



CITY OF BERKLEY WORKPLACE VIOLENCE PREVENTION POLICY

Effective July 6, 2017

OVERVIEW:

The City of Berkley maintains a zero tolerance policy in cases of violence in the workplace. The purpose of this policy is to provide City employees guidance that will maintain an environment on City property and at events that is free of violence and the threat of violence.

Violent behavior of any kind, or threats of violence, either implied or direct, are prohibited at City of Berkley work locations, on city property and at city sponsored events. Such conduct by a city employee will not be tolerated. An employee who exhibits violent behavior may be subject to criminal prosecution and shall be subject to disciplinary action up to and including dismissal. Violent threats or actions by a non-employee may result in criminal prosecution. The city will investigate all complaints filed as and any possible violation of this policy of which we are made aware. Retaliation against a person who makes a complaint regarding violent behavior or threats of violence made to him/her is also prohibited.

Workplace violence may include, but is not limited to the following list of prohibited behaviors by a co-worker or directed at a co-worker, supervisor or member of the public:

1. Direct threats or physical intimidation
2. Implications or suggestions of violence
3. Stalking
4. Bullying
5. Possession of weapons of any kind on city property, including parking lots, other exterior premises or while engaged in activities for the city in other locations, or at city-sponsored events, unless such possession or use is a requirement of the job.
6. Assault of any form
7. Physical restraint, confinement
8. Dangerous or threatening horseplay
9. Loud, disruptive or angry behavior or language that is clearly not part of the typical work environment
10. Blatant or intentional disregard for the safety or well-being of others
11. Commission of a violent felony or misdemeanor on city property
12. Any other act that a reasonable person would perceive as constituting a threat of violence by any means

DOMESTIC VIOLENCE:

Domestic Violence, while often originating in the home, can significantly impact workplace safety and the productivity. This undesirable behavior can involve persons in any of the following relationships:

- Spouse or former spouse
- Domestic partner or former domestic partner
- Cohabitant or former cohabitant and or other household members

- A person with whom the victim is having, or has had, a dating or engagement relationship
- A person with whom the victim has a child

The city recognizes that domestic violence may occur in relationships regardless of the marital status, age, race, or sexual orientation of the parties.

REPORTING ACTS OR THREATS OF VIOLENCE:

An employee who:

1. Is the victim of violence, or
2. Believes they have been threatened with violence, or
3. Witnesses an act or threat of violence towards anyone else shall take the following steps:
 - If an emergency exists and the situation is one of immediate danger, employees shall contact the Berkley Public Safety Department by calling 9-1-1, and may take whatever emergency steps are available and appropriate to protect themselves from immediate harm, such as leaving the area.
 - If the situation is not one of immediate danger, report the incident to the appropriate supervisor or manager and, as soon as possible, complete the Workplace Violence Witness Statement / Incident Report Form. *(Fillable form available on the city's website).*

My signature below indicates that I received a copy of this policy and understand the content.

Employee Name (please print)

Signature

Date

Department: