



**Luke A. Bronin**  
**Mayor**

**POLICY NO:** 008  
**DATE:** February 1, 2018  
**DISTRIBUTION:** Affected Personnel  
**SUBJECT:** Workplace Violence

**I. PURPOSE:**

The purpose of this policy memorandum is to establish a workplace free from the threat of violence. The City of Hartford is committed to the safety and health of its employees, customers, and visitors.

**RESPONSIBILITY:**

It shall be the responsibility of all City personnel to comply with these provisions.

**II. IT IS THE POLICY OF THE CITY OF HARTFORD:**

- i. That for general purposes, the threat of violence is defined as: "any comment or behavior that would be interpreted by a reasonable person as indicating the potential of physical violence towards people or property." Some examples of workplace violence are, but not limited to,
  - i. Physical assault, threat to assault, or stalking an employee or customer.
  - ii. Possessing or threatening with a lethal weapon, vandalism or arson.
  - iii. Racial epithets or other derogatory remarks associated with hate crimes.
  - iv. Bizarre or offensive comments condoning or inciting, violent events or behaviors.
  - v. Harassing phone calls, voice mails, or e-mail messages.
- ii. That any employee who observes or has knowledge of any violation of this Workplace Violence Policy should immediately contact his/her Supervisor, the Director of Human Resources in the Human Resources Department, at (860) 757-9800; the Hartford Police Department at (860) 757-4000, or call 911 from a land line if there is a belief of immediate danger.

All employees are responsible for safety and helping to ensure a workplace free of danger, threatening remarks and/or gestures. Any employee who is in violation of this policy will be subject to disciplinary action and/or including employment termination.