



ADMINISTRATIVE REGULATION

Effective Date: August 1, 2004

Administrative Regulation: 1-42

Revision Date: February 5, 2024

Supersedes: August 1, 2004

Approved By: William H. Ashton II

Subject: Workplace Violence

I. Purpose

The Town of Herndon strives to provide a safe workplace for all employees. To ensure a safe workplace and to reduce the risk of violence, all employees should review and understand all provisions of this policy.

II. Policy

The town is committed to maintaining a workplace that is free from violence or threats of violence. The town will not tolerate violent behavior or threats in the workplace. The workplace consists of town buildings and property, town vehicles and private vehicles while used on town business, off-site training or other assigned work locations.

III. Violent Behavior and Other Prohibited Acts

No town employee should be subject to any type of conduct that is violent in nature. In addition, no employee is permitted to engage in violence, or threaten violence toward another employee, customer or resident.

Examples of behavior covered by this policy include, but are not limited to:

1. The use or possession of any weapons or ammunition, unless the specific weapon or ammunition is authorized by the town for a particular work assignment.
2. Violent physical actions.
3. Direct or implied threats to do harm to any person or to property, including intimidating use of one's body or physical objects.
4. Verbally abusive or intimidating language and gestures.
5. Threatening, abusive or harassing communications (ex: phone calls, letters, memoranda, faxes, e-mail, electronic messages of any kind, text messages, or voice mail messages).
6. Destructive or sabotaging actions against town or personal property.
7. Engaging in a pattern of unwanted or intrusive behavior against another (ex: stalking, spying, etc.).



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IV. Duty to Report

An actual or reasonably perceived form or threat of violence involving a town employee or occurring in the workplace must be reported to a supervisor or Human Resources as soon as practical. This report must be made regardless of who commits the violent or threatening behavior, including a town employee, contractor, or a person representing the town, or a member of the public.

Every employee has a responsibility in reporting violence:

1. It is the duty of an employee who experiences violent acts or behavior to report it.
2. It is the duty of any employee who witnesses or is aware of any violence, or the threat of violence, to report it.
3. All levels of management and leadership are required to monitor, report and intervene if there is suspected violent behavior, even if the person or persons engaged in the conduct have not filed a complaint.
4. Failure to report violent acts or threatening behavior is a serious offense and may result in discipline up to and including termination.
5. A thorough investigation will be conducted promptly in response to a report.

V. Reporting Procedures

Any potentially violent situations must be immediately reported to a supervisor or the Human Resources department. Reports can be made anonymously, and all reported incidents will be investigated. Reports or incidents warranting confidentiality will be handled appropriately.

Retaliation against a person for having made a good faith complaint or report of workplace violence or participating in or aiding in an investigation of workplace violence, is prohibited.

VI. Enforcement

Threats, threatening conduct, or any other acts of aggression or violence in the workplace will not be tolerated. Any employee determined to have committed such acts will be subject to disciplinary action, up to and including termination. Non-employees engaged in violent acts on the employer's premises will be reported to the proper authorities.

A handwritten signature in black ink, appearing to read "William H. Ashton II", is written over a horizontal line.

William H. Ashton II

Town Manager