


<b>TOWN OF WOODFIN – POLICY STATEMENT</b>		Policy #:	
Department: Administration / Finance		Issuing Date:	06/20/2017
 <p><b>Workplace Violence Policy</b></p>	Policy Title:	Effective Date:	06/16/2021
		Revised Date:	06/20/2017
		Prepared By:	Jason Young, Town Administrator
		Approved By & Date:	Board of Commissioners 06/20/2017

**PURPOSE:** Town of Woodfin is committed to preventing workplace violence and to maintaining a safe work environment. Toward that end, Town of Woodfin has adopted this Workplace Violence policy. The intent of the policy is to ensure that our employees are free from intimidation, harassment, or other threats of or actual violence that may occur on-site or off-site during work-related activities. All employees, customers, vendors, and business associates should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, bullying, “horseplay,” or other conduct that may be dangerous to others.

- POLICY:**
- A. Conduct that threatens, intimidates, or coerces another employee, customer, vendor or business associate will not be tolerated. Town resources may not be used to threaten, stalk, or harass anyone at the workplace or outside of the workplace. The Town treats threats coming from an abusive personal relationship as it does other forms of violence.
  - B. Indirect or direct threats of violence, incidents of actual violence and suspicious individuals or activities should be reported as soon as possible to a Supervisor, Police Officer, or any member of senior management. When reporting a threat or incident of violence, the employee should be as specific and detailed as possible and record the incident in writing. Employees should not place themselves in peril, nor should they attempt to intercede during an incident.
  - C. Employees should promptly inform the Town Administrator of any protective or restraining order that they have obtained that lists the workplace as a protected area. Employees are encouraged to report safety concerns with regard to partner violence. Town of Woodfin will not retaliate against employees making good-faith reports. Town of Woodfin is committed to supporting victims of intimate partner violence by providing referrals to Town of Woodfin’s EAP and community resources and providing time off for reasons related to intimate partner violence.
  - D. Town of Woodfin will promptly and thoroughly investigate all reports of threats of violence or incidents of actual violence and of suspicious individuals or activities. The Town may bring together a Threat Assessment Team to investigate and manage an identified threat. The identity of the individual making a report will be protected as much as possible. Town of Woodfin will not retaliate against employees making good-faith reports of violence, threats or suspicious individuals, or activities. In order to maintain workplace safety and the integrity of its investigation, Town of Woodfin may suspend employees suspected of workplace violence or threats of violence, either with or without pay, pending investigation.
  - E. Anyone found to be responsible for threats of or actual violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

F. Town of Woodfin encourages employees to bring their disputes to the attention of their Supervisors or the Town Administrator before the situation escalates. Town of Woodfin will not discipline employees for raising such concerns.

**SCOPE:** This policy applies to all employees of the Town of Woodfin.

**COMMENTS:** Policy should be reviewed annually and updated, as necessary.

**POLICY AUTHORITY:** Please contact the Town Administrator at 828-253-4887 with any questions pertaining to this policy.