

**TOWN OF EAST WINDSOR**  
**WORKPLACE VIOLENCE POLICY**

The Town of East Windsor maintains a zero tolerance policy with respect to violence or the threat of violence in the workplace, by any of its employees, customers, vendors, the general public, and/or anyone who conducts business with the Town.

It is the policy of the Town of East Windsor to promote a safe environment for its employees- -free from violence, threats of violence, harassment, intimidation, possession of weapons, and other disruptive behavior in the workplace.

Any employee who witnesses or otherwise becomes suspicious or aware of an act of violence or potential violence should immediately report the act by one or more of the following methods:

1. Notify your immediate supervisor, or
2. If unavailable, notify the supervisor located nearest to you and/or the incident, or
3. Call 911 if you believe there is an immediate emergency.

No reprisal, retaliation or other adverse action will be taken against any employee for making a bona fide complaint or report of harassment, or for assisting in the investigation of any such complaint or report. Any suspected retaliation or intimidation should be reported immediately to one of the persons identified above.

“Workplace Violence” includes, but is not limited to, the following:

- Physical Attacks: These include physical acts such as shoving, pushing or hitting, or any other aggressive or unsolicited and unwanted contact occurring between two parties.
- Threats: These include statements or suggestions of a possible physical attack, which a reasonable person would take seriously. Threats are significant because they may precede actual acts of violence.
- Harassment: This often involves verbal abuse and includes unwanted phone calls and/or acts or language by a party designed to damage or harm another. Often this practice is initiated with the purpose of testing a person's “boundaries”, but can evolve into more serious abuses. (See Town of East Windsor’s Sexual Harassment Policy).
- Property Crimes: These include acts of sabotage, theft, and destruction of property.

**EFFECTIVE JULY 1, 2014**

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The First Selectman and/or the Department Head, will assess and investigate the incident and determine the appropriate action to be taken.

Violations of this policy may result in criminal prosecution and/or employee discipline up to and including termination.

  
Denise Menard, First Selectman