

City of Milwaukee

WORKPLACE VIOLENCE PREVENTION POLICY

Updated December 2012

Policy Statement

It is the policy of the City of Milwaukee and all of its agencies to provide a safe environment for its employees and visitors, which is free of verbal or physical intimidation, threats, or violent behavior.

The City is committed to a zero tolerance policy for incidents or threats of violence by employees, visitors, and the general public. In order to promote and support a workplace where dignity and respect are observed, the CITY OF MILWAUKEE will not tolerate any acts of intimidation, threats, or bullying. All employees are responsible for maintaining a safe work environment. All reported incidents in violation of this policy will be taken seriously and will be investigated. City employees found to have engaged in intimidating, threatening or violent behavior will be subject to discipline, up to and including discharge, for the first offense.

The possession and or use of weapons by employees or visitors is strictly prohibited in all city owned or leased buildings with the exception of law enforcement personnel. The possession of weapons on their person is strictly prohibited for city of Milwaukee employees who are engaged in the course and scope of city of Milwaukee employment while not on city property (e.g. public health nurses, inspectors, etc.). Employees and visitors with proof of a license to carry a concealed weapon are allowed to store their weapons securely in their vehicle while on city property.

Prohibited Conduct

The following list of behaviors, while not all-inclusive, provides examples of conduct that is prohibited:

- Causing physical injury to another person;
- Engaging in bullying or intimidating acts (whether directed at a specific person or not);
- Aggressive or hostile behavior that creates a reasonable fear of injury to another person or subjects another individual to emotional distress;
- Comments (even if “joking”) about violence or the possession of weapons in the workplace;
- Physical or verbal abuse;
- Stalking;
- Engaging in behavior motivated by, or related to domestic violence;
- Intentionally damaging City property or property of another employee or citizen;
- Sabotage;
- Possession or use of a weapon, firearm or dangerous instrument in City owned or leased buildings or while on City business is prohibited except for law enforcement personnel.

investigations relating to this policy. Confidentiality will be maintained throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action. The purpose of this provision is to protect the confidentiality of the complainant as well as the accused, to encourage the reporting of incidents in violation of this policy, and to protect the reputation of an employee mistakenly or wrongfully accused.

Action Following Investigation

Any individual or group who endangers the physical and/or emotional health, safety and well-being of another may be subject to one or more of the following actions: Conflict resolution; counseling; administrative leave; a referral to EAP; discipline; termination; physical removal; fines and/or civil and criminal penalties as provided by law.

Retaliation Prohibited

There will be zero tolerance for retaliation against an employee who has in good faith filed a complaint of a violation of this policy, or who has assisted in an investigation. Employees who report a violation of this policy, or who cooperate in an investigation in compliance with this policy and who believe they have been retaliated against should report this conduct as outlined above.