

## Workplace Violence

The Town of Wellesley maintains a zero-tolerance policy for workplace violence, or the threat of violence, by any of its employees, residents, the public, and/or anyone who conducts business with the Town. It is the intent of the Town to provide a workplace which is free from intimidation, threats, or violent acts.

### Procedure for Reporting Threats

Each incident of threats, physical attacks, or property damage, whether the incident is committed by another employee or an external individual such as a vendor or resident, must be reported to their Department/Division Manager. Department management will inform the Human Resources Department of all reported incidents of workplace violence and will inform the employee of their right to have the Police Department notified. Human Resources will assess and investigate the incident and determine the appropriate action to be taken.

In critical incidents in which serious threat or injury occurs, emergency responders such as Police, Fire and/or Ambulance personnel must be promptly notified. As necessitated by the seriousness of the incident, the Human Resources Department may assemble a Management Response Team that consists of staff from the affected Department, Human Resources Department, Town Counsel, and may also include the Employee Assistance Program, Emergency Response, Police Department, and others as deemed necessary.

The Management Response Team is responsible for establishing the protocol in the event of a threat or violent incident that may include but is not limited to:

- evaluating the potential violence problems,
- assessing an employee's fitness for duty (through mental health professionals),
- establishing a plan for the protection of co-workers and other potential targets,
- coordinating with affected parties such as victims, families, employees, media, or law enforcement personnel,
- referring victims to appropriate assistance and community service programs,
- assuring that immediate (within 24 hours) and on-going counseling is available to traumatized individuals.

Any employee who acts in good faith by reporting real or perceived violent behavior will not be subjected to any form of retaliation or harassment. Any action of this type resulting from a report of violence must be reported to the appropriate management staff and Human Resources for investigation and decision regarding proper action.

### Prohibited Actions

It is a violation of this policy to engage in any act of workplace violence. Any employee who has been found by their Department/Division Manager, Board/Committee, or Human Resources to

be in violation after an investigation will be subject to disciplinary action up to and including termination and, depending upon the violent act, may be subject to criminal sanctions.

#### Employee Assistance Program (EAP)

Should an employee become the victim of an incident of workplace violence, the Department/Division Manager may offer additional referral services to assist in coping with any effects of the incident. Should an employee commit an act of violence and it is determined in the investigation that the employee did, in fact, commit the violent act, they may be referred to the EAP by the Department/Division Manager. In these cases, failure by the employee to keep appointments with the EAP may result in disciplinary action.