

BAKER FREE LIBRARY

WORKPLACE VIOLENCE POLICY

The Baker Free Library is committed to providing employees, patrons, and visitors with an environment that is safe, secure, and free from threats, intimidation, harassment and violence.

The library will not tolerate the following conduct or behavior in the building or on library property:

- 1) Threats, direct or implied.
- 2) Physical conduct that results in harm to people or property. Examples of this type of behavior are hitting, fighting, pushing, shoving, biting, spitting, and throwing objects.
- 3) Intimidating conduct or harassment that disrupts the work environment or results in fear for personal safety.

Anyone who witnesses or perceives the possibility of workplace violence should report the matter immediately to the Library Director or the senior staff person on duty. The police (911) should be called if there is immediate danger. An incident report should be filled out as soon as possible. Incident reports are located in the staff office by the fax machine.

Acts of workplace violence committed by an employee will result in immediate disciplinary action, up to and including termination and legal action.

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

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.

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.

Approved by the BFL Joint Loss Committee on June 14, 2010

Approved by the Baker Free Library Trustees on November 10, 2010; revised 4/10/2013.