



**CITY OF BOWLING GREEN  
ADMINISTRATIVE INSTRUCTION NO. 26**

**POLICY AGAINST VIOLENCE IN THE WORKPLACE**

These Administrative Instructions establish City policy with respect to providing employees of the City of Bowling Green a workplace free from violence.

**INSTRUCTIONS**

The City of Bowling Green is committed to maintaining a safe workplace for all employees. Therefore, any employee or person who threatens violence or engages in violence, engages in intimidating behavior, or who violates regulations regarding dangerous materials in the workplace, is in serious violation of this policy. The workplace is defined as all City properties or areas where City employees are working.

The City believes that all employees are entitled to a non-threatening workplace where the basic safety of each employee is promoted. Therefore, any form of violence, whether actual or perceived, will not be tolerated. This policy includes, but is not limited to the following behaviors and situations:

- Disruptive activity in the workplace
- Explicit derogatory statements
- Threatening, hostile, or intimidating behavior, either direct or indirect
- Possession of a dangerous weapon, when not required for the job
- Violation of regulations regarding dangerous materials or equipment
- Violation of restraining orders
- Fighting
- Verbal abuse
- Stalking
- Sabotaging another employee's work
- Harmful misuse of equipment or other City property
- Any behavior which is perceived as threatening by the recipient
- Threats of suicide
- Discriminatory remarks of racial, sexual, or religious in nature

All employees are expected to report all incidents of violence that they experience or witness. No reprisals, retaliation, or other adverse action will be taken against any employee for making in good faith a complaint or report of violence or for assisting in good faith in the investigation of any such complaint or report. The success of this process will depend upon the willingness of employees to report prohibited behavior. The City will take immediate action to remedy any violent behaviors in the workplace of which the City has knowledge.

Any employee who believes that he or she is or has been subjected to threatening or intimidating behavior related to the workplace by a fellow employee, family member, supplier, contractor, or citizen should report such conduct to the individual(s) specified in the complaint procedure. Complaints of intimidation or violence will be promptly and discreetly, where possible, investigated. Any employee, who is found to have violated this policy, will be subject to disciplinary action in accordance with the specifications contained in the various collective bargaining agreements or other existing City policies, as applicable. Violence, threats, or intimidation from persons outside the employ of the City will be met with immediate response, including legal action, designed to protect the employee and prevent further incidences.

Nothing in this policy alters any other reporting obligations established in City policies, collective bargaining agreements, or in State or any other applicable law.

#### **MANAGERS AND SUPERVISORS – MANAGEMENT RESPONSIBILITY**

Violence, or the threat of violence, whether committed by supervisory or non-supervisory personnel, is against stated City policy, and may be considered as unlawful as well. In addition, management is responsible for taking action against threats or acts of violence by City personnel or others (customers, suppliers, vendors, family members, or others), regardless of the manner in which the City becomes aware of the conduct.

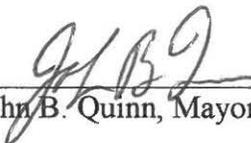
All complaints must be treated as serious violations of City policy and investigated accordingly. It is management's responsibility to show its employees that the City is serious about prohibiting and preventing violence in the workplace.

Therefore, if a supervisor becomes aware of any action, behavior, or a perceived threat that may violate this policy, the supervisor is responsible for immediately notifying the appropriate division head, who in turn will notify other members of the management staff.

#### **COMPLAINT PROCEDURE**

Complaints of violence, potential violence, or of intimidating behavior should be brought to the attention of either appropriate supervisors, department and division heads, the Personnel Director, or any other member of the administrative staff. Persons may, but are not required, to utilize the form that follows in order to report any such incidences.

After notification has been received that a possibly violent situation exists or that an act of violence has already occurred, then a thorough investigation will be undertaken in order to gather all the pertinent facts. After the investigation has been completed, a determination will be made regarding the resolution of the complaint. If a violation of this policy is found, disciplinary action will be taken in accordance with the requirements established in the collective bargaining agreement or other City policies regarding disciplinary action.

  
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John B. Quinn, Mayor

10-11-01  
\_\_\_\_\_  
Date

**CITY OF BOWLING GREEN  
VIOLENCE REPORT FORM**

NAME(S) OF EMPLOYEE(S) MAKING THE ALLEGATION: \_\_\_\_\_

\_\_\_\_\_

NAME OF IMMEDIATE SUPERVISOR: \_\_\_\_\_

NAME(S) OF PERSON(S) AGAINST WHO ALLEGATIONS ARE MADE: \_\_\_\_\_

\_\_\_\_\_

GIVE A CLEAR AND CONCISE STATEMENT OF THE FACTS CONSTITUTING EACH ALLEGED CHARGE AND THE DATES, TIMES, AND PLACES WHEN AND WHERE SUCH ACT(S) ALLEGEDLY OCCURRED: (USE EXTRA PAPER IF NECESSARY)

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NAME(S) OF WITNESSES: \_\_\_\_\_

\_\_\_\_\_

SIGNATURE(S) OF PERSON(S) FILING REPORT: \_\_\_\_\_

\_\_\_\_\_

DATE REPORT FILED: \_\_\_\_\_