

## **WORKPLACE VIOLENCE**

It is the policy of the Library to maintain a safe workplace, free from any threat of physical violence, emotional abuse, or any form of intimidation. Employees, Library users, and vendors are prohibited from bringing any type of weapon, explosive, or destructive material onto Library property. The Library retains the right to search any lockers, desks, bags or other containers when there is reasonable suspicion to believe this policy has been violated. To the extent practicable, suspected violators should be present when a search of their property is conducted. Acts of vandalism or sabotage, or the threat of such acts, will not be tolerated.

Employees are expected to report any acts or threats of acts described in this policy to their immediate supervisor, whether made by other staff or by members of the public. Reports may be made anonymously if the employee has reason to fear retaliation. All reports will be investigated thoroughly. Employees who violate this policy will be subject to disciplinary action up to and including termination of employment. Library users are subject to the Public Conduct Policy (3.17). Where criminal violations occur, the Library will file criminal charges and follow through with prosecution of those involved.

Where an employee reasonably and in good faith opposes or reports any workplace violence or testifies, assists or participates in an investigation of or hearing concerning allegations or threats of violence, no person or group of persons may retaliate against the employee. Retaliation includes any act of harassment, verbal abuse, verbal threats, or any other or additional act of workplace violence. Retaliation will also be considered a violation of this policy and may result in discipline up to and including discharge in accordance with Library District procedures.

In accordance with the Workplace Violence Prevention Act, the Library may seek an order of protection to prohibit violence or threats of violence made against an employee in certain circumstances in accordance with the Act.