



WORKPLACE VIOLENCE AND SECURITY

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POLICY

It is the intent of the City of Newport to provide a safe workplace for employees and to provide a comfortable and secure atmosphere for citizens and others with whom we do business. A work environment that is safe and comfortable enhances employee satisfaction as well as productivity. The city has zero tolerance for violent acts or threats of violence. This policy applies to city employees, citizens, guests, customers, vendors, and any persons doing business with the city.

Conduct

The city expects all employees to conduct themselves in a non-threatening, non-abusive manner at all times. No direct, conditional or veiled threat of harm to any employee or city property will be considered acceptable behavior. Acts of violence or intimidation of others will not be tolerated. Any employee who commits, or threatens to commit, a violent act against any person while on city premises, will be subject to immediate discharge.

Responsibility

City employees share the responsibility in identification and alleviation of threatening or violent behaviors. Should situations occur which present a risk of harm to employees and others, all employees have an obligation to report any incidents that pose a risk of harm to employees or others associated with the city, or which threaten the safety, security, or financial interests of the city.

Violations

It is a violation of this policy for any individual to engage in any conduct, verbal or physical, that intimidates, endangers or creates the perception of intent to harm persons or property.

Examples include, but are not limited to:

- Physical assaults or threats of physical assault, whether made in person or by other means (i.e., in writing, by phone, fax or email).
- Verbal conduct that is intimidating and has the purpose or effect of threatening the health or safety of a co-worker.
- Any other conduct or acts that the City Manager believes represent an imminent or potential danger to work place safety or security.

Any employee who is subjected to or threatened with violence, or who is aware of another individual who has been subjected to or threatened with violence, should immediately report this

information to their supervisor or any member of management. Any threat reported to a member of management should be immediately brought to the attention of Human Resources and/or the City Manager. All reports will be carefully investigated by the city, and employee confidentiality will be maintained to the fullest extent possible.

Where such actions involve non-employees, the city will take action appropriate for the circumstances. Where appropriate and/or necessary, the city will also take whatever legal actions are available and necessary to stop the conduct and protect city employees and property.

The City of Newport may conduct an investigation of a current employee where the employee's behavior raises concerns about work performance, reliability, honesty, or potentially threatens the safety of co-workers or others. An employee investigation may include investigation of criminal records; it may also include a search of desks, work areas, file cabinets, voice mail systems, computer systems, or any other property provided by the city.