

 CRANBERRY <small>TOWNSHIP</small>	VIOLENCE IN THE WORKPLACE POLICY	Policy No.: 860 Date: 1-05-12 Supersedes: Date:
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APPLICABLE TO FOLLOWING GROUPS:
All Employees

POLICY

Cranberry Township maintains a zero tolerance for acts or threats of violence in the workplace. An employee who observes or believes themselves to be a subject of workplace violence should report their observations or concerns to their direct Supervisor. If the Supervisor is not available or the individual who has engaged in the violence, the employee should make their report to the Department Head. Human Resources will conduct a full investigation and determine appropriate action after notification by the Department Head.

This policy also applies to violence or threats of violence against a Township employee in the course of their employment by a member of the public. An employee who observes or believes themselves to be a subject of workplace violence should report their observations or concerns as set forth above.

Violence in the workplace is defined as violence against employers and employees and involves (1) physical acts against persons or employer property, or (2) verbal threats, or vicious statements that are meant to harm or cause a hostile environment, or (3) written threats, vicious cartoons or notes, and other written conduct of intense distortion that is meant to threaten or create a hostile environment, or (4) visual acts that are threatening or intended to convey injury or hostility.

Employees will not face retaliation for reporting violence in the workplace.

Violation of this policy will result in disciplinary action, up to and including immediate termination.

Examples of Violence in the Workplace include, but are not limited to:

- Threatening the safety of an employee and/or member of the public, whether directly or implied
- Aggressive or hostile behavior that creates a reasonable fear of injury to another person or subjects another person to emotional distress; i.e. – bullying
- Physical assault, threat to assault, or stalking another employee or member of the public
- Intentionally damaging Township property or personal property of another person

- Harassing or intimidating statements, phone calls, voicemails, email messages or statements which are unwanted or deemed offensive by the receiver
- Racial or cultural epithets or other derogatory remarks associated with hate crime threats
- Bringing firearms, weapons, or other dangerous or hazardous devices or substances to the workplace without authorization as a requirement of job duties or approval by the Township Manager

SCOPE

This policy applies to all employees.

PROCEDURES

- A supervisor who receives a complaint related to violence in the workplace must immediately: take a written statement from the employee that accurately describes the situation, have the employee verify that the recorded statement is correct, and contact Human Resources.
- Human Resources, when notified, will immediately investigate the alleged violence in the workplace.
- Reports or incidents of violence in the workplace will be disclosed to others only on a need-to-know basis.
- All parties involved will be contacted and the results of the investigations will be discussed as deemed appropriate.
- Senior management along with the Human Resources Department will determine appropriate disciplinary action, or other appropriate action if the violence is directed at an employee by a member of the public.

CONTACT(S)

Employees should contact the Human Resources Department with any questions regarding this policy.

INTERPRETATION AND CONTROL

Department Heads, Managers, and Supervisors are responsible for notifying the Human Resources Department of any employee circumstances that may be covered by this policy.

The Human Resources Director is responsible for the interpretation and control of this procedure, as well as the daily administration of the policy.

The Human Resources Director is also responsible for reviewing and maintaining all pertinent records pursuant to this procedure.

The Board of Supervisors, acting through the Township Manager, is responsible for the ultimate authorization and control of this policy.