**TOWN OF STANFORD**

**WORKPLACE VIOLENCE PREVENTION POLICY STATEMENT**

The Town of Stanford is committed to the safety and security of our employees. Workplace violence presents a serious threat to the safety of the public and our staff.

Workplace Violence is defined as any physical assault or act of aggressive behavior occurring where a public employee performs any work-related duty in the course of their employment. Workplace violence includes but is not limited to:

• Any verbal or physical attempt or threat to inflict physical injury upon an employee.

• Any intentional display of force which gives an employee reason to fear or expect bodily harm.

• Any intentional, wrongful and nonconsensual physical contact with a person that causes injury.

• Stalking an employee to cause fear of harm to an employee’s physical safety and health.

Acts of violence against Town of Stanford employees where any work-related duty is performed will be thoroughly investigated and appropriate action will be taken. All employees are responsible: for creating an environment of mutual respect for each other as well as clients; following all workplace policies, procedures and practices; and for assisting in maintaining a safe and secure work environment.

Our workplace violence prevention policy is designed to meet the requirements of NYS Labor Law 27b and highlights some of the elements that are found within our Workplace Violence Prevention Program. The workplace violence prevention law and regulation specify that employers must provide for employee participation in the workplace violence prevention program through an authorized employee representative. Authorized Employee Representative(s) have a right to, at minimum, be involved in:

• evaluating the physical workplace environment to determine workplace violence risk factors;

• developing the Workplace Violence Prevention Program; and

• reviewing workplace violence incident reports at least once a year to identify trends in the types of incidents reported, if any, and evaluate the effectiveness of safeguards and actions taken to reduce the risk of workplace violence.

All employees will participate in the Workplace Violence Prevention Training Program when they are first assigned to our workplace and once a year after that.

The goal of this policy is to promote the safety and well-being of all people in our workplace. All incidents of violence or threatening behavior will be responded to immediately upon notification. All personnel are responsible for notifying the contact person designated below of any violent incidents or threatening behavior, including threats they have witnessed, received, or have been told about by another person.

Designated Contact Person:

Name: Wendy Burton

Title: Supervisor

Phone: 845 868 1310 ext. 121

Location: Stanford Town Hall, 26 Town Hall Road, Stanfordville, NY 12581

POSTED FEBRUARY 2024 AT TOWN HALL, HIGHWAY GARAGE, HAUNTED FORTRESS, REC PARK, TRANSFER STATION AS REQUESTED:

GARY, LAUREN, CARRIE,

PER NEW YORK STATE LAW, PLEASE POST THIS AS FOLLOWS:

GARY - AT TRANSFER STATION

CARRIE – AT HWY GARAGE AND HAUNTED FORTRESS

LAUREN – AT REC OFFICE

THANK YOU ALL VERY MUCH.

JANE