



# Northeastern Connecticut Transit District

*Public Transportation for EVERYONE*

## Workplace Violence Policy

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NECTD seeks to have a workplace free of violence and the threat of violence. **THERE WILL BE ZERO TOLERANCE OF ACTS OR THREATS OF VIOLENCE IN OUR WORKPLACE BY EMPLOYEES, CUSTOMERS, THE GENERAL PUBLIC, AND/OR ANYONE WHO CONDUCTS BUSINESS WITH NECTD.** It is the intent of NECTD to provide a workplace which is free from physical attacks, harassment, property crimes, threats, or any other violent act(s).

NECTD has developed the following procedures and principles with regard to violence in the workplace. Each employee must familiarize him or herself with these policies and regulations in order to achieve the goals of NECTD in this regard.

### 1. Definitions:

a. For this policy "Acts of violence" or "threats of violence" are defined as:

- i. Any act of physical violence including, but not limited to, pushing, shoving, punching, striking, pinching, biting, kicking, wrestling, slapping, or any other aggressive or unsolicited unwanted contact between two parties. By their nature, physical attacks often involve breaking criminal laws.
- ii. A threat of immediate or future harm, made seriously or in jest, whether orally, in writing or by an employee's conduct or physical gesturing.
- iii. Any implied threat, made seriously or in jest, made either orally or by an employee's conduct or physical gesturing.
- iv. Harassment, often involving verbal abuse, including unwanted telephone calls, involves acts or language by a party that is designed to damage or harm another.
- v. Vulgar or obscene language, racial or ethnic slurs.
- vi. Threatening with a weapon, dangerous instrument or item construed to be or utilized as a weapon which may include but is not limited to firearms, models, replicas, or an object whose outline represents a firearm, knives, mace, bats, ammunition, clubs and other such items.
- vii. POSSESSION OF ANY WEAPONS OR DANGEROUS INSTRUMENTS BY AN EMPLOYEE DURING WORK HOURS AND/OR ON NECTD PROPERTY IS STRICTLY FORBIDDEN AND IS GROUNDS FOR DISCIPLINE UP TO AND INCLUDING TERMINATION.
- viii. Property crimes, including but not limited to sabotage, theft, abuse or destruction of NECTD, customer or employee property, tools, or equipment;
- ix. The willful, malicious and repeated following of another person and/or the making of a credible threat with intent to place the other person in reasonable fear for his/her safety.

- b. "Workplace" is defined as ALL of NECTD's property and even locations where an employee is assigned if not on NECTD property.

2. Reporting Procedure:

- a. All personnel are responsible for immediately notifying the Executive Director and/or his/her designee of any threats which they have experienced or observed.
- b. Call 911 (or 9-911) if you believe there is an immediate emergency.
- c. Employees may sometimes be involved in personal disputes with family members, neighbors, etc. that can sometimes escalate to the point where injunctions, restraining orders, and other court orders are sometimes sought. We request that employees include their work location as well as their residence in the order. We suggest that the employee inform the Executive Director and/or his/her designee of the issuance of such an order and provide a description of the individual cited in the order. Even in the case where an employee has not secured a court order but fears for his or her safety, we request that the employee notify the police department immediately, and inform the Executive Director and/or his/her designee soon as practicable.
- d. NECTD (Police and/or Management, as appropriate) will assess and investigate the incident. In situations involving weapons, or in situations where the threat of bodily harm is immediate and readily apparent, the Executive Director and/or his/her designee may suspend the individual(s) in question and provide a written summary of the incident to the Executive Director and/or his/her designee for further action. Each incident of violent behavior, whether the incident is committed by another employee or an external individual such as a customer, vendor or member of the general public, must be reported. Final disciplinary action, if any, up to and including termination, will be determined pending completion of the investigation.
- e. In situations involving physical altercations or weapons, the Executive Director and/or his/her designee may request the aid and presence of police personnel.

3. Discipline

- a. After each incident is evaluated a proper remedy will be provided based upon the nature of the offense, duration, totality of the circumstances and past offenses. Remedies could range from an oral reprimand to suspension or immediate termination depending upon the severity of the offense. The employee may be subject to criminal charges and penalties.
- b. Incidents involving weapons or other dangerous instruments are grounds for immediate disciplinary action up to including termination from employment.
- c. Any employee who acts in good faith by reporting real or implied violent behavior will not be subjected to any form of retaliation or harassment. Any action of this type, i.e., retaliation or harassment, resulting from a report of violence must be reported to the Executive Director and/or his/her designee for investigation and decision regarding proper action and sanction. Conversely, false or malicious reporting will also result in investigation and appropriate sanction.

4. Prevention

Prevention efforts include, but are not limited to, informing employees of this policy, instructing employees regarding the dangers of workplace violence, communicating the sanctions imposed for violating this policy, and providing a reporting system within which to report incidents of violence without fear of reprisal.