ESTABLISHED 1659

CITY OF NORWICH

CONNECTICUT

DATE: February 1, 2016

TO: City Employees

FROM: City Manager

SUBJECT: **POLICY PROHIBITING WORKPLACE VIOLENCE (RE-ISSUE)**

In order to promote a safe and productive work environment, free from violence, threats of violence, harassment, intimidation, possession of weapons and other disruptive behavior at the workplace, the City of Norwich, Connecticut has adopted the following "Zero Tolerance" policy on workplace violence.

Each employee has the right to work in an environment sheltered from violence. Employees are prohibited from committing any act of violence on or towards another person at any City work location or work site. Violence shall be defined pursuant to this policy as acts of physical force against a person including assault; battery; abuse; threats and/or harassment; intentionally placing hands upon another with the intent of harming another; intentionally causing harm to another through using any device, weapon or object; provoking another employee or individual to harm another person. Police Officers are exempt from this policy to the extent that they are performing their duties.

Each employee has the right to work in an environment free from threats of violence and from verbal abuse. Threats of violence shall be defined as the use of words or phrases indicating intent to do physical harm to another. Verbal abuse shall include use of obscene or offensive language designed to humiliate, denigrate, belittle or provoke another person. This shall include the use of racial epithets.

No employee is permitted to bring into or possess any weapon in the workplace. For the purposes of this policy, the term "weapon" includes, <u>but is not limited to</u>, any type of firearm or any type of knife with a blade of four inches or longer. Furthermore, employees are prohibited from storing any such weapon, as described above, in any privately owned motor vehicle parked at a City owned parking lot, or at a work site where one or more City employees are assigned to work. Police Officers are exempt from the provisions of this paragraph to the extent that they are carrying weapons that either are issued by the Norwich Police Department or are authorized by the Chief of Police or his designee. For the purposes of this policy, the term "workplace" shall include all public buildings, facilities and vehicles owned by the City of Norwich and work sites where one or more City employees are assigned to work.

Any employee who witnesses a co-worker in possession of a firearm while working or on City property, or is subject to an act of violence, use of threatening language, or verbal abuse as described in this policy shall immediately notify his/her supervisor of such act. Any supervisor so notified shall take any necessary remedial measure to ensure the safety of employees and other persons in the immediate area and shall inform the department head and the Director of Human Resources at the earliest opportunity. The department head and /or the Director of Human Resources shall promptly investigate the report and take all necessary appropriate actions.

Any employee who violates this policy will be subject to disciplinary action, up to and including the termination of his/her employment from the City. Additionally, any employee who violates this policy may also be in violation of criminal statutes and may be subject to criminal prosecution.

For your safety and the safety of others, it is important to comply with this policy. Thank you for your cooperation.

Issued: 12/2/99
Re-issued: 6/1/14
Re-issued 7/1/15