the complete Workplace Violence Prevention Program is available in the Personnel Office, City Hall, 433 River St, 5th floor, Troy, NY 12180, (518)279-7123.

If you have questions, issues or concerns please contact:

**The Personnel Office
(518) 279-7123**