

# STANDARD PROCEDURE

## CITY OF WILSON

## PERSONNEL MANUAL

SUBJECT	NUMBER	REVISED	EFFECTIVE DATE	SUPERSEDES	PAGE
Anti-Violence & Workplace Security	E-8		June 1, 2009		1 of 3

Prepared By:  
Suzanne B. Allen, Safety & Risk Manager

Approved By:  
Grant Goings, City Manager

### 1.0 Purpose

To provide City of Wilson employees a policy ensuring safe and healthy work environment free from violence. This policy will comply with the Federal Occupational Safety and Health Act of 1970, specifically the General Duty Clause Section (5) (a).

### 2.0 Policy

The City of Wilson prohibits any form of workplace violence on City of Wilson property. Workplace violence can occur between co-workers, an employee and family member or friend, or between an employee and a customer. Workplace Violence includes, but is not limited to, harassment (as defined in our Sexual and Other Unlawful Harassment Policy), intimidation or other threatening behavior, physical abuse and/or verbal abuse.

### 3.0 Scope

All employees are covered by this policy.

### 4.0 Definitions

4.1 Prohibited Weapon: For purposes of this policy, a “prohibited weapon” includes any device or other implement designed principally, or which may be used, for the infliction of bodily injury or death, including without limitation any gun, firearm, or other device principally designed, made or adapted for shooting a projectile; ammunition, firecrackers, or any other explosive or explosive weapon, including handgun for which an individual possesses a valid permit. This policy does not apply to implements or devices, such as hand tools or kitchen implements which are designed and commonly used for a purpose other than the infliction of bodily injury and which have been brought onto City of Wilson property and are actually being used there for an intended and lawful purpose.

4.2 Weapons in the Workplace: The City prohibits any person entering City of Wilson property, including but not limited to employees, customers, vendors, visitors, or other persons, from possessing any prohibited weapon, except as shall be required for the performance of a person’s job duties and as specifically authorized by the City of Wilson. The City of Wilson specifically prohibits the use, possession, or sale of any prohibited weapon on City of Wilson property and the storage of any prohibited weapon in a desk, cabinet, vehicle, lunch box, bag, purse or other repository owned or leased by the City of Wilson or on City property. Any employee who has knowledge that any person has possession of a prohibited weapon on City of Wilson property should immediately report that fact to their supervisor or the Risk Manager.

Firearms and other weapons are not permitted to be brought onto City of Wilson property, including employee vehicles parked in employee parking lots, by employees unless required to do so by their position.

### 5.0 Reporting

5.1 Reports and Investigations: All threats, harassment and assaults to City of Wilson employees, whether from another employee or a member of the general public, shall be immediately reported to their supervisor. Employees will contact City of Wilson Police by calling 911 or use City radio if they feel their physical safety is in jeopardy.

5.2 City of Wilson employees will immediately report all incidents of workplace violence to their supervisor no matter how minor the threat, actual or perceived.

These incidents may include, but not limited to:

- 5.2.1 Intimidating, belligerent, harassing, bullying or other inappropriate and aggressive behavior, or
- 5.2.2 Numerous conflicts with supervisors or employees, or

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- 5.2.3 Bringing a weapon to the workplace, brandishing a weapon in the workplace, making inappropriate references to guns, or a strong interest in weapons, or
- 5.2.4 Statements showing a strong interest with incidents of workplace violence, statements including approval of the use of violence to resolve a problem, or statements indicating identification with perpetrators of workplace homicides, or employees shall not consent of such searches and shall not cooperate with investigations involving workplace security. Where possible, all workplace searches shall be conducted by a law enforcement officer. Any employees who refuses such a search or who does not cooperate with an investigation is subject to disciplinary action up to and including termination.

#### 6.0 Disciplinary Action

- 6.1 Any employee who violates this policy will be subject to disciplinary action, up to and including unpaid suspension or termination of employment. Any person found to be in violation of this policy who is not an employee of the City of Wilson will be evicted from the City premises and the City will notify law enforcement of any individual who is in possession of a prohibited weapon in or on City premises in violation of this policy, or a state or local law of ordinance, and will assist in any resulting criminal prosecution.

The City of Wilson would like to prevent a situation from escalating to a dangerous environment for our employees, customers, vendors and visitors. If you are aware, or become aware, of any situation that may endanger you, a customer, your coworkers or anyone else on City of Wilson property, it is your responsibility to report these to the Risk Manager immediately. This information will be kept confidential, to the extent possible, and dealt with promptly and discretely.

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**ANTI-VIOLENCE AND WORKPLACE  
SECURITY POLICY**

***ACKNOWLEDGEMENT OF RECEIPT AND PROMISE***

I acknowledge that I have received a copy of the City of Wilson written policy titled “Anti-Violence and Workplace Security Policy” and understand that the company will not tolerate any violations against this policy by any employee. It is a zero tolerance policy. I recognize that the only way an employer can achieve its goal of providing a safe non-violent work environment is with the assistance of its employees. The company and its employees must therefore be partners in the commitment to provide a work environment that is free of unlawful violence.

I agree to comply with all aspects of this policy and promise that I will not violate the law or the policy. I also promise to fulfill all of my responsibilities under the policy, including the responsibility to report any act of violence or threat of violence immediately to my supervisor or the Risk Manager in accordance with the procedures of the policy. In this way, I will do all that I can to assist the City of Wilson to provide and maintain a workplace that is violence free.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Department

\_\_\_\_\_  
Date

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Trainers Signature & Date

**This document will be maintained in the employee’s personnel file.**