**SECTION:** **SAFETY AND HEALTH**

**POLICY:** Anti-Violence, Bullying and Abuse **EFFECTIVE DATE:** insert date adopted

**STATEMENT OF PURPOSE:**

The purpose of this policy is to promote a safe, respectful, and inclusive workplace free from violence, bullying, intimidation, and abuse. The City is committed to ensuring that all employees, contractors, volunteers, and members of the public interacting with City personnel are treated with dignity and respect. This policy establishes clear expectations and a reporting mechanism to prevent and respond to incidents of workplace violence, bullying, and abuse.

**DEFINTIONS:**

1. Workplace Violence: Any act or threat of physical violence, harassment, intimidation, or other threatening disruptive behavior that occurs at the work site. It includes threats or acts of physical harm, whether communicated verbally, in writing, or through gestures.
2. Bullying: Repeated and unreasonable behavior directed at an individual or group that creates a risk to health, safety, or well-being. Bullying may include verbal abuse, humiliation, undermining work, or social exclusion.
3. Abuse: Improper treatment that may be verbal, emotional, psychological, or physical, which causes harm, distress, or discomfort to another person. This includes but is not limited to shouting, threatening, name-calling, or coercion.
4. Harassment: Unwelcome conduct that is based on race, color, religion, sex, national origin, age, disability, or other protected characteristics that creates a hostile or offensive work environment.
5. Retaliation: Any adverse action taken against an individual for reporting a violation of this policy or participating in an investigation.

**APPLICABILITY:** This policy applies to all City employees, including full-time, part-time, temporary, seasonal, volunteer, contract workers, and elected or appointed officials. It covers behavior occurring at the workplace, during City-related events, or in any location where City business is conducted. The policy also applies to interactions with the public where an employee is performing City duties.

**PROCEDURES:**

1. Prohibited Conduct
   1. All forms of violence, bullying, and abuse are strictly prohibited.
   2. This includes physical acts of aggression, verbal threats, harassment, stalking, cyberbullying, and any conduct that undermines the safety or dignity of others.
2. Reporting Violations
   1. Employees who witness or experience workplace violence, bullying, or abuse must report the behavior as soon as possible to their supervisor, Human Resources, or any designated reporting channel.
   2. If the alleged violator is the employee’s supervisor or in the employee’s direct line of authority, the report should be made directly to Human Resources or the City Manager or Administrator’s Office.
   3. Anonymous reporting options may be made available to encourage open communication.
3. Response and Investigation
   1. All reports will be taken seriously and investigated promptly, thoroughly, and impartially.
   2. Investigations will be conducted to maintain confidentiality to the greatest extent possible.
   3. If a violation is confirmed, appropriate corrective or disciplinary action will be taken, up to and including termination of employment or contract.
4. Retaliation Prohibited
   1. Retaliation against any individual who reports or participates in an investigation under this policy is strictly prohibited.
   2. Employees who believe they have been retaliated against should report this immediately to Human Resources.
5. Training and Awareness
   1. The City will provide regular training to all employees on identifying and preventing workplace violence, bullying, and abuse.
   2. Supervisors and managers will receive additional training on how to recognize issues, respond appropriately, and support affected employees.
6. Immediate Danger
   1. In situations involving immediate danger or threats of violence, employees should contact law enforcement or emergency services by calling 911.
   2. After addressing the immediate threat, a report should be made to Human Resources as soon as safely possible.
7. Non-compliance
8. Employees found to participate in prohibited behavior, including retaliation, will be subject to disciplinary action up to and including termination.