

## **Workplace Violence Prevention Program**

The Mastics-Moriches-Shirley Community Library is concerned and committed to our employees' safety and health. We refuse to tolerate violence in the workplace and will make every effort to prevent violent incidents from occurring by implementing a Workplace Violence Prevention Program (WPVP). We will provide adequate authority and budgetary resources to responsible parties so that our goals and responsibilities can be met.

All managers and supervisors are responsible for implementing and maintaining our WPVP Program. We encourage employee participation in designing and implementing our program. We require prompt and accurate reporting of all violent incidents whether or not physical injury has occurred. We will not discriminate against victims of workplace violence.

A copy of this Policy Statement is readily available to all employees from each manager and supervisor.

Our program ensures that all employees, including supervisors and managers, adhere to work practices that are designed to make the workplace more secure, and do not engage in verbal threats or physical actions which create a security hazard for others in the workplace.

Any person who makes threats, exhibits threatening behavior, or engages in violent acts on Library property will be removed from premises as quickly as safety permits, and shall remain off Library premises pending the outcome of the investigation. Library 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. All employees, including managers and supervisors, 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.

An employee who applies for or obtains a protective or restraining order that lists the Mastics-Moriches-Shirley Community Library as a protected area 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. Mastics-Moriches-Shirley Community Library has confidentiality procedures that recognize and respect the privacy of the reporting employee(s).

The management of our establishment is responsible for ensuring that all safety and health policies and procedures involving workplace security are clearly communicated and understood by all employees. Managers and supervisors are expected to enforce the rules fairly and uniformly.

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