

HEMPSTEAD PUBLIC LIBRARY

WORKPLACE VIOLENCE PREVENTION POLICY

The Hempstead Public Library is committed to providing a safe working environment, fostering the health and well-being of its employees, and preventing the occurrences of workplace violence. This policy establishes a zero tolerance approach to violence in the workplace. It also establishes responsibilities for officials, officers, agents, employees, vendors, contractors, consultants, visitors, and any other individual having contact with the Library. Offenders of this policy may be removed from the Library property, subjected to criminal prosecution and/or be subjected to appropriate disciplinary action as further described herein, up to and including termination from employment. In accordance with applicable law, rules, regulations and the provisions of any applicable collective bargaining agreement.

New York State Labor Law 27-b defines "Workplace Violence" as any physical assault, threatening behavior or verbal abuse occurring where a public employee performs any work-related duty in the course of his/her employment. Threats, threatening behavior, or acts of violence against officials, officers, agents, employees, vendors, contractors, consultants, visitors, or any other individuals by any person either on Library property or in the course of Library employment will not be tolerated.

The following is a partial list of examples of workplace violence:

- Any attempt or threat, whether verbal or physical, to inflict injury upon another person.
- Any intentional display of unauthorized force which could give a reasonable person reason to fear or expect bodily harm.
- Intentional and wrongful physical contact with a person without his/her consent that entails some injury or offensive touching.
- Harassment of a nature that would give a reasonable person reason to fear escalation or make it difficult to pursue his/her usual activities when the harassment arises out of or in the course of employment.
- Stalking an individual with the intent of causing fear when such stalking has arisen out of or in the course of employment.
- Possession, without authorization, of a firearm, weapon or dangerous material that could be used to inflict bodily harm or damage to property.

In order to ensure that all of our employees comply with work practices that are designed to make the workplace more secure and that our employees do not engage in verbal threats or physical actions which create a security hazard for others in the workplace, the Library is committed to the following:

- Informing all employees of the provisions of this policy for workplace violence prevention and security;

- Completing a workplace evaluation designed to identify any workplace violence hazards affecting Library employees and developing a Library Workplace Violence Prevention Program;
- Periodically evaluating the performance of all our employees in complying with the Library's security measures;
- Providing annual training and/or counseling to employees in complying with work practices designed to ensure workplace safety and security;
- Designing and implementing protocols for the reporting of workplace violence incidents;
- Maintaining copies of all incident reports in accordance with applicable law, rule or regulation;'
- Disciplining employees (up to and including termination from employment) in accordance with applicable law, rules, regulations and the provisions of applicable collective bargaining agreements for failure to comply with workplace security practices and/or for failing to follow practices established to ensure employee compliance with workplace security directives, policies and procedures.

A. RESPONSIBILITY

Program Administrator

The Program Administrator for workplace violence prevention and security is the Library Director.

The Program Administrator has the authority and responsibility for implementing the provisions of the Workplace Violence Prevention Policy and Program for the Library. The Program Administrator is responsible for ensuring that all safety and health policies and procedures involving workplace violence are clearly communicated to and understood by all Library employees.

All Supervisors are responsible for implementing and maintaining the Policy and Program in their work areas and for answering employee questions about the Policy and Program and/or referring them to the Program Administrator. All personnel are expected to enforce the rules of the Policy and Program fairly and uniformly.

Library Employees

All Library employees are responsible for using safe work practices, for following all directives, policies and procedures, and for assisting in maintaining a safe and secure work environment.

B. REPORTING SYSTEM

The Library recognizes that to maintain a safe, healthy and secure workplace we must have open, two-way communication between all employees on all workplace safety, health and security issues. The Library has a communication system designed to encourage a continuous flow of safety, health and security information between management and our employees without fear of reprisal and in a form that is readily understandable.

All Library personnel shall notify the Library Director of any threats they have witnessed, received, or have been told that another person has witnessed or received. Personnel shall also report behavior they regard as threatening or violent if that behavior is job-related or might be carried out on Library premises. The completion of a Workplace Violence Incident Report may be required depending on the occurrence.

In addition to the reporting requirement above, any individual who believes that a crime has been committed against them has the right, and is encouraged, to report the incident to the appropriate law enforcement agency.

Any person who makes threats, exhibits threatening behavior, or engages in violent acts on Library property will be removed from the premises as quickly as safety permits and may be required to remain off Library property pending the outcome of an investigation, subject to applicable law and/or any applicable collective bargaining agreements.

The Library's response to incidents of violence may include suspension and/or termination of any business relationship, reassignment of job duties, suspension or termination of employment, and criminal prosecution of those involved, subject to applicable law and/or any applicable collective bargaining agreements.

An employee who applies for or obtains a protective or restraining order that lists the Library's location as protected must provide a copy of the petition and declarations used to seek the order and a copy of any temporary or permanent protective or restraining order that was granted. The Library has confidentiality procedures that recognize and respect the privacy of the reporting employee(s) to the maximum extent practicable.

All Library personnel shall make a written report to the Library Director if they believe a serious violation of the Policy and/or Program exists or if an imminent danger otherwise exists. However, where an imminent danger exists with respect to a specific employee and the employee reasonably believes in good faith that such a report to the Library Director will not result in corrective action, the employee need not make a written report to the Library Director. In such a case, the employee is strongly encouraged to report the imminent danger to other Library officials.

Retaliation of any kind against an employee who makes a good-faith report of a serious violation of the Policy and/or Program or that an imminent danger exists, who requests an inspection by Department of Labor officials, or who accompanies Department of Labor officials during an inspection is strictly prohibited. Knowingly false and/or malicious complaints of workplace violence may be subject to disciplinary action and/or criminal prosecution in accordance with applicable law, rules, regulations and/or the provisions of any applicable collective bargaining agreement.

HEMPSTEAD PROGRAM ADMINISTRATOR—LIBRARY DIRECTOR

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**HEMPSTEAD PUBLIC LIBRARY
WHISTLEBLOWER REPORT FORM**

All reports of suspected improper activity should be made to the Library Director using this Whistleblower Report Form. However, if it is inappropriate to make the report to the Library Director, individuals can report suspected improper activity to any Library Trustee or make an anonymous Whistleblower Report using the Whistleblower Report Form and place in a sealed envelope in Library Administration's mail box.

REPORTER'S CONTACT INFORMATION:

(Not required if being submitted anonymously.)

NAME

POSITION/TITLE

ADDRESS

HOME/CELL #

PERSON AGAINST WHOM THE REPORT OF ACTUAL OR SUSPECTED WRONGFUL CONDUCT IS BEING MADE:

(If more than one, please complete additional forms.)

NAME: _____

ADDRESS (If applicable and known): _____

PHONE (If applicable and known): _____

DESCRIPTION OF KNOW OR SUSPECTED WRONGFUL CONDUCT:

(Please be as specific as possible including who, what, where, when and how.
Attach additional sheets if necessary.)
