

**TOWN OF AVON**  
**Policy Memorandum**

Subject: Violence Prevention in the  
Workplace

Policy No.: 4.16

Established: December 28, 2016  
Written by: Grace Tiezzi, Asst. to  
the Town Manager

Distribution: All Departments

Approved:   
Brandon Robertson,  
Town Manager

**I. PURPOSE**

The purpose of this policy memorandum is to promote and maintain a working environment free from violence, threats of violence, harassment, intimidation, possession and use of weapons, and other disruptive behavior.

**II. POLICY**

- A. The Town of Avon maintains a zero tolerance policy with respect to violence or the threat of violence in the workplace by any of its employees, customers, the general public, and/or anyone who conducts business with the Town. Except as may be required as a condition of employment, no employee shall bring into any Town of Avon workplace any weapon or dangerous instrument as defined in this policy.
- B. An employee who commits an act of violence or issues a threat of violence in the workplace shall be subject to discipline, up to and including termination of employment and/or criminal prosecution.
- C. The possession of firearms, the use of a weapon or any other dangerous instrument, or the threatening of anyone with a weapon in the workplace is grounds for immediate suspension without pay and may be subject to further disciplinary action up to and including termination from employment and/or criminal prosecution.
- D. The Town subscribes to the concept of a safe work environment and supports the prevention of workplace violence. Prevention efforts include informing employees of this policy, instructing employees regarding the dangers of workplace violence, communicating the sanctions imposed for violating this policy, and providing a reporting system within which to report incidents of violence without fear of reprisal.

**III. FORMS**

None.

**IV. PROCEDURE**

- A. It is the duty and obligation of all employees who either experience or observe any act or threat of violence in the workplace to immediately report such behavior by notifying the supervisor or Department Head located nearest to you and/or the incident.
- B. In situations involving physical altercations, weapons, or in situations where the threat of bodily harm is immediate, any employee shall request the aid and presence of police personnel immediately by calling 911.
- C. Each incident of violent behavior, or a threat of violence, whether committed by another employee or an external individual such as a customer, vendor, or citizen, must be reported to a supervisor or department head. The department head, the Director of Human Resources, the Town Manager, and/or the police will assess and investigate the incident and determine the appropriate action to be taken.
- D. Any employee who acts in good faith by reporting real or implied violent behavior will not be subjected to any form of retaliation or harassment.

**V. DEFINITIONS**

- A. "Acts of violence" or "threats of violence" include, but are not limited to, the following:
  - i. Any act of physical assault or battery, including shoving, pushing or hitting, or any other aggressive or unsolicited and unwanted contact occurring between two parties.
  - ii. Direct or indirect (veiled) threats, acts or gestures of violence or harm that a reasonable person would construe as coercive, intimidating, or menacing.
  - iii. Harassment including verbal abuse, unwanted telephone calls, letters, or electronic communications designed to damage or harm another party.
  - iv. Property crimes including the sabotage, theft, and destruction of property owned by another individual, or the Town of Avon.
  - v. Brandishing of, or threatening with, a weapon, dangerous instrument, or item construed to be or utilized as a weapon. Such instruments include but are not limited to firearms (including but not limited to models, replicas, or an object whose outline represents a firearm), knives, mace, bats, ammunition, clubs, and other such items.

- B. “Workplace” is defined as an employee’s immediate and/or assigned work area; all Town property including buildings, grounds, parking areas and Town-owned vehicles; and the area in which an employee is assigned to work whether or not this area is located specifically on Town property.