Subject: Workplace Violence

Application: Employees, trustees, applicants for employment, interns (whether paid or
unpaid), customers, consultants, contractors, subcontractors, vendors, persons conducting
business 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 is defined as any physical assault or act of aggressive behavior
occurring where an employee performs any work-related duty in the course of his or her
employment, including but not limited to an attempt or threat, whether verbal or physical, to
inflict physical injury upon an employee, any intentional display of force that would give an
employee reason to fear or expect bodily harm, intentional and wrongful physical contact
with a person without his or her consent that entails some injury, or stalking an employee
with the intent of causing fear of material harm to the physical safety and health of such
employee when such stalking has arisen through and in the course of employment. It also
includes the intentional 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 and others covered by this policy 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 have 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 behaviors that raise a
safety or security threat should be reported to the Executive Director at 914-231-3223 or
executivedirector@wlsmail.org.

WLS will initiate appropriate action based on the circumstances, including notifying law
enforcement. WLS will take all reasonable steps to investigate and 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.
In compliance with New York State Labor Law, WLS will develop a workplace violence prevention program that includes a workplace evaluation designed to identify the risks of workplace violence to which WLS employees could be exposed. In addition, all WLS employees will participate in an annual workplace violence prevention training program provided by WLS.

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

*Last approved: November 29, 2022*