

VIOLENCE IN THE WORKPLACE
PREVENTION

APPROVAL:



Mark A. Lauretti, Mayor

August 20, 2024

CITY OF SHELTON

VIOLENCE IN THE WORKPLACE PREVENTION

NOTICE TO EMPLOYEES:

WHEREAS the City of Shelton recognizes that workplace violence is a growing problem that must be addressed and

WHEREAS the City is committed to providing its employees a reasonably safe and healthy working environment, free from intimidation, harassment, threats, and/or violent acts; and

MEANWHILE, violence or the threat of violence by or against any employee of the City of Shelton or public member in the workplace is unacceptable. It will subject the preparator to severe disciplinary action, including discharge and criminal penalties.

NOW THEREFORE, the Board of Aldermen of the City of Shelton does hereby order and direct:

1. That all City personnel, contracts, subcontractors, and vendors comply with the following Violence in the Workplace Prevention Policy:

- No employee shall bring any weapon or dangerous instrument into any City Worksite as defined herein (except as required to be used in their employment.)
- No employee shall use, attempt, or threaten to use any weapon or dangerous instrument in a City worksite.
- No employee shall use, attempt to use, or threaten to cause death or physical injury to any individual in a City worksite.

“Weapon” means any firearm, including BB gun, whether loaded or unloaded, any knife (excluding a small pen or pocket knife), including a switchblade or other knife having an automatic spring release device, a stiletto, any police baton or nightstick or any material arts weapon or electronic defense weapon.

“Dangerous Instrument” means any instrument, article, or substance that, under the circumstances, is capable of causing death or serious physical injury.

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Violating the above reasonable work rules shall subject the employee to disciplinary action, including discharge.

2. Each office should prominently post this policy, and all department heads and supervisors should communicate this policy to all municipal employees and obtain a signed acknowledgment of receipt.
3. All department heads and supervisors must enforce this policy fairly and uniformly.
4. Any employee who feels subjected to or witnesses violent, threatening, harassing, or intimidating behavior in the workplace must immediately report the incident or statement to their department head, supervisor, or human resources office.
5. Any employee who believes that there is a serious threat to their safety or the safety of others that requires immediate attention should notify proper law enforcement authorities and their department head or supervisor.
6. Any department head or supervisor receiving such a report shall immediately contact the Administrative Assistant, who will bring this matter to the attention of the proper law enforcement authorities to evaluate and investigate appropriate action.
7. All parties must cooperate fully when questioned regarding violations of this policy.
8. All parties should be advised that any weapon or dangerous instrument at the worksite will be confiscated and that there is no reasonable expectation of privacy regarding such items in the workplace.

This resolution shall be effective immediately upon passage by the Board of Aldermen.

Date approved: November 14, 2002. Revised 11/25/02

The City of Shelton is committed to providing a workplace environment free of intimidation, threats, and violence. To ensure that the employees, public, and persons who conduct business with the City are visiting a safe environment, it is essential to support a policy that denounces violent and aggressive behavior. Therefore, the following behaviors are strictly prohibited:

- Bringing weapons into or keeping weapons at the workplace
- Engaging in derogatory or verbally abusive speech.
- Using foul or profane language

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- Threatening or behaving in a hostile manner.
- Making crude or lewd gestures
- Fighting or physical abuse.
- Harassing or intimidating anyone—including making “hate speech”
- Vandalism to property or equipment
- Behaving in a manner that would create a hostile, threatening, or abusive workplace

Employees who feel threatened by such behaviors should immediately report details of the incident to any Supervisor or Human Resources. All such complaints will receive immediate attention and will be thoroughly investigated. Based upon the results of this inquiry, disciplinary action will be taken against the offender up to and including termination of employment. Additionally, employees who observe, know of, or witness any violation of this policy must report it immediately to any Supervisor or Human Resources. The City of Shelton is committed to maintaining a workplace where conflicts can be resolved appropriately and without anger, aggression, or intimidation. This policy extends to visitors, vendors, all full-time and part-time employees, and management.

Violence and aggression in any form will not be tolerated, and this policy will be rigorously enforced.

