



**TOWN OF FOXBOROUGH**  
PERSONNEL POLICIES

**WORKPLACE VIOLENCE POLICY**

**I. PURPOSE:**

This Policy establishes the standards, procedures and safeguards that will encourage and foster a work environment that is characterized by respect and healthy conflict resolution; reduce the potential for violence in and around the workplace; mitigate the negative consequences for employees who experience or encounter violence in their work lives; and ensure that appropriate resources are available to employees who may be victims of workplace violence.

**II. APPLICATION:**

This Policy shall apply to all employees of the Town of Foxborough, excluding those employees under the supervision and control of the School Committee. Employees whose employment is governed by a collective bargaining agreement are subject only to those provisions of this Policy not specifically regulated by law or agreement.

**III. DEFINITIONS:**

**Workplace Violence** includes, but is not limited to, intimidation, threats, physical attack, domestic violence or property damage and includes acts of violence committed by Town employees, clients, customers, relatives, acquaintances or strangers against Town employees in the workplace. Violent behavior can include actions or communications in person, by letter or note, telephone, fax or e-mail. Incidents of workplace violence may be acted out individually or take place between employees, employees and clients/residents, employees and acquaintances/partners and employees and the general public.

**Intimidation** is engaging in actions that include, but is not limited to, stalking or behavior intended to frighten, coerce, or induce duress.

**Threat** is the expression of an intent to cause physical or mental harm. An expression constitutes a threat without regard to whether the party communicating the threat has the present ability to carry it out and without regard to whether the expression is contingent, conditional or future. Threats need not be made in person, but can be made through any means, including but not

limited to via telephones or electronically (e.g., via the Internet, e-mail, social media sites or blogs, etc.).

**Physical Attack** is unwanted or hostile physical contact such as hitting, fighting, pushing, shoving or throwing objects.

**Domestic Violence** is the use of abusive or violent behavior, including threats and intimidation, between people who have an ongoing or prior intimate relationship. This could include people who are married, live together or date or who have been married, lived together or dated.

**Property Damage** is intentional damage to property and includes property owned by the Town, employees, visitors or vendors.

#### **IV. POLICY:**

It is the Policy of the Town to promote a safe environment for its employees. The Town is committed to working with all employees to maintain a work environment free from violence, threats of violence, harassment, intimidation, and other disruptive behavior. Violence, threats, harassment, intimidation, and other disruptive behavior in the workplace will not be tolerated. All reported incidents will be taken seriously, and will be dealt with appropriately. Such behavior can include not only acts of physical violence, but also oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm. Individuals who commit such acts may be removed from the premises and may be subject to criminal prosecution. Such employees may also be subject to disciplinary action, up to and including termination from employment.

It is a violation of this Policy to:

- Engage in workplace violence as defined herein;
- Use, possess or threaten to use a weapon during a time covered by this policy, even if the employee has a License to Carry a Firearm, and
- Misuse authority vested in any employee of the Town in such a way that it violates this Policy.

#### **V. PROCEDURES:**

Employees who observe or who are the victim of violent behavior by anyone on Town property or while engaged in Town business shall report the incident immediately to a supervisor or department head and/or Assistant Town Manager, whether or not the alleged offender is a Town employee. Threats or assaults that are of an emergency nature and require immediate attention should first be reported to the Police Department.

All reports of violence will be evaluated immediately, and appropriate action will be taken, where possible, in order to help protect the employee(s) from further violence. Appropriate disciplinary action will be taken when it is determined that an employee has committed threats or acts of violence, in violation of this Policy.

The Town Manager or his or her designee shall be responsible for responding promptly and appropriately to any report of violence in the workplace and conducting an investigation into the alleged incident, when necessary.

Workplace incidents involving emergency and/or criminal activity will be referred to the Police Department for investigation in appropriate circumstances. An administrative investigation may be conducted by the Town Manager concurrent with any criminal investigation, in cooperation with the Police Department. The Town Manager will conduct administrative investigations in a confidential manner, to the extent practical.

Employees who are victims of or witnesses to workplace violence may contact the Town's Employee Assistance Program (EAP) for counseling, emotional support, and assistance in developing a personal safety plan in the event of workplace violence.

**VI. SANCTIONS:**

Any employee who is found to have violated this Policy will be subject to disciplinary action, up to and including termination from employment. An act of off-duty violent conduct may also be grounds for disciplinary action, up to and including dismissal, in appropriate circumstances.

**Adopted by the Foxborough Board of Selectmen**

**Date:** June 13, 2017

  
Approved by **William G. Keegan, Jr., Town Manager**

**Date:** 6/21/2017

**ACKNOWLEDGMENT OF RECEIPT OF WORKPLACE VIOLENCE POLICY**

**I acknowledge receipt of this *Workplace Violence Policy*  
from the Town, and that I have read it.**

I understand the standards, procedures and safeguards that will encourage and foster a healthy work environment. I understand that the workplace should be maintained to be free from violence, threats of violence, harassment, intimidation, and other disruptive behavior. I understand that if workplace violence takes place there is a procedure for reporting the incident. I understand there are appropriate resources available to employees who may be victims of workplace violence..

---

Name (Print)

---

Signature

---

Date