

# WORKPLACE VIOLENCE POLICY

## **Policy Statement**

Violence in the workplace or in the library facilities or on library grounds can have harmful or devastating effects on the productivity; quality of life and on the environment relating to employees, patrons, and visitors. It is the policy of the Columbia County Rural Library District to make a reasonable effort to provide an environment that is free from threats to personal safety resulting from aggressive or threatening behavior or any other overt actions or statement involving patrons, visitors, or employees. Conduct, behavior, or threatening statements that constitute violence or threats of violence will not be tolerated.

Any person who makes substantial threats, exhibits threatening behavior, or engages in violent acts on Columbia County Library District property shall be removed from the premises as quickly as safety permits, and shall remain off the premises pending the outcome of an investigation. Columbia County Rural Library District will initiate a timely response considering the facts and circumstances as determined by director or management representative. This response may include, but is not limited to, suspension and/or termination of any business relationship, reassignment of job duties, suspension or termination of employment, rescission of patron's card privileges or use of any library facilities, and/or criminal prosecution of the person or persons involved.

All Columbia County Rural Library District personnel are responsible for notifying the management representative, Director, or Library Trustee of any threats which they have witnessed, received, or have been told that another person has witnessed or received. Even without an actual threat, personnel should also report any behavior they have witnessed which they regard as potentially threatening or violent when that behavior is job related or might be carried out on a library controlled site by patrons or staff. Employees are responsible for making this report regardless of the relationship between the individual who initiated the threat or threatening behavior and the person or persons who were threatened or were the focus of the threatening behavior. If the designated representatives are not available, personnel should report the threat or action to another staff member, director, or Library Board Trustee.

Columbia County Rural Library District acknowledges the sensitivity of the information requested and has developed confidentiality procedures, which recognize and respect the privacy of the reporting employee(s) or patron.

## **HISTORY**

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Adopted September 10, 2009