

Workplace Violence Policy

(name of local unit) will not tolerate workplace violence. Violent acts or threats made by an employee against another person or property are cause for immediate dismissal and will be fully prosecuted. This includes any violence or threats made on ***(name of local unit)*** property, at ***(name of local unit)*** events or under other circumstances that may negatively affect the ***(name of local unit)*** ability to conduct business.

Prohibited conduct includes:

- A. Causing physical injury to another person;
- B. Making threatening remarks;
- C. Aggressive, hostile or bullying behavior that creates a reasonable fear of injury to another person or subjects another individual to emotional distress;
- D. Intentionally damaging employer property or property of another employee;
- E. Possession of an unauthorized weapon while on ***(name of local unit)*** property or while on Town of Hammonton business; and
- F. Committing acts motivated by, or related to, sexual harassment or domestic violence as further set forth in this Handbook.

Any potentially dangerous situations must be immediately reported to a department head ***(Mayor, Manager, Administrator)***.