

## Town of South Bristol

### Workplace Violence Incident Reporting Procedure

At the core of the Workplace Violence Policy is the Town's commitment to work with its employees to maintain a work environment free from violence and other disruptive behavior to the greatest degree possible.

- Any Town employee, upon becoming aware of an instance of physical assault, threatening behavior or verbal abuse occurring in the work setting, must immediately report the facts and circumstances of said incident to their Supervisor. In the event that employees observe or experience violent behavior from Town employees or visitors of the town owned property in which there is an immediate threat to their safety or the safety of others or where an injury has occurred, the employee should immediately obtain police and medical assistance and in addition notify their supervisor.
- The supervisor will immediately conduct a preliminary inquiry into the facts and circumstances of the incident and make a prompt report to the Town Supervisor/Highway Superintendent.
- They will determine if there is:
  - a) An immediate threat of violence. If so, the supervisor will ensure police and emergency medical personnel have been notified and thereafter follow the procedures outline I subparagraph (b) or (c) below.
  - b) Serious misconduct or criminal behavior by Town employee. If so, the supervisor shall immediately notify the Town Supervisor at 734-6406 and Highway Superintendent at 734-6620 and take no further action.
  - c) No immediate threat of violence and no serious misconduct or criminal behavior by a Town employee. In that event, one or both employees may be required to leave the workplace until a full investigation is completed.

NOTE: In all instances, a Workplace Violence Incident Reporting form and all actions taken will be prepared and submitted within three business days to the Town Board.

Retaliation against an employee who makes a good faith report of violence or other disruptive behavior is strictly prohibited and shall be subject to appropriate corrective or disciplinary measures. An employee, who, in bad faith makes a false report, is also subject to disciplinary action.