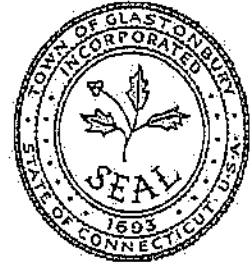




GLASTONBURY FIRE DEPARTMENT
STANDARD OPERATING GUIDELINES



SOG NUMBER: ADM-011 ISSUED DATE: 04-15-11 EFFECTIVE DATE: 04-15-11
REVISION #: 2 REVISED DATE: 01-11-16 EFFECTIVE DATE: 01-11-16
CATEGORY: ADMINISTRATION
SUB-CATEGORY: STANDARD OPERATING GUIDELINES
SUBJECT: POLICY AGAINST WORKPLACE THREATS AND VIOLENCE

Section I – Introduction

A. Objective

It is the Town of Glastonbury's policy to promote a safe working environment for its employees. The Town is committed to working with its employees to maintain a work environment free from violence, threats of violence, harassment, intimidation, and other disruptive behavior.

B. Applicability

All Glastonbury Fire Department Personnel

C. References

Town of Glastonbury Policy Against Workplace Threats and Violence

Section II – Policy

The Town of Glastonbury maintains a zero tolerance policy with respect to workplace violence. Any violent act, implied or actual, and /or threatening or intimidating conduct will not be tolerated. Participating in, provoking or otherwise contributing to any threat or violent act in the workplace, including, but not limited to, verbal or physical abuse, assault, battery, property damage, oral or written threats, intimidation, and/or harassment may result in the removal from the premises and the violator will be subject to disciplinary action up to and including termination of employment and/or criminal arrest.

Possession of a dangerous and/or deadly weapon, as defined by the State of Connecticut Penal Code, is not permitted on any employee's person, any Town of Glastonbury property or work location(s), including a Town vehicle, or in a private vehicle when the vehicle is being used for Town business, or if the private vehicle is parked on Town property, unless such possession of a dangerous and/or deadly weapon is by a Police Officer. Possession of such weapons will result in disciplinary action up to and including termination of employment.

It is the shared obligation of employers and employees to maintain a safe work environment. Do not ignore violent, threatening, harassing, intimidating, or other disruptive behavior. If you observe or experience such behavior by anyone on Town property, whether he or she is a Town employee or not, report it immediately to a supervisor or manager. Supervisors or managers who receive such reports must contact the Department Director, Director of Human Resources, or Town Manager. Supervisors receiving notification shall ensure that an investigation is initiated. The complaint will be documented and investigated promptly. No retaliation will be allowed against an employee who reports real or implied violent behavior or who participates in the investigation.

THREATS OR ASSAULTS THAT REQUIRE IMMEDIATE ATTENTION BY POLICE SHOULD BE IMMEDIATELY REPORTED BY DIALING 911

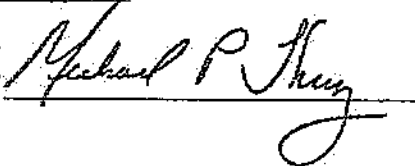
The Town of Glastonbury reserves the right of inspection, pursuant to the following notice:

THE TOWN OF GLASTONBURY RESERVES THE RIGHT TO INSPECT THE PROPERTY AND PERSON OF EMPLOYEES WHILE ON ITS PROPERTY. THIS RIGHT INCLUDES, BUT IS NOT LIMITED TO, THE INSPECTION OF VEHICLES, LOCKERS, WORK AREAS AND DESKS. EMPLOYEES SHOULD NOT EXPECT TO MAINTAIN PERSONAL PRIVACY IN THE CONTENTS OF SUCH ITEMS OR LOCATIONS WHEN ON THE TOWN OF GLASTONBURY'S PREMISES.

Inspection will be conducted by no fewer than two representative of the Town of Glastonbury.

Section III – Approval

Fire Chief



Date of Approval:

