



CITY OF PROVIDENCE

7.6 WORKPLACE VIOLENCE POLICY

Purpose

The City of Providence is committed to providing a safe and secure work environment. This policy is designed to prevent, address, and manage incidents of workplace violence, ensuring the safety and well-being of all employees, constituents, and visitors.

Scope

This policy applies to all employees, applicants, contractors, and volunteers associated with the City of Providence

Definitions

For the purposes of this policy, "workplace violence" includes, but is not limited to the following definitions:

Physical Violence: Any act of physical aggression or assault, including hitting, pushing, slapping, or any other physical harm.

Threats: Verbal or written threats of violence or intimidation, including threats of physical harm or damage to property.

Harassment: Behavior that causes emotional distress, including bullying, intimidation, or other forms of psychological abuse.

Property Damage: Deliberate destruction or vandalism of property.

Violent Acts: Any act that disrupts the normal operations of the workplace and poses a threat to the safety of any individual(s).

Policy

The City of Providence maintains a position of **zero-tolerance** for workplace violence. Any form of workplace violence will not be tolerated, and individuals who engage in such behavior will be subject to disciplinary action up to and including immediate termination.

1. Reporting Procedures:

- A. Employees who witness or experience any form of workplace violence should report the incident immediately to their supervisor.
- B. In the absence of, or in addition to reporting to a supervisor, employees should report such incident(s) to the Department of People and Culture - Employee Experience.
- C. Reports should be made as soon as possible, and can be made in person, via email, or written statement. Reports may additionally be made via the City's HR Hotline.

2. Response and Investigation:

- A. Upon receiving a report of workplace violence, the Department of People and Culture | Employee Experience Department will conduct a prompt and thorough investigation.
- B. Appropriate corrective action will be taken based on the findings of the investigation and all relevant facts, which may include disciplinary action, changes in workplace practices, training, or other measures to ensure safety.

3. Support for Affected Individuals:

- A. The City of Providence is committed to supporting employees affected by workplace violence. Support services may include but are not limited to:
 1. counseling,
 2. medical assistance,
 3. referrals to professional services via the City's Employee Assistance Plan (EAP),
 4. changes to work assignments



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B. Employees should feel empowered to seek support as needed.

4. **Training and Prevention:**

- A. The City of Providence will provide learning and development resources for recognizing, preventing, and responding to workplace violence. Training will include information on this policy, reporting procedures, and conflict resolution strategies.
- B. Directors, supervisors and managers will receive additional training on handling incidents of workplace violence and supporting affected employees.

5. **Prohibited Conduct:**

- A. The following behaviors are strictly prohibited and will be subject to disciplinary action:
 - 1. Engaging in or threatening physical violence.
 - 2. Making threatening or intimidating statements.
 - 3. Harassing or bullying other employees.
 - 4. Destroying or vandalizing property.
 - 5. Any other behavior that creates a hostile or unsafe work environment.

B. **Contact Information**

For questions or concerns about this policy, employees should contact the Department of People and Culture - Employee Experience.

Related Policies:

Non-Discrimination and Anti-Harassment Policy
Code of Ethics
Sexual Misconduct Policy
Discipline Policy
Code of Conduct

Other Related Information:

Local 1033 [Collective Bargaining Agreement](#)

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