

## **WORKPLACE VIOLENCE POLICY**

### **GENERAL POLICY**

The Beloit Public Library is committed to providing a safe and healthy work environment free from any threats or acts of violence. Toward this commitment, the Library will not tolerate any threats or acts of violence in the workplace.

### **APPLICABILITY**

This policy applies to every person performing work for the Library as well as anyone who visits the workplace or comes in contact with Library employees in the performance of their duties.

### **PROHIBITED CONDUCT/PENALTIES**

Violence is defined to include, but is not limited to: physical assault or battery, aggressive behavior toward another individual, purposeful destruction of Library property, intimidation through verbalized or implied threats, stalking and destruction of another's property. Any reported act or threat will be investigated.

Any confirmed act or threat by a Library employee will be grounds for disciplinary action, up to and including termination of employment. In cases of physical assault and/or threat of lethal force, violators will be subject to immediate termination.

In addition, no employee or third party, except for law enforcement personnel, is permitted to bring firearms or other dangerous weapons on to Library property. "Dangerous weapons" means any firearm, whether loaded or unloaded; any device designed as a weapon and capable of producing death or great bodily harm; any ligature or other instrumentality used on the throat, neck, nose, or mouth of another person to impede, partially or completely, breathing or circulation of blood; any electric weapon defined by WI State Statute 941.295 (1c)(a); or any other device or instrumentality which, in the manner it is used or intended to be used, is calculated or likely to produce death or great bodily harm. Employees in violation of this provision shall be subject to discipline, up to and including termination. All violations may be subject to criminal prosecution.

### **REPORTS OF VIOLENCE OR THREATS**

1. Any employee who has been the recipient of a threat of violence or a victim of an act of violence shall report the situation immediately to his/her Department Head and/or law enforcement personnel. In case of emergency or conflict, such a report can also be made to another Department Head or Library Director.
2. Any employee witnessing a violent act or threat directed against another should observe the situation, attempt to get information such as the name of the perpetrator (but only if it can be done without endangering the employee or others) and shall report such incidents to his/her Department Head and/or law enforcement personnel. In case of emergency or conflict, such a report can also be made to another Department Head or Library Director.

3. Reports may be made directly by an employee or through a representative of the employee's choice, including an attorney, union representative, or counselor.
4. When applicable, the Library and its employees shall cooperate fully with police and other law enforcement officials in the investigation and prosecution of violent acts and/or threats.
5. The Library will pursue a Temporary Restraining Order against any person who disrupts the efficiency of the workplace through the harassment of an employee by stalking, threats or other means.
6. Employees who have, on their own, obtained a Temporary Restraining Order or injunction must inform their Department Head and Library Director.
7. Employees must practice due diligence in observing their workplace surroundings and report any suspicious persons or requests for sensitive information relating to Library operations to their Department Head.

## **INVESTIGATION**

The Library will investigate all reports of threats or acts of violence and take action as required by the situation. When appropriate the employee will be referred to the Employee Assistance Program (EAP) for evaluation and recommendations. Debriefing sessions will be conducted or coordinated by the Library when appropriate. Where indicated, the Library will cooperate with local law enforcement representatives. To the extent practical, reports, investigations and resolutions shall be conducted in a confidential manner. However, there can be no right or guarantee of anonymity.