

		Violence in the Workplace Policy			
Owner:	Human Resources	Approving Position:	Common Council	Pages:	2
Issue Date:	12/22/2011	Revision Date:		Review Date:	
Special Instructions:	Policy last revised 12/23/21. This revision adds guidelines for prohibited conduct.				

I. PURPOSE

The City is committed to providing a safe work environment free from threats or acts of violence including acts of violence in the workplace perpetrated by non-employees. The City will not tolerate threats or acts of violence in the workplace and will make every effort to prevent such incidents from occurring.

II. GUIDELINES

A. Prohibited Conduct

1. Threats, threatening language or any other acts of aggression or violence made toward or by any City employee **WILL NOT BE TOLERATED**. For purposes of this policy, a threat includes any verbal or physical harassment or abuse, any attempt at intimidating or instilling fear in others, menacing gestures, flashing of weapons, stalking or any other hostile, aggressive, injurious or destructive action undertaken for the purpose of domination or intimidation.

III. PROCEDURE

A. Procedures to aid employees in addressing workplace violence

1. Department Directors and Supervisors should familiarize their employees with the policies of the City, including City work rules that may be applicable and may assist in handling a particular situation.
2. Employees are expected to participate in and maintain as pleasant an environment for the public and other employees as possible.
3. If at all possible, employees should take time to evaluate a situation before reacting.
4. Do not ignore a situation you are concerned about.

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5. If an employee believes they are in danger of immediate bodily harm, the employee should attempt to leave the scene if this can be done safely.
6. If possible, employees should contact the Police Department for assistance.
7. Each employee is expected to conduct themselves in a courteous, respectful manner. Failure to do so may result in disciplinary action.
8. When an employee is confronted with disruptive behavior, the employee should report the incident to a Supervisor.
9. When confronted with a confrontational or angry individual, the employee should explain their position in clear and firm language. The employee should stay calm and courteous.
10. If an employee is becoming angry or upset, the employee should request assistance from their Supervisor.
11. Be supportive of co-workers.
12. When any staff member becomes involved in a difficult situation, other employees must report the incident to a Supervisor immediately.
13. Quick action is especially important if the employee suspects that the situation may become violent.

B. Weapons

- A. Whitewater prohibits all persons who enter City property from carrying a handgun, firearm, or other prohibited weapon of any kind.
- B. The only exception to this policy will be police officers, security guards, or other persons who have the legal authority to carry a weapon.

IV. REPORTING

- A. Employees who observe abusive behavior or weapons in the workplace must immediately report it to their manager, Human Resources, or any member of management. Employees should directly contact proper law enforcement authorities if they believe there is an immediate threat to their own health and safety, the health and safety of others, or property.
- B. Prompt attention and investigation of a reported situation will take place. Retaliation for reporting behavior, making a complaint or participating in an investigation of a situation will not be tolerated. If an employee feels they have been retaliated against, it must be reported to their immediate manager, Human Resources or a member of the Leadership Team.