

	Policy: Workplace Violence Policy	Effective Date: February 14, 2002
		Revision Effective Date:
	Policy Number: HR-31	Page 1 of 2
	_____ City Manager	_____ Human Resources Responsible Party

PURPOSE

The City of Monroe is committed to providing a safe work environment. For this reason, the City has adopted a zero tolerance policy for workplace violence. Consistent with this policy, all acts of violence – including work and equipment sabotage, property damage, threats of physical violence, including intimidation, harassment, and/or coercion – toward customers, clients, co-workers, and the public which involve or affect the City of Monroe or which occur on City property will not be tolerated. Violations of this policy will result in disciplinary action up to and including termination and may result in arrest and/or prosecution.

DEFINITION

“Threats or acts of violence” include conduct against persons or property that is sufficiently severe, offensive, or intimidating so as to alter the employment conditions at the City of Monroe, or to create a hostile, abusive, or intimidating work environment for one or more City of Monroe employees.

EXAMPLES OF WORKPLACE VIOLENCE

General examples of prohibited workplace violence include, but are not limited to, the following:

- (A) All threats or acts of violence occurring on City of Monroe property, regardless of the relationship between the City and the parties involved in the incident.
- (B) All threats or acts of violence not occurring on City property but involving someone who is acting in the capacity of a representative of the City of Monroe.
- (C) All threats or acts of violence not occurring on City property involving an employee of the City of Monroe if the threats or acts of violence affect the legitimate interests of the City of Monroe.
- (D) Any threats or acts resulting in the conviction of an employee or agent of the City of Monroe, or of an individual performing services on the City’s behalf on a contract or temporary basis, under any criminal code provision relating to threats or acts of violence that adversely affect the legitimate interests and goals of the City of Monroe.

EXAMPLES OF PROHIBITED CONDUCT

Specific examples of conduct that may be considered “threats or acts of violence” prohibited under this policy include, but are not limited to, the following:

- (A) Hitting or shoving an individual.
- (B) Threatening to harm an individual or his/her family, friends, associates, or their property.

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- (C) The intentional destruction or threat of destruction of property owned, operated or controlled by the City of Monroe.
- (D) Making harassing or threatening statements by telephone, letter or other forms of written or electronic communication.
- (E) Intimidating or attempting to coerce an employee to do wrongful acts that would affect the business interests of the City.
- (F) Harassing surveillance, also known as “stalking”, the willful, malicious and repeated following of another person and making a credible threat with intent to place the other person in reasonable fear of his or her safety.
- (G) Unauthorized possession or inappropriate use of firearms, weapons, or any other dangerous devices on City property.

APPLICATION

The City of Monroe’s prohibition against threats and acts of violence applies to all persons involved in the City’s operation, including but not limited to City personnel, contract and temporary workers, and anyone else on City of Monroe property. Violations of this policy by any individual on City property, or by any individual involved in City business off of City property when his/her actions affect the public interest or the City’s business interests will not be tolerated and will be followed by legal action, as appropriate. Violation by an employee of any provision of this policy may lead to disciplinary action up to and including termination. This policy and any sanctions related thereto are to be deemed supplemental to the City’s Personnel Ordinances and provisions related thereto, and applicable State and Federal laws.

EMPLOYEE RESPONSIBILITY

Each employee of the City and every person on City of Monroe property is encouraged to report incidents of threats or acts of physical violence of which he/she is aware. In cases where the reporting individual is not a City employee, the report should be made to the City of Monroe Police Department. In cases where the individual is a City employee, the report should be made to the reporting individual’s immediate supervisor, a management level supervisory employee if the immediate supervisor is not available, or to the Director of Human Resources. Each supervising employee shall promptly refer any such incident to the appropriate management level supervisor, who shall take corrective action in accordance with the City’s Personnel Ordinances and in consultation with the Human Resources Director. Concurrently with the initiation of any investigation leading to a proposed disciplinary action, the management level supervisor shall report the incidents of threats or acts of physical violence to the Monroe Police Department, which shall make a follow-up report to the Director of Human Resources.

NOTE: This policy does not, in effect, promise to offer security from violence. By adopting this policy, the City of Monroe makes no promise, assurance, or guarantee, expressed or implied, that an employee will be free from workplace violence.