



VILLAGE OF LYNBROOK
WORKPLACE VIOLENCE PREVENTION POLICY

I. GENERAL PROVISIONS

A. OBJECTIVE

The Village of Lynbrook is committed to preventing workplace violence and to maintaining a safe work environment for all employees. Given the increasing violence in society in general, the Village has adopted the following guidelines to deal with intimidation, harassment, or other threats of violence or actual violence (hereinafter “violence or threat of violence”) that may occur in a village workplace. To ensure a safe workplace and to reduce the risk of violence, all employees are required to review and understand the provisions of this policy.

B. DEFINITION

Workplace violence is any behavior that is violent, threatens violence, coerces, harasses or intimidates others, interferes with an individual’s legal rights of movement or expression, or is disruptive to a peaceful workplace.

C. SCOPE OF POLICY

All full-time and part-time, employees, officials, committee members and volunteers (herewith “employees” or “employee”) are covered by this policy.

D. ZERO TOLERANCE

The Village of Lynbrook has a policy of zero tolerance for violence. Engaging in violence in the workplace, or the threatening of violence, will be grounds for termination of employment, loss of position or other disciplinary action as deemed appropriate by the Village Board after hearing all relevant evidence.

E. PROHIBITED CONDUCT

Any type of workplace violence or threat of violence committed by or against an employee by another employee is prohibited. The following list of behaviors, while no all-inclusive, provides examples of conduct that is prohibited.

- Shoving, pushing, harassing, intimidating or coercing another person;
- Causing physical injury to another person;
- Making threatening remarks;

- Disruptive behavior which disturbs, interferes with or prevents normal work activities. Such disruptive behavior includes yelling, using profanity, verbally abusing another or waving arms and/or fists.
- Aggressive or hostile behavior that creates a reasonable fear of injury to another person or subjects another individual to emotional distress;
- Intentionally damaging Village property or property of an employee;
- Unauthorized possession of a weapon while on Village property or while on Village business;

F. REPORTING PROCEDURES AND VILLAGE BOARD DETERMINATION

Any person experiencing or witnessing imminent danger of violence or actual violence involving weapons or personal injury should call 911 immediately.

All threats of violence or actual violence, both direct or indirect, should be reported as soon as possible to an employee's immediate supervisor or department head, who, in turn will report same to the Violence Prevention Team (see paragraph I herein). Such reporting will include violence or threats of violence to an employee by another employee or by third persons such as vendors, solicitors, or members of the public. A report of violence or threat of violence made by an employee should be as specific and detailed as possible.

It is the business of all employees to present violence in the workplace. Employees will help by reporting what is seen in the workplace which may indicate that a co-worker is exposed to violence or threat of violence. Employees are often in a better position than their supervisors to know of existing violence or threats of violence involving the workplace.

The Violence Prevention Team will promptly and thoroughly investigate all reports of violence or threats of violence. The identity of a Village employee making a report will be protected to the extent practical under the circumstances. In order to maintain workplace safety and the integrity of the investigation, the Violence Prevention Team may recommend to the Board of Trustees that an employee be (a) be terminated, (b) be suspended and/or (c) suspended and prohibited from being at a Village workplace, either with or without pay, pending the investigation. The Village Board will give appropriate consideration to the investigation and report of the Violence Prevention Team. Before taking any action thereon, the Board will provide the accused employee with a written statement of the accusation. Thereafter, a hearing will be conducted with the accused individual given a full opportunity of legal representation and for the presentation of witnesses, documents and any other evidence relevant to the issue under consideration. The Board, at the conclusion of the hearing, shall forthwith render its determination as authorized by Section D herein.

The Village encourages employees to bring their disputes or differences with other employees to the attention of their supervisors in a timely manner to prevent a situation escalating into potential violence. It is the policy of the Village to assist in the resolution of employee disputes.

G. IDENTIFYING POSSIBLE THREATS

While the Village does not expect employees to be skilled in identifying potentially dangerous persons or events, employees are expected to exercise good judgment and to inform their supervisors if any

employee exhibits behavior which could be a sign of a potentially dangerous situation. Such behavior includes:

- Discussing weapons or bringing weapons to the workplace
- Displaying overt signs of extreme stress, resentment, hostility or anger
- Making threatening remarks
- Sudden or significant deterioration of performance
- Displaying irrational or inappropriate behavior

Department heads or supervisors are to report such information to the Violence Prevention Team which will take appropriate action as described in paragraph I. herein.

H. TRAINING PROGRAM

As part of its commitment to preventing workplace violence, the Village has established a training program for all employees. Participation in violence prevention training is mandatory for each employee.

I. VIOLENCE PREVENTION TEAM

The Violence Prevention Team will consist of all Department Heads appointed by the Mayor with the consent of the Board of Trustees, and at least one (1) Employee representative from each labor union. The duties of the Team will be to create and implement a workplace violence prevention program which will include violence prevention training for Village employees and annual Workplace Risk Evaluations. The team will investigate and handle threats of violence or violence and provide appropriate assistance to employees. The Team will report employee violence or threats of violence to the Village Board in a written report which will provide a recommendation for (a) resolving the issue raised or (b) for disciplinary action, pursuant to paragraph F herein, to be taken by the Board. The Team shall also undertake an annual review of Workplace Violence incidents.

J. INCIDENT MANAGEMENT

In the event of a major workplace incident that affects, or has the potential to affect, the mental health of Village employees in the workplace, the Village will provide initial counseling and support services to employees as deemed appropriate

K. PROTECTED CLASSES

As with discrimination involving race, color, religion, age, sexual orientation, disability, national origin and veteran status, The Village of Lynbrook also prohibits harassment of individuals due to gender identity, gender expression, and genetic information.

L. FALSE ALLEGATIONS

The Village prohibits deliberately making false and/or malicious harassment or discrimination allegations, as well as deliberately providing false information during an investigation as such actions can have far reaching consequences. Policy violators are subject to disciplinary action, up to and including termination.

M. NON – CONFRONTATION

An alleged victim of harassment, sexual harassment, discrimination, or retaliation is not required to confront the person who is the source of the problem or closely associated with the person who is the source of the problem. Instead, the employee may utilize any of the other various avenues of internal complaint. The complainant is required to make a reasonable effort to bring forward any allegations of unlawful harassment, sexual harassment, discrimination, or retaliation so that the Village may stop such wrongdoing and prevent future occurrences.

N. CONFLICT OF INTEREST

The Village will make every effort to ensure that those named in a complaint or are too closely associated with those involved in the complaint, will not be part of the investigative team or efforts.

Adopted – December 17, 2007
Amended : March 7, 2022 (Changes are underlined)

**VILLAGE OF LYNBROOK
INCIDENT REPORT**

DATE/ TIME OF OCCURRENCE _____

INCIDENT LOCATION: _____

Names of Involved Persons

DESCRIPTION OF INCIDENT (Including events leading up to incident) _____

INJURIES? YES _____ NO _____

If YES describe below:

NAMES OF WITNESSES _____

ACTION YOU ARE SEEKING _____

SIGNATURE _____ DATE _____

VILLAGE OF LYNBROOK
NOTICE OF WITHDRAWAL OF COMPLAINT

COMPLAINANT'S NAME _____

TITLE & DEPARTMENT _____

DATE COMPLAINT FILED _____

DEPARTMENT HEAD NOTIFIED _____

I hereby withdraw this complaint and agree that no further action is required on it.

Complainant's Signature

Date