

# Town of Longmeadow

## Policy on Workplace Violence

### ***Definitions:***

Workplace violence includes, but is not limited to, harassment, threats, intimidation, physical attack, or property damage. The following are a few examples of conduct that the Town will not tolerate pursuant to this policy:

- Use of vulgar or profane language towards others.
- Disparaging or derogatory comments or slurs or name calling.
- Any behavior outlined in the Town's Sexual Harassment Policy.
- Any form of oral or written threat that suggests or infers physical harm or an act of violence.
- The use of Town 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, kicking or holding.
- Impeding or intentional blocking of the movement of another person with the intent to cause harm or intimidation.

### ***Weapons and Explosives:***

Non-Employees: A person, who is not a law enforcement officer, may not carry on his or her person, a firearm, whether loaded or unloaded, or any other dangerous weapon as outlined, in any building, or on the grounds of any property of the Town of Longmeadow, without the written authorization of the Town Manager.

Any violation of the provisions of this policy by non-employees, visitors or vendors, may result in the removal from the premises of the violator, a criminal trespass order issued, and/or a possible criminal complaint being sought.

Employees: Employees and officials of the Town of Longmeadow are prohibited from bringing to the workplace, or possessing on any Town property, building or parking area: firearms, ammunition, knives, starter pistol, flare gun, explosives and or blasting caps, or any other dangerous weapon. Having been issued a valid Class A, B, C or D firearms/rifle or chemical spray license by the Department of Public Safety does not supercede this prohibition. Law enforcement employees (Officers) are exempt from this provision as it applies to firearms and ammunition. Possession of other dangerous weapons by law enforcement officers in the course of their duties is also exempt.

Any violation of the provisions of this policy by an employee or Town official shall subject the employee or official to appropriate disciplinary action, up to and including termination, and possible criminal action being sought.

### ***Prevention of Workplace Violence:***

The Town subscribes to the concept of a safe workplace environment and supports the prevention of workplace violence. Prevention efforts include, but are not limited to, informing employees of this policy, instructing workers of the dangers of workplace violence, communicating sanctions imposed for violating this policy, and providing a reporting hierarchy within which to report incidents of violence without fear of reprisal.

### ***Procedure for Reporting Violence:***

Each incident of workplace violent behavior, whether the incident is committed by another employee or an external individual such as a customer, vendor, or citizen, must be reported to the Town Manager. In critical incidents in which serious threat or injury occurs, emergency responders such as Police, Fire and/or Ambulance personnel must be promptly notified by the immediate Supervisor who must then report the incident immediately to the Town Manager.

### ***Exceptions Pursuant to M.G.L. 258, Section 10***

This policy is not intended to be construed to provide explicit and specific assurances of safety or assistance, nor be cause for intervention by a municipal employee which causes injury or places a victim in a worse position.