
 Town of Swansboro	Personnel Policy		Conditions of Employment Workplace Violence	
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	Supersedes:		Approved By: 	

ARTICLE V. CONDITIONS OF EMPLOYMENT

Section 6(a). Workplace Violence

The Town of Swansboro prohibits any form of workplace violence on Town property. Workplace violence can occur between co-workers, and employee and family member or friend, or between and employee and customer. Workplace Violence includes, but is not limited to, harassment (as defined in our Sexual Harassment Policy), intimidation or other threatening behavior, physical abuse and/or verbal abuse.

All employees are covered by this policy.

Definition: Acts or threats of violence include, but are not limited to, conduct against persons or property that is sufficiently severe, offensive, or intimidating to alter the employment conditions at the Town, or to create a hostile, abusive, or intimidating work environment for one or more employees. Acts or threats of violence shall constitute conduct subjecting an employee to disciplinary action.

Conduct that is considered an act or threat of violence includes but is not limited to the following:

- a) Hitting or shoving an individual;
- b) Threatening to harm an employee or official of the Town of his/her family, friends, associates, or their property;
- c) The intentional destruction or threat of destruction of property;
- d) Making harassing, intimidating or threatening telephone calls, letters or other forms of written or electronic communications;
- e) Intimidating or attempting to coerce an employee to do wrongful acts;
- f) Harassing surveillance, also known as "stalking," the willful, malicious and repeated following of another person and making a threat with intent to place the other person in reasonable fear for his or her safety;
- g) Stating or suggesting an act to injure a person(s) or property is "appropriate;"
- h) Inappropriate possession, brandishing or use of firearms, weapons, and objects whose purpose is violent or threatening, including knives, dangerous chemicals, explosives,

chains and other objects, when carried, brandished or used for intimidating another, except as necessary for the proper functioning of the police and fire departments, or for purposes of self-defense.

While employees of the Town may be required, as a condition of their work assignment, to possess firearms, weapons or other dangerous devices, or permitted to carry them as authorized by law, employees must use them only in accordance with departmental operating procedures and all applicable State and Federal laws.

The Town of Swansboro would like to prevent a situation from escalating to a dangerous environment for our employees, customers, vendors and visitors. Each employee of the Town is required to report and incident(s) of a threat(s) or act(s) of violence which violates this policy to his or her department head, Human Resource Manager, or the Town Manager. Concurrent with the initiation of any investigation leading to a proposed disciplinary action, the department head shall report the incidents of threats or acts of physical violence to the Town Manager and Human Resource Manager.

If you are aware, or become aware, of any situation that may endanger you, a customer, your coworkers or anyone else on Town of Swansboro property, it is your responsibility to report these to the Town Manager and the Human Resource Manager immediately. This information will be kept confidential, to the extent possible, and dealt with promptly and discretely.

Any employee who violates this policy will be subject to disciplinary action, up to and including unpaid suspension or termination of employment. In cases where the offending action(s) is perpetrated by a person who is not a Town employee, the employee shall report such incident to the department head, who shall concurrently report the incident to the Town Manager and Human Resource Manager.

Nothing in this policy alters any other reporting obligation established in Town policies or in State, Federal or other applicable law.