

**CITY OF HARTFORD
WORKPLACE VIOLENCE POLICY**

The City of Hartford is striving to maintain a productive work environment free from the threat of violence. We are committed to the safety and health of our employees, customers, and visitors.

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 toward people or property.” Some examples of workplace violence are, but not limited to:

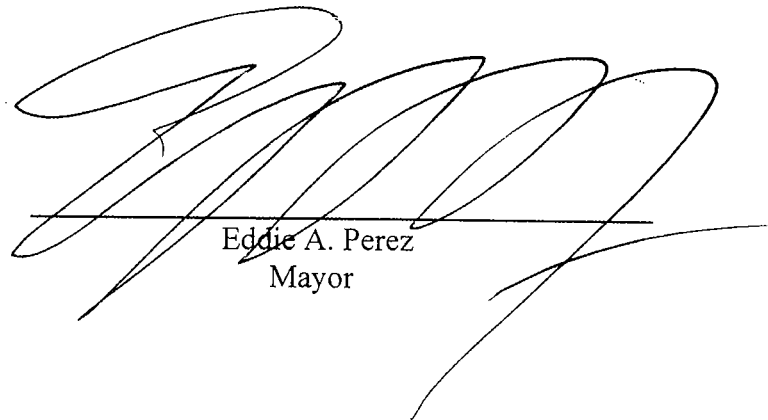
- * Physical assault, threat to assault, or stalking an employee or customer.
- * Possessing or threatening with a lethal weapon, vandalism or arson.
- * Racial epithets or other derogatory remarks associated with hate crimes.
- * Bizarre or offensive comments condoning or inciting, violent events or behaviors.
- * Harassing phone calls, voice mails, or E-mail messages.

Any employee who observes or has knowledge of any violations of this Safe Workplace Policy should immediately contact his/her immediate Manager; Human Relations Director, Lillian I. Ruiz at 757-9785; the Police Department at 527-7300 or call 911 if you believe there is an immediate emergency.

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

8/15/08

Date



Eddie A. Perez
Mayor