

TOWN OF NORTH HEMPSTEAD WORKPLACE VIOLENCE PREVENTION POLICY STATEMENT

The Town of North Hempstead is committed to providing its employees with a work environment that is safe, secure, and free from violence. The Town also considers the safety of its residents, vendors, contractors, and the general public (collectively referred to as “visitors” throughout the remainder of this program manual) to be of paramount importance and strives to provide them the same type of protections while on Town property.

In accordance with the New York State Workplace Violence Prevention Act, the Town of North Hempstead has developed a Workplace Violence Prevention Program. As a part of this program, the Town conducted a comprehensive risk evaluation of the entire workplace. Authorized employee representatives were active participants in the development of this policy and program. The Town will conduct annual reviews, with the participation of the authorized employee representatives, to identify risk factors that may increase the likelihood of workplace violence and implement appropriate measures to minimize or eliminate these hazards. In order to achieve this goal, the Town encourages the participation and cooperation of employees and their authorized employee representative(s).

The Town will not tolerate any acts of violence in the workplace, including but not limited to, physical assault (e.g., hitting, pushing) or acts of aggression, whether verbal or physical, that would inflict physical injury upon an employee or elected official. In addition, employees are prohibited from possessing firearms or weapons (e.g., guns, non work related knives, explosives, and other items with the potential to inflict harm) in the workplace, even if the employee is licensed to carry the weapon. The only exceptions are law enforcement. An employee who has knowledge that a coworker or visitor possesses a weapon on Town property must report this to a Department Head or supervisor immediately.

For the purpose of this program, the workplace is defined as any location away from an employee’s home, either permanent or temporary, where the employee performs any work-related duty in the course of employment. This includes, but is not limited to, Town-owned buildings and surrounding perimeters, parking lots, worksites, clients’ homes, and traveling to and from work assignments.

Any incident of workplace violence or imminent danger must be promptly reported to the Department Head and/or any member of the Hazard Reduction Team as identified in Section 2 of this program. In addition to being set forth in Section 2, the Hazard Reduction Team is identified on a list maintained in the Town Supervisor’s office (c/o the Director of Strategic Planning and Policy).

Violations of this policy will result in appropriate remedial, disciplinary, and/or legal action, according to the circumstances, applicable New York State Law, and the Collective Bargaining Agreement as it may apply.

An employee will not be subject to criticism, reprisal, retaliation, demotion, discrimination, disciplinary action, or other adverse employment action for making a good faith report of acts pursuant to this program.

This Workplace Violence Prevention Program policy statement will be posted where notices to employees are normally displayed. In addition, a copy of the program manual will be made available to employees, the authorized employee representative(s), and the Commissioner of the New York State Department of Labor at each of the Town's worksites during normal working hours.