

City of New Haven

Workplace Violence Policy

Purpose: The purpose of this statement is to notify employees that the City of New Haven has a policy of zero tolerance for acts of violence in the workplace by or among its employees. This policy is inclusive of acts and/or threats of violence, including intimidation, by and to employees, property or premises of the City.

Issuing Authority: The Chief Administrative Officer is the issuing authority of this policy.

Enforcement Authority: Daily administration and enforcement is the responsibility of all Coordinators and Department Heads.

Policy

1. Acts or threats of violence in the workplace by City employees may result in disciplinary actions up to and including suspension(s) or termination(s), and will not be tolerated by the City.
2. The goal of the City is to prevent and intervene when acts of violence or threats occur including intimidation, by and to City employees, property or premises. The Director of Human Resources and or the Director of Labor Relations will investigate and report all threats or acts of violence and take appropriate action to protect employees and City property and premises. All reports will be confidential.
3. Employees are strongly encouraged to report any acts of violence towards themselves or City property without fear of reprisal. Reports should be made to their Department Head, the Director of Human Resources at 946-6767 or to the Employee Assistance Program (EAP). Contact Human Resources at 946-8252 for current EAP provider information. In cases of immediate emergency call 911.
4. Department Heads are required to make an immediate report of any threat or act of violence to the Director of Human Resources.

Definitions

Violence in the Workplace: Any comment or behavior that would be interpreted by a reasonable person as indicating the potential of physical violence toward people or property. Some examples include:

- a) Physical assault, threat to assault, or stalking an employee or customer.
- b) Possessing or threatening with a lethal weapon, vandalism or arson.
- c) Racial epithets or other derogatory remarks associated with hate crimes.
- d) Bizarre or offensive comments condoning or inciting violent events or behaviors.
- e) Harassing phone calls, voicemails, or email messages.

Issuing Authority: 

Effective Date: 12/11/09

Previously Revised: Date 12/09

A copy of this policy is available for review at the Department of Human Resources, and on the City's computer network at NAPOLICIES also on City's website at <http://www.cityofnewhaven.com/HumanResources/Policies.asp>