

Argyle Free Library

Workplace Violence Prevention Policy

Policy Statement

The Argyle Free Library values a safe and healthy work environment. Bullying, threats, threatening behavior, or acts of violence, are examples of behaviors that are unacceptable and will not be tolerated. All employees are responsible for helping to create an environment of mutual respect for each other as well as our patrons, for following all policies, and for assisting in maintaining a safe and secure environment. All employees will participate in an annual workplace violence prevention training.

Upon knowledge of threats or acts of workplace violence, the Library Director and Board Members will take direct and immediate action to prevent any additional threats or violent acts from occurring. Library Director and Board Members will investigate thoroughly all reports of threats or acts of violence. The lessons learned will be shared as well as utilized to improve our Workplace Violence Prevention Policy. Violence in the workplace incidents reports will be reviewed at least annually by Library Director and Board Members to identify trends in the types of incidents that occurred as well as to review the effectiveness of the mitigation actions taken. We will review and update our policy whenever deficiencies are found, but no less than annually.

Goal:

The goal of this policy is to ensure all employees have an opportunity to work in an environment free of violence and to maintain this culture by providing procedures for reporting, investigating, and resolving any threats or acts of violence involving or against any of our employees. The Library Director and Board Members will continuously look for and take every reasonable prevention measure possible to ensure that this program protects our employees from all violent behavior.

The procedures for investigating and resolving the complaint are outlined in the harassment policy.

Report To:

If you believe that you have been a target of workplace violence, you witnessed a workplace violence incident or you were told that another person was involved in a workplace violence incident then you must report it immediately to your supervisor. If you believe you are in immediate danger then call 911.

If you have any questions please feel free to ask your supervisor.

Failure to Report

The Library Director, Board Members and employees MUST report any known or suspected incidents of violence.

Failure to report a situation may cause one or more of the following actions: a coaching/retraining session; a written warning; or a dismissal, depending on the severity of the incident.