

Town of Ancram
Workplace Violence Prevention Policy Statement

Policy Statement – The Town of Ancram is committed to providing its employees with a work environment that is safe, secure, and free from violence. The Town also considers the safety of its residents, vendors, contractors, and the general public (collectively referred to as “visitors”) to be of paramount importance and strives to provide them the same type of protections while on Town property. The Town considers any threat of violence or potential violence as legitimate, and will take immediate appropriate action, including the involvement of law enforcement. Threats, threatening behavior, or acts of violence against employees, visitors, guests, volunteers or other individuals by anyone on the Town of Ancram property will be thoroughly investigated and appropriate action will be taken, including summoning criminal justice authorities when warranted. All employees are responsible for helping to create an environment of mutual respect for each other as well as clients, following all policies, procedures and program requirements, and for assisting in maintaining a safe and secure work environment.

Implementation of this policy will include compliance with the NYS Workplace Violence Prevention Act in accordance with NYS Labor Law Section 27-b. The process involved in complying with this law included a workplace evaluation that was designed to identify the workplace violence hazards to which our employees could be exposed and additionally, authorized employee representatives will and have been involved in evaluating the physical environment and reviewing incidents reports to identify trends in the types of incidents reported, if any, and the effectiveness of the mitigating actions taken. Other tools that were utilized during this process included reviewing appropriate documents. All employees will participate in the annual Workplace Violence Prevention Training Program.

Prohibited Conduct – The Town has zero tolerance for violence of any kind in the workplace, including but not limited to, physical assault (e.g., hitting, pushing), threatening, intimidating, or aggressive behavior, or verbal abuse or harassment. In addition, employees and visitors are prohibited from possessing firearms or weapons (e.g., guns, knives, explosives) in the workplace, even if licensed to carry the weapon. The only exceptions are law enforcement and authorized security personnel. An employee who has knowledge that a coworker or visitor possesses a weapon on Town property must report this to a Department Head immediately.

For the purpose of this policy, the workplace is defined as any location away from an employee’s home, either permanent or temporary, where the employee performs any work-related duty in the course of employment. This includes, but is not limited to, Town-owned buildings and surrounding perimeters, parking lots, work sites, clients’ homes, and traveling to and from work assignments.

Reporting Requirements – An employee who is subject to, witnesses, or becomes aware of any threats or acts of violence should inform the designated contact person immediately. Likewise, any suspicious individuals or activity must be reported immediately. All incidents of violence or threatening behavior will be responded to immediately upon notification.

Policy Violations – Violations of this policy will result in appropriate remedial, disciplinary, and/or legal action, according to the circumstances.

Prohibition Against Retaliation – An employee will not be subject to criticism, reprisal, retaliation, demotion, discrimination, disciplinary action, or other adverse employment action for making a good faith report of acts pursuant to this program.

Designated Contact Person:

Title: Town Supervisor (Art Bassin)

Phone: (518)-329-6512 x6; cell 518-469-7768; home 518-329-0921

Location: Town Hall

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