

Town of Amboy Workplace Violence Policy

It is the Town of Amboy's policy to promote a safe environment for its employees. The town is committed to working with its employees to maintain a work environment free from violence, threats of violence, harassment, intimidation and other disruptive behavior.

Violence, threats, harassment, intimidation and other disruptive behavior in our workplace will not be tolerated; that is, all reports of incidents will be taken seriously and will be dealt with appropriately. Such behavior can include oral or written statements, gestures or expressions that communicate a direct or indirect threat of physical harm. Individuals who commit such acts may be removed from the premises, and may be subject to disciplinary action, criminal penalties or both.

We need your cooperation to implement this policy effectively and maintain a safe working environment. Do not ignore violent, threatening, harassing, intimidating or other disruptive behavior. If you observe or experience such behavior by anyone on town premises, whether he or she is a town employee or not, report it immediately to their department head or the Town Supervisor. The Supervisor and/or department heads who receive such reports should advise the Town Board regarding investigating the incident and initiating appropriate action. (Please note: Threats or assaults that require immediate attention should be reported to the Sheriff's department or New York State Troopers.)

We will support all efforts made by department heads and/or the Town Supervisor in dealing with violent, threatening, harassing, intimidating or other disruptive behavior in our workplace and will monitor whether this policy is being implemented effectively.

The Town of Amboy is committed to the safety and security of our employees. Workplace violence presents a serious occupational safety hazard to our town, staff and customers. Threats, threatening behavior or acts of violence against employees, visitors, guests or other individuals by anyone on Town of Amboy property will be thoroughly investigated and appropriate action will be taken including summoning criminal justice authorities when warranted. All employees are responsible for helping create an environment of mutual respect for each other as well as customers, following all policies and procedures, and for assisting in maintaining a safe and secure work environment.

All Town of Amboy personnel are responsible for notifying the contact person designated of any violent incidents, threatening behavior including threats they may have witnessed, received or have been told that another person has witnessed or received.