

	Violence In The Workplace Policy	
	Section No: 1.08	
	Category: Employment Policies	
	Resolution Number: 257-2026	
	Effective Date: September 1, 2026	
	Supersedes: former Section 22, Resolution 2009-125 - November 18, 2008	
	Next Review Date: September 1, 2028	
Responsible Office: Human Resources		
Policy Applies to:	☒ All City employees (Full-time, Part-time, LSEs, temps, etc.) ☐ All City and School Employees	☐ Full-Time employees only ☐ Other: _____

Relevant Definitions

Workplace violence includes any act or threat, whether verbal, written, electronic, or physical, that intimidates, harasses, threatens, or causes fear of harm to another person or damages property in connection with City employment or operations.

Examples include, but are not limited to:

- Physical assault or attempted assault.
- Threats of physical harm or death.
- Intimidation or coercive behavior.
- Fighting or aggressive physical contact.
- Brandishing or using a weapon.
- Stalking or unwanted following.
- Domestic violence that affects the workplace.
- Intentional damage to City or personal property.
- Throwing objects in anger.
- Harassing or threatening communications by telephone, email, text message, social media, or other electronic means.
- Conduct that causes a reasonable person to fear for their safety or the safety of others.

Policy

The City prohibits any act or threat of violence in the workplace or in connection with City employment. Workplace violence will not be tolerated under any circumstances and may result in corrective action, up to and including termination of employment, as well as referral to law enforcement when appropriate.

This policy applies to all employees, applicants, elected officials, volunteers, interns, contractors, vendors, consultants, and any individual conducting business with or on behalf of the City.

Prohibited Conduct

Employees shall not:

- Commit or threaten acts of violence.
- Engage in intimidating, abusive, or threatening behavior.
- Physically assault or attempt to assault another individual.
- Possess, brandish, or use a weapon in violation of City policy or applicable law.
- Damage or attempt to damage City property or another person's property.
- Encourage or assist another individual in committing an act of violence.
- Retaliate against anyone who reports a concern or participates in an investigation.

Reporting Responsibilities

Employees are responsible for immediately notifying their supervisor, Department Director, Human Resources, or any member of management of any threats they witness, receive, or learn have been witnessed or received by another person.

Employees must also report any behavior they believe could become threatening or violent, even if no specific threat has been made. This includes conduct occurring at City facilities, on City property, at City-controlled worksites, during work-related travel, or in connection with City employment or City business.

Reports are required regardless of whether the individual involved is a City employee, resident, contractor, vendor, visitor, or any other person.

When there is an immediate danger to life or safety, employees should first contact **911** and then notify their supervisor as soon as it is safe to do so.

Management Responsibilities

Supervisors and managers who become aware of a workplace violence concern shall:

- Take all reports seriously.
- Immediately notify the Human Resources Director.
- Take appropriate steps to protect employees and others from immediate harm.
- Preserve evidence when appropriate.
- Cooperate fully in any investigation.
- Maintain confidentiality to the extent practical and permitted by law.

Investigation

The Human Resources Director shall coordinate the review and investigation of reported workplace violence concerns, working with the appropriate department, City management, legal counsel, law enforcement, or other resources as necessary.

The City may place an employee on administrative leave or take other interim measures while an investigation is pending when necessary to protect employees, the public, or City operations.

Non-Retaliation

The City prohibits retaliation against any individual who, in good faith:

- Reports a concern under this policy;
- Requests assistance regarding a workplace violence issue;
- Participates in an investigation; or
- Cooperates in resolving a workplace safety concern.

Confidentiality

The City will make reasonable efforts to maintain confidentiality during the reporting and investigation process. Information will be shared only with those who have a legitimate business need to know or as required by law.

Employee Assistance

Employees who are experiencing personal circumstances that could affect workplace safety, including domestic violence, are encouraged to notify Human Resources. The City may provide information regarding available resources, including the Employee Assistance Program (EAP), community services, or other support programs.

Consequences of Policy Violation

Violations of this policy may result in corrective action, up to and including termination of employment. Depending on the circumstances, the City may also:

- Remove an individual from City property.
- Reassign job duties or work locations.
- Restrict access to City facilities.
- Seek restraining or protective orders.
- Notify or cooperate with law enforcement.
- Pursue criminal or civil remedies.

The City of Kingsport reserves the right to take any necessary legal action to protect its employees.

Related Information or Procedures:

N/A

Other Provisions:

Nothing in this policy should be construed to conflict with or supersede state or federal law, or as interfering with the constitutional rights of employees.

While the city is committed to the principles embodied in this policy, the policy itself is not intended to state contractual terms and does not constitute a contract between the city and its employees. Furthermore, this statement constitutes ONLY the policy of the city. A finding of a violation of this policy does not mean that the conduct violates state and/or federal laws.

Contacts

The Human Resources Office can address questions regarding this Policy: phone: (423) 229-9401, email: HROffice@kingsporttn.gov