Amagansett Free Library

Workplace Violence Zero Tolerance Policy

The Library has a zero-tolerance policy regarding workplace violence. We will not tolerate acts or threats of violence, harassment, intimidation, and other disruptive behavior, either physical or verbal, that occur in the workplace or other areas. This applies to management, co-workers, employees, and non-employees such as contractors, customers, and visitors.

Workplace violence can include any physical assault or act or aggressive behavior occurring where an employee performs a work-related duty, including an attempt or threat to inflict physical injury, any intentional display of force, oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm, damage to property, stalking, or any intentional behavior that may cause a person to feel threatened. There may be an elevated risk of workplace violence in situations such as where work is done in public settings, work is done alone or in small numbers, or where there is uncontrolled access to the workspace.

Prohibited Conduct

Prohibited conduct includes, but is not limited to:

- Physically injuring another person.
- Threatening to injure a person or damage property by any means, including verbal, written, direct, indirect, or electronic means.
- Taking any action to place a person in reasonable fear of imminent harm or offensive contact.
- Possessing, brandishing, or using a firearm on Library property or while performing Library business except as permitted by state law.
- Violating a restraining order, order of protection, injunction against harassment, or other court order.

Reporting Incidents of Violence

Report to the Library Director, any behavior that compromises the Library's ability to maintain a safe work environment. All reports will be investigated immediately and kept confidential, except where there is a legitimate need to know. Staff are expected to cooperate in any investigation of workplace violence.

Violations

Violating this policy may subject you to criminal charges as well as disciplinary action up to and including immediate termination of employment.

Retaliation

Victims and witnesses of workplace violence will not be retaliated against in any manner. In addition, you will not be subject to discipline for reporting a threat (based on a reasonable belief) or for cooperating in an investigation.

If you initiate, participate, are involved in retaliation, or obstruct an investigation into conduct prohibited by this policy, you will be subject to discipline up to and including termination.

If you believe you have been wrongfully retaliated against, immediately report the matter to the Library Director or Board President.

Training

The Library shall provide employees with information and training regarding workplace violence risks at the time of initial assignment and annually thereafter. Training shall include the requirements of this policy, applicable risk factors, and the measures employees can take to protect themselves, including relevant emergency procedures.

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