

GREENE COUNTY
WORKPLACE VIOLENCE PREVENTION PROGRAM
POLICY STATEMENT

Amended: September 29, 2016

Greene County is committed to providing its employees (defined as civil service, contractual, department heads, appointed and elected officials) with a work environment that is safe, secure and free of harassment, threats, intimidation and violence. "Violence" includes, but is not limited to, physically harming another, fighting, shoving, pushing, harassing, intimidating, coercing, brandishing weapons, and threatening or talking of engaging in those activities. The County also considers the safety of its residents, vendors, contractors, and the general public (collectively referred to as "visitors") to be of paramount importance and strives to provide them the same type of protections while on County property.

The County will not tolerate any acts of violence and will take all reasonable and practical measures to prevent violence and protect employees and visitors from acts of violence. This includes but is not limited to threatening or violent actions by:

1. Employees directed against other employees or County property.
2. Employees directed against visitors.
3. Visitors directed against County employees or County property or facilities.
4. Individuals who are conducting County business at an off-property location.

Employees are prohibited from possessing firearms or weapons of any kind while on County premises; at work sites, in County vehicles while conducting business for the County; or at any other location during working hours or while representing the County, regardless of whether the person is licensed to carry the weapon. Weapons include, but are not limited to, guns, knives, explosives and other items with the potential to inflict harm. The only exceptions are law enforcement personnel, security personnel and employees authorized by job description. If any employee has knowledge of another employee's possession of a weapon, that knowledge should be reported to a supervisor or Department Head as soon as possible.

Any and all incidents of workplace violence must be promptly reported in accordance with the reporting procedure. All Level I, *Disruptive behavior* incidents, must be reported, in writing within 48 hours of occurrence using the Workplace Violence Incident Report Form. All Level II, *Aggressive threatening Behavior* and all Level III, *Assault(s)*, must be reported immediately using the Workplace Violence Incident Report Form, once the incident has abated.

Enforcement of this policy will be accomplished through the implementation of a Workplace Violence Prevention Program, and by complying with the requirements of the NYS Workplace Violence Prevention Act, as set forth in NYS Labor Law Section 27-b. A copy of the County's program is available by contacting the County Attorney. A general review of this program will be conducted annually, at the time of a reported workplace violent incident, or if there is a change in operations or physical structure of any building.

Violations of this policy may result in appropriate remedial, disciplinary, and/or legal action, according to the circumstances and will comply with all state laws and with all applicable collective bargaining agreements.

An employee will not be subject to criticism, reprisal, retaliation, demotion, discrimination, disciplinary action, or other adverse employment action for making a good faith report of acts pursuant to this program.

This Workplace Violence Prevention Program policy statement will be posted where notices to employees are normally displayed. In addition, a copy of the Greene County Workplace Violence Prevention Program Manual is available on the County Wide Share Point: My Computer/County Wide Share Point/County Policy Documents/ Greene County Workplace Violence Prevention Program.

Designated Contact Person:
Title:
Department:
Phone:
E-mail: