



## WORKPLACE VIOLENCE AND PREVENTION POLICY

The Westbury Memorial Public Library (the “Library”) is committed to promoting a safe work environment for all employees. All employees are responsible for helping to create an environment of mutual respect for each other as well as visitors, following all policies, procedures and practices, and for assisting in maintaining a safe and secure work environment. As mandated by the New York State Workplace Prevention Act<sup>1</sup>, the Library has adopted this Policy and has implemented a Workplace Violence Prevention Program.<sup>2</sup> The goal of this policy is to promote the safety and well-being of all people in our workplace.

The term “Workplace Violence” is defined as any physical assault or acts of aggressive behavior occurring where a public employee performs any work-related duty in the course of his or her employment.<sup>3</sup> A “workplace” may be a location away from an employee’s domicile, permanent or temporary, where an employee performs any work-related duty in the course of his or her employment.<sup>4</sup>

The Library prohibits Workplace Violence including but not limited to:

- Intentional and wrongful physical contact with a person without his or her consent that entails some injury including but not limited to shoving, pushing, spitting, hitting, fighting or throwing objects.
- An attempt or threat made directly or indirectly by oral or written words, gestures or symbols that communicate a direct or indirect threat of physical harm including the use of a third-party, making internal or external phone calls, sending mail, packages, faxes or emails, tampering with a computer, other equipment or motor vehicle, repeated, malicious verbal mistreatment, attempting to intimidate, or intentionally inflicting emotional distress;
- Disruptive behavior intended to disturb, interfere with or prevent normal work activities e.g. yelling, using profanity, verbally abusing another or waving hands and fists;
- Any intentional display of force which would give a person reason to fear or expect bodily harm or that subjects another individual to emotional distress;
- Intentionally damaging Library property or the property of another;

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<sup>1</sup> 12 NYCRR Part 800.

<sup>2</sup> A copy of the Library’s Workplace Violence Prevention Program is available, upon request, from the Director’s Office.

<sup>3</sup> 12 NYCRR Part 800.6(d)(11).

<sup>4</sup> 12 NYCRR Part 800.6(d)(10).



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- Unauthorized possession of a weapon while on Library property or while on Library business;
- Stalking an employee with the intent of causing fear of material harm to the physical safety and health of such employee when such stalking has arisen through and in the course of employment;
- Behavior that diminishes the dignity of others through gender, sexual, sexual orientation, racial, religious or ethnic harassment; and
- Committing acts motivated by, or related to, domestic violence.

This Policy is designed to meet the requirements of New York State Labor Law Art. 2 § 27-b and highlights some of the elements that are found within our Workplace Violence Prevention Program. The process involved in complying with this law includes a workplace evaluation that is designed to identify the risks of Workplace Violence to which our employees could be exposed. Authorized Employee Representative(s) will, at a minimum, be involved in:

- Evaluations the physical environment;
- Developing the Workplace Violence Prevention Program; and
- Reviewing Workplace Violence incident reports at least annually to identify trends in the types of incidents reported, if any, and reviewing the effectiveness of the mitigating actions taken.

As part of its commitment to preventing Workplace Violence, the Library has established a training program for all employees. Training will be included as part of new employee orientation. Thereafter, employees will participate in mandatory training on an annual basis.

The Library will not engage in retaliatory action against anyone acting in good faith who has made a complaint of Workplace Violence, who has reported witnessing Workplace Violence or who has been involved in reporting, investigating or responding to Workplace Violence is a serious violation of this Policy. Anyone who feels they have been subjected to any acts of retaliation should immediately report such conduct. Any person who retaliates against another individual for reporting any perceived acts of violence will be subject to disciplinary action up to and including termination.

Acts of violence against any of our employees where any work-related duty is performed will be thoroughly investigated. All incidents of Workplace Violence will be responded to promptly upon notification and appropriate action will be taken such as disciplinary action, up to and including termination of employment as well as involving law enforcement authorities when warranted.

All Library personnel are responsible for notifying their supervisor or department head of any violent incidents or threatening behavior, including threats they have witnessed, received or have been told that

**Adopted: January 20, 2022**



**WESTBURY MEMORIAL PUBLIC LIBRARY**

*westburylibrary.org*  
*445 Jefferson Street*  
*Westbury, New York 11590*  
*Phone (516) 333-0176*  
*Fax (516) 997-0825*  
*Fax (516) 997-0825*

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another person has witnessed or received. The Library encourages prompt reporting of complaints so that rapid and appropriate action may be taken. All allegations of Workplace Violence will be promptly investigated. The Library will endeavor to maintain confidentiality throughout the investigatory process to the extent practical and appropriate under the circumstances. Employees may also report such incidents directly to the designated contact person listed below.

**Designated Contact Person**

Name: Tracy Van Dyne, Director

Address: Westbury Memorial Public Library, 445 Jefferson Street, Westbury, NY 11590

Phone: 516-333-0176

Fax: 516-997-0825

Email: [tvandyne@westburylibrary.org](mailto:tvandyne@westburylibrary.org)

Anyone experiencing or witnessing imminent danger or actual violence involving weapons or personal injury should call 911 immediately.

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