

## OSSINING PUBLIC LIBRARY

### WORKPLACE VIOLENCE POLICY

Nothing is more important to Ossining Public Library than the safety and security of our employees. Threats, threatening behavior, or acts of violence against employees, visitors, guests, or other individuals by anyone on Ossining Public Library property will not be tolerated.

Any person who makes threats, exhibits threatening behavior, or engages in violent acts on Ossining Public Library property will be removed from premises as quickly as safety permits and shall remain off Ossining Public Library premises pending the outcome of an investigation.

Ossining Public Library's response to incidents of violence may include suspension and/or termination of any business relationship, reassignment of job duties, suspension or termination of employment, and criminal prosecution of those involved.

All Ossining Public Library's personnel are responsible for notifying the contact person designated below and the Security department who will in turn notify Administration of any threats they have witnessed, received, or have been told that another person has witnessed or received. Personnel should also report behavior they regard as threatening or violent if that behavior is job-related or might be carried out on a company-controlled site.

An employee who applies for or obtains a protective or restraining order that lists company locations as protected areas must provide a copy of the petition and declarations used to seek the order and a copy of any temporary or permanent protective or restraining order that was granted. Ossining Public Library has confidentiality procedures that recognize and respect the privacy of the reporting employee(s).

***Designated Contact Person:***

Name: Karen LaRocca-Fels  
Title: Director  
Phone: 914-941-2416 x 333  
Location: Ossining Public Library

Adopted, January 11, 2010

Updated 9/01/2014