


<p style="text-align: center;">TOWNSHIP OF VERONA COUNTY OF ESSEX, NEW JERSEY</p>  <p style="text-align: center;"><i>POLICIES AND PROCEDURES</i></p>	Policy Title:	Workplace Violence Prevention
	Policy Reference No:	2-3
	Release Date:	18 November 2020
	Approved By:	Matthew Cavallo, Township Manager
	Authority:	§ 36-1 (C)
	Revision History:	None
	No. of Pages:	2
	Applicability:	All Employees & Volunteers

The Township is committed to preventing workplace violence and to maintaining a safe work environment for all employees and visitors. Verona has adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during Township work hours, Township events, while on Township premises or under other circumstances that may negatively affect the Township's ability to conduct business.

All employees, including supervisors, temporary employees and volunteers, shall be treated with courtesy and respect at all times. Employees are required to refrain from fighting, "horseplay," or other conduct that may be dangerous to others. Prohibited conduct includes:

- Causing physical injury to another person;
- Making threatening remarks;
- Aggressive, hostile or intimidating behavior that creates a reasonable fear of injury or loss to another person or to personal property or subjects another individual to emotional distress;
- Intentionally damaging employer property or property of another employee;
- Possession of a weapon while on Township property or while on Township business except with the authority of the Chief of Police; and
- Committing acts motivated by, or related to, harassment or domestic violence.

Conduct that threatens, intimidates, or coerces another employee, a resident, visitor, or a member of the public at any time, including off-duty periods, will not be tolerated. This prohibition includes all acts of harassment as defined by this Employee Policy Manual.

All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to your immediate supervisor or any other member of management. This includes threats by employees, as well as threats by customers, vendors, solicitors, or other members of the public. When reporting a threat of violence, you should be as specific and detailed as possible.

All suspicious individuals or activities should also be reported as soon as possible to a supervisor. Do not place yourself in peril. If you see or hear a commotion or disturbance near your workstation, do not try to intercede or see what is happening. Rather, contact the Police Department immediately.

The Township will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected to the extent possible.

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Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

Verona encourages employees to bring their disputes or differences with other employees to the attention of their supervisors before the situation escalates into potential violence. We are eager to assist in the resolution of employee disputes.

We need your help in ensuring our workplace remains violence free. Therefore, employees should not hesitate to report any suspicious, offensive, or questionable behavior to a supervisor. Remember, if we do not know an event has occurred, we cannot address it. Your cooperation and participation are imperative to the success of this policy to ensure the safety and well-being of all employees and visitors.

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Revision No.	Revision Date	Nature of Revision	Approved By