

Appendix 2

CITY OF PHILADELPHIA

WORKPLACE VIOLENCE POLICY

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I. Purpose

This document establishes the City of Philadelphia's Workplace Violence Policy, which describes and prohibits workplace violence, threats of violence, intimidation and harassment. This policy establishes procedures and protocol to reduce the potential for violence. This policy also identifies security contacts and reporting procedures for employees to report violence, threats of violence, harassment, and intimidation that occur in the workplace.

II. Policy

A. Statement of Commitment

The City of Philadelphia is committed to providing a safe workplace free from violence and threats of violence. The workplace includes any place where City business is conducted, including City buildings and property, City vehicles, private vehicles while used on City business, other assigned work locations and off-site training.

The City will not tolerate violent behavior or threats in the workplace. Any violent behavior related to the employee's work or work relationships, on or off City property or City workplaces, is prohibited. Violations of this policy will be investigated, and if substantiated, the City will take disciplinary action in accordance with established procedures.

B. Violent Behavior

Employees should not be subjected to physical, written, or verbal conduct that is violent in nature related to the employee's work or work relationships. In addition, no employee is permitted to engage in violence or threaten violence to another employee, supervisor, manager, union representative, customer, resident or any other person.

Violent behavior includes physical violence and/or threats of physical violence that would lead a reasonable person to fear for his/her safety. Violence may be either verbal, written, or physical.

Behavior prohibited by this policy includes, but is not limited to:

1. **Verbal/ Written Violence** is displayed by verbal/written abuse or harassment involving unwanted language or gestures that threatens harm to someone.
2. **Physical Violence** is unwelcome contact between two parties. This also includes sexual assaults and property damage as well as the following:

- a. Destructive or sabotaging actions against City property or employee property
- b. Possession of imitation weapons on City property or City workplace

C. Reporting

Every employee has the responsibility to immediately report to his or her supervisor or department safety representative any violations of this policy. This includes employees who are aware of violence or threats of violence that may create a risk of harm to the employee or others in the workplace by a City employee, or any other person, whether occurring in or away from the workplace. All reports will be promptly and thoroughly investigated. The City will not tolerate any type of retaliation against an employee who reports workplace violence or the threat of violence. All reports or threats of workplace violence shall be documented using the Workplace Violence Incident Report Form. The report should include a summary of actions taken, and/or status of investigations or incidents and be forwarded to the department's Safety Office.

III. Retaliation

The City will not tolerate any type of retaliation against an employee who reports workplace violence or the threat of violence.

IV. Restraining Orders

If an employee has a restraining order against another employee, customer or any other person or that involves a City workplace, the employee must report it to his/her supervisor. Copies of restraining orders with proof of service should be retained on site to assist Police in the event a violation occurs.

V. Departmental Responsibilities

A. Workplace Safety

Every department, in consultation with Risk Management, will assess the potential for violence and take reasonable measures to maintain workplace safety. The Safety Officer and the departmental designee will monitor the workplace and immediately assess any violent or threatening behavior of which they become aware within their immediate supervision, even if the person or persons engaged in the conduct are not their subordinates, or they have not received a complaint.

B. Training

City of Philadelphia will provide mandatory training on this policy and preventing violence in the workplace. Departments are responsible for providing their staff

with information about the prevention of workplace violence and violence-management techniques on a periodic basis.

C. Departmental Response to Violence

When a violent action or threat is brought to the attention of a supervisor, manager or departmental safety representative, an evaluation of the severity of the situation must be made immediately. If evacuation is necessary, proceed in accordance with the building's emergency evacuation plan.

1. Contact 9-1-1 if there is a likelihood of immediate violence.
 - From a City phone 9-911 or from an outside line 911, or as may be determined by your department.
2. Supervisors and managers will determine if further action is needed and take appropriate action.

VI. Definitions:

- A. Employee: any individual receiving monies from the City treasury for work performed for the City of Philadelphia who has been appointed to a Civil Service or to a Civil Service exempt position within the City government.
- B. Harassment: behavior that is not welcome, that is offensive and/or interferes with work effectiveness.
- C. Imitation weapon: any object that is designed to look like or simulate a real weapon.
- D. Intimidation: inspiring fear in a person or inhibiting speech or action of a person by a show, promise or threat of force.
- E. Restraining order: a court order that prohibits specific behavior; a preliminary legal order issued to keep a situation unchanged pending decision upon an application for an injunction.
- F. Retaliation: any behavior that is intended to punish or discriminate against another person for reporting an incident or threat; revenge.
- G. Threat: an expression of intent to inflict pain or injury on a person or damage to an object. Threats may be explicit (such as, "I'll get even with you later" or "I'll kill you if you report me") or implied (such as "bad things are going to happen to him" or "that propane tank on the back of his truck could sure blow up easily"). Threats also include stalking. Conflicts and disagreements are expected to occur in the workplace and do not by themselves represent a threat of violence.

- H. **Weapon:** an instrument, article or substance which, under the circumstances in which it is used, or threatened to be used, is capable of causing physical injury or death; any physical object which meets the criteria.

- I. **Workplace:** any place City business is conducted, including City buildings and property, City vehicles, private vehicles while used on City business, other assigned work locations and off-site training.