



Jean Bouchard
Personnel Director

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Mayor

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PLEASE POST

MEMORANDUM

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TO: ALL EMPLOYEES

FROM: PERSONNEL DEPARTMENT

DATE: DECEMBER 21, 2017

SUBJECT: Violence in the Workplace Policy

All employees, visitors, vendors, or business associates must be treated with courtesy and respect at all times. Employees are expected to refrain from conduct that may be dangerous to others. Conduct that threatens, intimidates or coerces another employee, visitor, or vendor or business associates will not be tolerated. The City's resources may not be used to threaten, stalk or harass anyone at the workplace or outside the workplace.

The City treats threats coming from an abusive personal relationship as it does other forms of violence. The indirect or direct threats of violence, incidents of actual violence and suspicious individuals or activities should be reported as soon as possible to a supervisor or the Warwick Police Department. When reporting a threat or incident of violence, the employee should be as specific and detailed as possible. Employees should not place themselves in peril, nor should they attempt to intercede during an incident.

The City will promptly and thoroughly investigate all reports of threats of violence or incidents of actual violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as possible. The City will not retaliate against employees making good-faith reports of violence, threats or other suspicious individuals or activities.

In order to maintain workplace safety and the integrity of its investigation, the City may suspend employees suspected of workplace violence or threats of violence, either with or without pay, pending investigation. Anyone found to be responsible for threats of or actual violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

Employees should promptly inform the Personnel Director of any protective or restraining order that they have obtained that lists the workplace as a protected area. Employees are encouraged to report safety concerns with regard to domestic violence. The City is committed to supporting victims of domestic violence by providing referrals to the City's Employee Assistance Program (EAP) and community resources.

Personnel Department