



## Emma S. Clark Memorial Library

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[www.emmaclark.org](http://www.emmaclark.org)

*"The Heart of the Three Village Community"*

### **Workplace Violence Prevention Policy**

#### Purpose

The Emma S. Clark Memorial Library ("the Library") is dedicated and committed to providing a safe and secure work environment that promotes the achievement of its mission. All employees of the Library are expected to promote a safe working environment which is free from violence, threats of violence, harassment, and other types of workplace dislocation.

The purpose of this policy is to address the potential violence in the workplace and to help prevent workplace violence from occurring to the fullest extent possible.

#### Policy

The Library prohibits any form of workplace violence. Complaints involving workplace violence will be given serious attention, and no retaliation will occur to the individual who acting in good faith makes a complaint. Individuals who violate this policy may be removed from the Library and are subject to disciplinary action and/or personnel action up to and including termination, consistent with Library policies, rules, and/or referral to law enforcement authorities for criminal prosecution.

The Library, at the request of an employee or in its own discretion, may prohibit members of the public, including family members, from visiting an employee while at work on Library property. This may be applied in cases where an employee suspects that another employee may be subjected to violence or threats of violence.

While on Library property, no employee, Board member, volunteer or visitor except for those in law enforcement, is permitted to possess a firearm or other dangerous weapon, instrument or material that can be used to inflict bodily harm on an individual or damage to Library property. No employee, Board member or volunteer of the Library shall be permitted to possess any weapons in his/her vehicle while parked on Library property.

## Definitions

Workplace violence is defined as “Any physical assault, threatening behavior, or verbal abuse occurring where the employee performs his or her employment.” Workplace violence may either be a “high profile” event, assault (both verbal and non-verbal) or threat from patrons, co-workers, et. al.

Types of Workplace Violence include, but are not limited to the following:

1. Assault
2. Criminal Mischief
3. Disorderly Conduct
4. Harassment
5. Larceny
6. Suicide & Near-Suicide
7. Psychological Trauma
8. Bullying

There is no way to predict human behavior, there are warning signs in some individuals, but there is no specific profile of a dangerous individual. The best prevention available for workplace violence is identifying problems early and remediating them.

## Reporting of Incidents

Any incident of workplace violence, threat of workplace violence or observations of workplace violence are not to be ignored by any employee of the Library. All incidents must be reported to the Library Director at the earliest possible time. If the incident involves the Library Director, an incident must be reported to a supervisor or the supervising librarian. It is important that all employees of the Library adhere to this policy to maintain the Library as a safe working environment.

All reports of workplace violence, threats of workplace violence or observations of workplace violence will be kept confidential to the fullest extent possible. The Library will treat all reports as anonymous complaints.

## Critical Incident Management/Crisis Counseling Program

If a situation arises which is traumatic – either in the workplace or to a fellow employee outside of the workplace – the Director will be contacted and he/she will undertake to take measures to assist all staff through a debriefing and crisis counseling.

## Training

The Library will, on a periodic basis, promote and facilitate attendance of library staff at training workshops on a periodic basis dealing with various risk issues. Examples of such workshops include "dealing with difficult people" or "active shooter". The workshops will be available to all library staff.

Adopted 10/19/2016