

# **Village of Marcellus** **Workplace Violence Policy**

## **Statement**

The Village of Marcellus is committed to provide a safe and healthy environment for its employees and members of the community. The Village of Marcellus will provide the administrative resources necessary to implement a workplace violence prevention program. The Village Board will be responsible for implementing the workplace violence policy.

## **Policy**

Workplace violence in any form will not be tolerated in the Village of Marcellus. Physical assaults, harassment and other threats of violence will be dealt with immediately. Individuals who violate this policy are subject to disciplinary action or referral to law enforcement authorities. This policy includes all employees, members of the community and others who do business with the Village of Marcellus. The policy covers all areas where Village of Marcellus business is conducted including Village of Marcellus owned facilities and offsite locations.

## **What Is Workplace Violence?**

Workplace violence is any physical assault, threatening behavior or verbal abuse that affects the physical or emotional health of the persons performing their duties for the Village of Marcellus.

Prohibited Activities include, but are not limited to the following:

1. Verbal abuse including yelling, using profanity, or gestures.
2. Intentional physical contact such as shoving, punching or slapping.
3. Threatening behavior such as stalking, oral or written comments, pounding on a desk.
4. Possessing illegal firearms, explosives, knives, or other dangerous weapons for uses other than recreation or job place necessity.

## **Incident Reporting**

Incident forms will be available in all departments. All individuals who feel they have been a victim of workplace violence should report the incident without fear of reprisals. An incident form should be filled out immediately and turned into each member of the Village Board by sealed envelope, clearly marked "Confidential".

Employees should be proactive in helping to maintain a safe environment by reporting indicators of increased risk of violent behavior.

Examples of behaviors that could preclude an act of violence might include the following:

1. Extreme changes in behavior.
2. Drug or alcohol abuse.
3. Aggressive behavior, making threats.
4. Depression due to family or personal problems.
5. Having a weapon at work with intent to threaten or cause harm to another employee or individual.

**I have read and fully agree to comply with the Village of  
Marcellus Workplace Violence Policy**

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**Signature**

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Date