

Geauga County Public Library
Operating Policy Manual

SECTION: Workplace Violence
SECTION NUMBER: 950
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Geauga County Public Library is committed to providing employees and visitors with an environment that is safe, secure, and free from threats, intimidation, harassment and violence. To promote an atmosphere that encourages productive employment and exploration of topics of interest, quick responsive action will be taken if violence or the threat of violence arises.

The Library will not tolerate the following conduct or behavior (examples of prohibited conduct are included in this policy):

1. Threats, direct or implied;
2. Physical conduct that results in harm to people or property;
3. Possession of deadly weapons on library property;
4. Intimidating conduct or harassment that disrupts the work environment or results in fear for personal safety.

Workplace violence is defined as any act that results in threatened or actual harm to a person or property in the workplace. Deadly weapon is defined as any instrument, device or thing capable of inflicting death, and designed or specially adapted for use as a weapon, or possessed, carried or used as a weapon.

Acts of workplace violence committed by any employee will be met with immediate response, which will result in disciplinary action, up to and including termination and legal action.

Acts of workplace violence committed by a visitor or anyone not affiliated with the Library will be met with immediate response with the purpose of defusing the situation, protecting the Library's employees and customers, and preventing further incidents of violence. The Library will take legal action when warranted.

Any employee who has reason to believe that violent behavior may occur or observes violent behavior is required to report it promptly to a supervisor or to the Director. In the event of imminent danger or an incident of violence involving

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injury to persons or damage to property, local law enforcement should be called immediately.

Employees should feel free to raise concerns and make reports without fear of reprisal, and the Library will treat such reports as confidential to the extent circumstances permit.

In cases where the reporting individual is not an employee of the Library, the report needs to be made to the Director.

Employees are encouraged to refer any questions regarding their rights and obligations under this policy to the Director.

The following examples include, but are not limited to, what is considered prohibited conduct or behavior:

- * Threats which a reasonable person would construe as intending to inflict harm to an individual or his/her family, friends, associates, or property regardless of whether such statements were made on or off Library property.
- * Physical violence such as hitting, fighting, pushing, shoving, biting, spitting and throwing objects.
- * Loud, angry or disruptive behavior that is not appropriate to the work environment.
- * Threats even if allegedly made in jest, which a reasonable person would construe as serious.
- * The intentional damage, destruction, or threat of destruction of property owned by the Library, employees, visitors, or others.
- * Making harassing or threatening phone calls, or sending harassing or threatening letters
or other forms of writing or electronic communications.
- * Threatening an employee or attempting to coerce an employee to do wrongful acts as defined by applicable law or work rules.

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- * Callous or intentional disregard for the physical safety or well-being of others.
- * The willful, malicious, and repeated following of another person, also known as “stalking” and making of a credible threat with intent to place the other person in reasonable fear for his/her safety.
- * Possession of weapons of any kind, or the brandishing of any object that could reasonably be perceived as a weapon, on property owned, operated, or controlled by the Library.
- * Commission of a felony or misdemeanor on Library property.

Training:

The Library shall provide opportunities for employees to be trained in risk factors associated with workplace violence and proper handling of emergency situations in order to minimize the risk of violent incidents occurring in the workplace.

Dissemination of policy:

Current employees will be given a copy of this policy. All new employees will be given a copy of this policy as part of their personnel handbook. Employees will be required to acknowledge review of this policy by their signature. Acknowledgments will be retained in personnel files.

See also Personnel Policy #411

Approved February 14, 2006