



## Workplace Violence Prevention Policy

- 1.1. Mattituck-Laurel Library is committed to preventing workplace violence and to maintaining a safe work environment for employees and patrons. To enhance the safety of employees and patrons, Mattituck-Laurel Library has adopted a Workplace Violence Prevention policy that supports zero tolerance of violence in the workplace. This policy articulates guidelines to deal with intimidation, harassment or other threats of actual (or perceived) violence that may occur on-site or off-site during work related activities.
- 1.2. All employees are covered under this policy.
- 1.3. All employees, patrons, vendors, and other associates should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, 'horseplay' or other conduct that may be dangerous to others.
- 1.4. Conduct that threatens, intimidates or coerces another employee, patron, vendor or other associate will not be tolerated. Mattituck-Laurel Library resources may not be used to threaten, stalk or harass anyone at the workplace or outside of the workplace. Mattituck-Laurel treats threats coming from an abusive personal relationship as it does other forms of violence.
- 1.5. Prohibited conduct includes, but is not limited to:
  - 1.5.1. Physically injuring another person.
  - 1.5.2. Threatening to injure a person or damage property by any means, including verbal, written, direct, indirect, or electronic means.
  - 1.5.3. Taking any action to place a person in reasonable fear of imminent harm or offensive contact.
  - 1.5.4. Possessing, brandishing, or using a firearm on Library property or while performing Library business except as permitted by state law.
  - 1.5.5. Violating a restraining order, order of protection, injunction against harassment, or other court order.
- 1.6. Indirect or direct threats of violence, incidents of actual violence and suspicious individuals or activities should be reported as soon as possible to the Director or designated person in charge. An incident report should be filled out by all witnesses to a threat of violence or act of violence. Details should be as specific as possible.
- 1.7. The Director, or appropriate designee, will promptly and thoroughly investigate all reports of threats of violence or incidents of actual violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as possible.

Anyone found to be responsible for threats of/or actual violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

- 1.8. Employees are encouraged to bring their disputes to the attention of the Director or other designee before the situation escalates. Employees will not be disciplined for raising such concerns. If you initiate, participate, are involved in retaliation, or obstruct an investigation into conduct prohibited by this policy, you will be subject to discipline up to and including termination.

Adopted 8/14/2023