



PEDRO E. SEGARRA
Mayor

**CITY OF HARTFORD
POLICY MEMORANDUM**

SUBJECT: Workplace Violence

NO: 007

Date: October 23, 2013

DISTRIBUTION: Affected Personnel

Approved: 
Albert Ilg, Chief Operating Officer

I. PURPOSE

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

II. RESPONSIBILITY

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

III. IT IS THE POLICY OF THE CITY OF HARTFORD:

- a. That for general policy purposes, the threat of may be 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.
- b. That any employee who observes or has knowledge of any violations of this Safe Workplace Policy should immediately contact his/her immediate Manager; Human Resources Department via Debra Carabillo at (860) 757-9800; the Police Department at (860) 757-4000, or call 911 if an employee believes there is an immediate emergency.
- c. That all employees are responsible for safety and helping to ensure a workplace free of danger, threatening remarks and/or gestures.
- d. Any person who is in violation of this policy will be subject to disciplinary action including employment termination.