

**Town of Guilford  
223 Marble Road  
Guilford, NY 13780**

## **POLICY AND PROCEDURE**

### **WORKPLACE VIOLENCE PREVENTION**

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Policy: It is the policy of the Town of Guilford to promote and maintain a safe and secure environment for our employees.

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Procedure:

1. Workplace violence presents a serious occupational safety hazard to our agency, staff, and clients. Threats, threatening behavior or acts of violence against employees, visitors, guests, and other individuals by anyone on Town property will be thoroughly investigated and appropriate action will be taken, including summoning criminal justice authorities when warranted.
2. All employees are responsible for:
  - a. Helping to create an environment of mutual respect for each other as well as clients
  - b. Following all policies, procedures, and program requirements
  - c. Assisting in maintaining a safe and secure work environment.
3. 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. Other tools that were utilized during this process included an employee survey and on site visits and evaluations. Management and Authorized Employee Representatives will have an ongoing role in the evaluation process, recommending methods to reduce or eliminate the hazards identified during the process and investigating workplace violence incidents and allegations. All employees will participate in the annual Workplace Violence Prevention Training Program.
4. The goal of this policy is to promote the safety and well being of all people in our workplace. All incidents of violence or threatening behavior will be responded to immediately upon notification. The Town of Guilford has identified response personnel that include a management and employee representative. If appropriate, the Town of Guilford will provide counseling services or referrals for employees.
5. All Town personnel are responsible for notifying the contact person designated below of any violent incidents, threatening behavior, including threats they have witnessed, received, or have been told that another person has witnessed or received.
6. The designated contact person will be the Town Supervisor.

Dated: 12/28/10