



WORKPLACE VIOLENCE PREVENTION POLICY STATEMENT

The Niagara Falls Water Board, (hereinafter "Water Board") is committed to the safety and security of our employees. Workplace violence presents a serious occupational safety hazard to our staff, citizens and visitors. The Water Board will not tolerate violence or threatening behavior of any type and from any source. Incidents of workplace violence, threats of workplace violence or observations of workplace violence are not to be ignored by any member of the workforce. Threats, threatening behavior or acts of violence against employees, visitors, guests, or other individuals by anyone on Water Board property will be thoroughly investigated and appropriate action will be taken, including summoning criminal justice authorities when warranted. All employees are responsible for helping to create an environment of mutual respect for each other as well as following all policies, procedures and program requirements, and for assisting in maintaining a safe and secure work environment.

This policy is designed to meet the requirements of NYS Labor Law 27 (b) and highlights some of the elements that are found within our Workplace Violence Prevention Program. The process involved in complying with this law includes a workplace evaluation that was designed to identify the workplace violence hazards our employees could be exposed to. Other tools that were utilized during this process included establishing a committee made up of management and Authorized Employee Representatives who will have an ongoing role of participation in the evaluation process, recommending methods to reduce or eliminate the hazards identified during the process and investigating workplace violence incidents or allegations. All employees will also participate in the annual Workplace Violence Prevention Training Program.

The goal of this policy is to promote the safety and well-being of all people in our workplace. All incidents of violence or threatening behavior will be responded to immediately upon notification. If appropriate, the Water Board will provide counseling services or referrals for employees. To further the goals of this policy, the possession or use while on duty of firearms, knives, or other weapons, explosives or fireworks is prohibited.



All Water Board personnel are responsible for notifying the contact person designated below, your department head or the Police Department of any violent incident and/or threatening behaviors, including threats they have witnessed, received, or have been told that another person has witnessed or received. Employees who commit a violent act or threaten to commit a violent act may be subject to corrective or disciplinary action, up to and including termination, in accordance with existing collective bargaining unit agreements and may also be prosecuted to the full extent of the criminal laws. Any individual who makes a substantial threat, exhibits threatening behavior or engages in violent acts on Water Board property shall be subject to removal from the premises as quickly as safety permits. An investigation will subsequently be conducted as promptly as possible.

Any employee or representative of employees who believes that a violation of this Policy exists shall bring such matter to the attention of a supervisor in the form of a written notice. If, following a written notice, the matter has not been resolved and the employee or representative still believes that a violation of a Workplace Violence Prevention Policy remains, or that an imminent danger exists, the employee or representative should contact one of the following: the Niagara Falls Police Department at 286-4547, or, if imminent danger exists, at 911; the Department Head of the area in which the employee reports, or; the Director of Administrative Services at 283-9770-Extension 2345.

A handwritten signature in black ink that reads "David San Lorenzo". The signature is written in a cursive style and is positioned above a horizontal line.

David San Lorenzo
Director of Administrative Services