

**Subject:** Workplace Violence

**Application:** Employees, trustees, customers, consultants, contractors, vendors and visitors

Westchester Library System (WLS) is committed to providing a work environment that is free from violence or threats of violence. WLS also is intent on preventing any threatened or actual destruction of company and personal property. Compliance with this policy requires that all individuals on WLS premises, conducting business with or on behalf of WLS, act in a professional, non-violent and non-threatening manner.

Workplace violence includes behavior that constitutes assault, battery, or the destruction or attempted destruction of company or personal property while on WLS premises or while engaged in WLS business. This definition expressly includes domestic violence when such behavior extends to the workplace. WLS also prohibits employees from possessing firearms or other dangerous weapons on the premises whether or not the person is licensed or permitted to carry a weapon.

Prohibited threats are those that a reasonable person would perceive as real threats of violence against a person or WLS property and that has the effect of unreasonably interfering with the work of WLS or any of its employees.

All employees and others covered under this policy are responsible for establishing and maintaining a work environment which promotes professionalism and is free of threats and violence. This responsibility includes being alert to situations in which workplace violence is occurring or may potentially occur. Threats, acts of violence or behavior that raises a safety or security threat should be reported to a supervisor or to the Executive Director.

WLS will initiate appropriate action based on the circumstances, including notifying law enforcement. WLS will take all reasonable steps to address the safety concerns of those who have reported or believe they may have been subject to workplace violence, or are otherwise concerned about their safety or security.

Any employee determined to have violated this policy will be subject to disciplinary action, up to and including termination of employment, at the discretion of the WLS Executive Director.

Individuals who have questions or concerns about the policy should speak with their supervisor for further clarification.

*This policy was approved by the WLS Board of Trustees at their 2/22/2011 Meeting and is to be reviewed annually.*