

CHEMUNG COUNTY LIBRARY DISTRICT POLICY MANUAL

Policy No. _____

SUBJECT: WORKPLACE SECURITY/ANTI-VIOLENCE POLICY

1. CCLD is committed to providing a workplace that is free from acts or threats of violence. CCLD has established a policy that provides “zero tolerance” for actual or threatened violence against co-workers, customers, clients, tenants, residents, or any other persons who have contact with employees in the course of their duties.
2. CCLD has maintained a long-standing policy prohibiting weapons on the premises of any of its properties. The introduction of guns, knives, or explosive devices at any company location is potentially dangerous to the entire community and inconsistent with providing a safe environment for employees, tenants, and customers.
3. CCLD’s prohibition on actual or threatened violence includes, but is not limited to prohibitions on intimidating, threatening or hostile behavior, physical abuse, vandalism, arson, sabotage, use of weapons, carrying weapons of any kind onto CCLD property or while conducting business, or any other act, in CCLD’s opinion, it is inappropriate to the workplace. In addition, jokes or offensive comments regarding violent events will not be tolerated and may result in disciplinary measures.
4. Due to the importance of this policy, if you violate any of its terms, engage or contribute to violent behavior or threaten others with violence, you may be subject to disciplinary action, up to and including immediate termination.
5. Any person who feels that they are being subject to or witnesses any of the behaviors listed above by any person encountered through work at CCLD (employee, customer or otherwise) should immediately report the behavior to their manager or Human Resources. All reports of workplace violence will be investigated immediately. Based on the results, disciplinary action up to and including termination will be taken against the offender, if appropriate. CCLD will not condone any form of retaliation against any employee for making a report under this policy.
6. 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.
7. Employees are empowered to contact the proper law enforcement authorities without first informing management if they believe that a threat to their safety or that of others exists.

Adopted: _____

Revised: _____