



CITY OF LOWELL VIOLENCE PREVENTION IN THE WORKPLACE POLICY

The City of Lowell condemns harassing, intimidating, threatening or assaulting employees both at and away from the workplace during work hours. Threatening behavior is neither permitted nor tolerated. In its effort to provide a safe and healthful environment for its employees, the City will take action when an employee or individual poses a direct threat to the health or safety of self or others.

The City of Lowell further condemns any violent behaviors in the workplace directed against employees on the basis of their age, gender expression/identity, genetic information, marital status, color, national origin, language, physical or mental disability, pregnancy, race, religion, sex, sexual orientation, or status as a US veteran.

Employee Responsibility:

- Ensure that their conduct does not harass, intimidate, threaten or assault any employee, applicant or other individual in the workplace;
- Cooperate in the investigation of informal or formal complaints of alleged violations by providing any information they possess concerning the matters being investigated;
- Comply with the prohibition of all firearms, knives and other weapons from City owned property building or premises, including employee parking lots or city owned property. The exception is police officers, who are required to carry a firearm as a function of their position.
- All employees are required to report threats or assaults immediately to a supervisor or department head, then forward report to the Human Relations Office.
- Exercise extra care in elevators, stairwell, and unfamiliar spaces.
- If applicable, employees and visitors are to sign-in and out of premises and wear company issued badges, if issued.

Procedure:

If you feel you are being threatened:

- If physical harm is imminent, dial 911 immediately and call for assistance or have a code word for another person to alert them that they need to call 911. Stay calm, and if possible, retreat behind a secured door and wait for police to arrive.
- Document the details of the incident. Include information, which will identify the person who threatened you, dates and times, direct quotes, and names of any witnesses.
- Save all notes, correspondence, voice mail messages, or related records received for the individual.
- Report the incident to your supervisor, department head or Human Relations Office immediately.
- Do not make further contact with the individual without discussing the situation with management.

If you are not personally the victim of threatening behavior, but observe such actions, report the incident to management immediately.

It is the policy of the City of Lowell to protect the rights of all its employees by providing fair and impartial investigations of all complaints brought to the attention of the appropriate officials.

All claims will be investigated and sanction imposed up to and including termination at the outcome of the investigation if any employee is found to be in violation of this policy.