Attachment C

Town of Oswego
Workplace Violence Prevention Policy
and Incident Reporting

It is the Town of Oswego policy to promote a safe environment for its employees. The Town is committed to working with its employees to maintain a work environment free from violence, threats of violence, harassment, intimidation, and other disruptive behavior. Disruptive behavior at one time or another will affect every agency.

Violence, threats, harassment, intimidation and other disruptive behavior in our workplace will not be tolerated; that is, all reports of incidents will be taken seriously and will be dealt with appropriately. Such behavior can include 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 disciplinary action, criminal penalties, or both.

We need your cooperation to implement this policy effectively and maintain a safe working environment. Do not ignore violent, threatening, harassing, intimidating, or other disruptive behavior. If you observe or experience such behavior by anyone on Town premises, whether he or she is a Town employee or not, report it immediately to your department head or the Town Supervisor. Department heads or the Town Supervisor who receive such reports should advise the Town Board regarding investigating the incident and initiating appropriate action. Threats or assaults that require immediate attention should be reported to the New York State Police or Oswego County Sheriff's Department.

We will support all efforts made by Department Heads or the Town Supervisor in dealing with violent, threatening, harassing, intimidating or other disruptive behavior in our workplace and will monitor whether this policy is being implemented effectively.

Designated contact person for all Highway employees is the Highway Superintendent.
Office 315-343-0937
Cell 315-591-0973
Designated contact person for all other Town of Oswego employees is the Town Supervisor.
Office 315-343-2424
Cell 315-591-3673

This policy is to be distributed to all town employees and a signed confirmation statement collected by each department head. Signed confirmation statements are to be stored in employees' personnel file. A copy of this policy shall be posted in each town workplace.

Policy reviewed by the Town Board of the Town of Oswego on 03/10/2014.