

City of Northampton, Massachusetts
Human Resources Department

Effective Date: 11/17/97
Revised 12/3/2004

VIOLENCE IN THE WORKPLACE

POLICY

It is the policy of the City of Northampton that there shall be **“ZERO TOLERANCE”** of violent, threatening, harassing, or intimidating behavior by employees towards other employees, by employees towards members of the general public, or by the general public towards our employees in the workplace. The City also cannot tolerate employee possession of weapons, unless they are authorized to carry a weapon in the performance of their job. The intent of this policy is to provide a work environment that is free from intimidation, threats, or violent acts.

SCOPE

This policy applies to all employees of the City of Northampton, all School Department employees and all employees of Smith Vocational High School.

PURPOSE

It is the purpose of this policy to give examples of behavior or acts that would violate this policy and to establish responsibilities and procedures to follow when an employee believes this policy has been or may be violated.

DEFINITION

For the purpose of this policy, violence and intimidation are defined as any oral statement that can be perceived as threatening or potentially threatening and/or any physical act that is damaging to a person, personal property at work, or city property. The following are a few examples of conduct that the City will not tolerate pursuant to this policy:

- Any form of oral or written threat that suggests or infers physical harm or an act of violence.
- The use of city property, services, or equipment such as phones, faxes, copiers, computers, vehicles etc. for the purpose of threatening any individual with physical harm or an act of violence.
- Any physical assault, or threat of physical assault, such as hitting, pushing, punching, pinching, kicking or holding.
- Impeding, or intentional blocking of, the movement of another person with the intent to cause harm or intimidation.
- The carrying, transportation or storage of firearms and ammunition including starter pistols, flare guns, explosives and blasting caps either on the person or

in a vehicle, while on city property is also expressly prohibited. The possession of a valid License to Carry Firearms, Firearm Identification card, or Federal Firearms License does not supersede this prohibition. Any other object that may be construed to be a dangerous weapon as defined under MGL c.269-10 or items possessed with the expressed intent to harass or injure others are likewise prohibited.

Any violation of the above prohibitions shall subject the individual to appropriate disciplinary action up to and including termination.

RESPONSIBILITIES & GENERAL GUIDELINES:

Managers and supervisors are required to report any direct or suspected violation to Human Resources. If direct and immediate intervention is required, emergency response should be activated by calling 911 to facilitate an immediate response by the Northampton Police Department (NPD).

Employees are required to report any direct or suspected violation to their Department Manager or the Director of Human Resources. If direct and immediate intervention is required, emergency response should be activated by calling 911 to facilitate an immediate response by the Northampton Police Department.

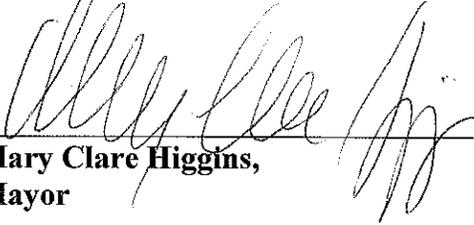
In any situation where Police are summoned due to the acts of an employee, all appropriate action will be taken by the NPD to include an initial report. The Officer will advise the victim of their right to file a criminal complaint. The victim maintains the right to pursue legal action under any circumstances. In the event that a violation of this policy is committed by a member of the general public against a city employee, the response should be the same. The employee should notify their department manager, if appropriate or if an immediate response is necessary, 911 should be called. At a minimum, the offender will be removed from the city premises and may be forwarded a Notice of Trespass form (see attached Notice of Trespass form) issued by the city supervisor in control of the city premises (MGL 266-120). A Department manager can request that a Notice of Trespass form be initiated by consulting with the Director of Human Resources. The Director of Human Resources will coordinate any action with appropriate City resources.

Regardless of whether there is police intervention or not, the Department Manager and the Director of Human Resources will conduct an internal investigation to determine the appropriate action to be taken.

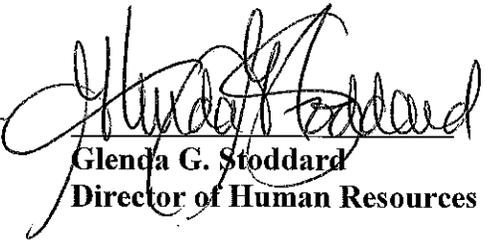
Employees are encouraged to inform their department head and/or the Director of Human Resources, or his/her designee, if they have a restraining order against another person. An employee in this situation may also request that their department head initiate the process to have a *Notice of Trespass* form issued.

The City's Employee Assistance Program (EAP) is always available to assist employees coping with issues of violence whether the issue is related to work or home.

Approval:



Mary Clare Higgins,
Mayor



Glenda G. Stoddard
Director of Human Resources