

Warren-Newport Public Library District

Staff Manual

522 Workplace Violence Prevention

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The Warren-Newport Public Library District (WNPLD) is committed to preventing workplace violence and to maintaining a safe work environment. Given the increasing violence in society in general, WNPLD has adopted the following guidelines to deal with intimidation, harassment, violence, or threats of violence that may occur during business hours or on its premises.

All employees, patrons, volunteers, and guests should be treated with courtesy and respect at all times. Employees, patrons, volunteers, and guests are expected to refrain from fighting, "horseplay," or other conduct that may be dangerous to themselves or others. Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited from the premises of WNPLD without proper authorization.

Conduct that threatens, intimidates, or coerces another employee, patron, volunteer, or guest at any time, including off-duty periods, will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual's sex, race, age, or any characteristic protected by federal, state, or local law.

All acts or threats of violence, both direct and indirect, should be reported as soon as possible to the employee's immediate supervisor or any other member of management. This includes threats by employees, as well as threats by patrons, vendors, or other members of the public. Reports should be as specific and detailed as possible.

All suspicious individuals or activities should also be reported as soon as possible to a supervisor or a security monitor. Employees who see or hear a commotion or disturbance near their workstation should not try to intercede or see what is happening.

WNPLD will promptly and thoroughly investigate all reports of acts or threats of violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical. In order to maintain workplace safety and the integrity of its investigation, WNPLD may suspend employees, either with or without pay, pending investigation.

Anyone determined to be responsible for acts or threats of 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.

WNPLD encourages employees to bring their disputes or differences with other employees to the attention of their supervisors, the person in charge, or the Executive Director before the situation escalates into potential violence. WNPLD is eager to assist in the resolution of employee disputes and will not discipline employees for raising such concerns.