

Policy Title	Workplace Violence
Effective Date	2-1-2021
Approved by	City Manager

1. General Provisions

A. The City of Trenton (the “City”) is committed to preventing workplace violence and to maintaining a safe work environment. Accordingly, the City has adopted the following guidelines to deal with intimidation, harassment, and other threats of (or actual) violence that may occur during business hours or on its premises.

2. Workplace Violence

- A. All employees, elected officials, volunteers and members of the public should be treated with courtesy and respect at all times.
- B. Employees are expected to refrain from fighting, horseplay, hazing or other conduct that may be dangerous to themselves or others.
- C. Conduct that threatens, intimidates, or coerces another employee, an elected official, a volunteer or a member of the public at any time will not be tolerated.
- D. All threats of or actual violence, both direct and indirect, should be reported as soon as possible to an employee’s immediate supervisor or any other member of management. This includes threats by employees, as well as threats by elected officials, vendors, solicitors, volunteers or members of the public. When reporting a threat of violence, employees should be as specific and detailed as possible.
- E. Employees should immediately report all suspicious individuals or activities to a supervisor or any other member of management. An employee should not place themselves in peril. If an employee sees or hears a commotion or disturbance near their work station, they should not try to intercede or see what is happening.
- F. The City encourages employees to bring their disputes or differences with other employees to the attention of their supervisors or City management before the situation escalates into potential violence. The City is eager to assist in the resolution of employee disputes and will not discipline employees for raising such concerns.

3. Investigations and Discipline

- A. The City will act positively to investigate all reports of threats of or actual violence, violations of these guidelines and reports of suspicious individuals or activities. Department heads and supervisors are required to promptly communicate any reported or observed violations of this policy to the City Manager.
- B. In order to maintain workplace safety and the integrity of its investigation, the City may immediately suspend employees, either with or without pay, pending an investigation. Anyone determined to be responsible for threats of or actual violence or other conduct that is a violation of this policy will be subject to prompt disciplinary action up to and including termination from employment.