

The Town of Suffield is committed to providing a workplace environment that is free from intimidation, threats and violent acts. To ensure a safe workplace, the following behaviors are strictly prohibited:

- Carrying or keeping weapons in the workplace
- Engaging in derogatory or verbally abusive speech
- Threatening or behaving in a hostile manner
- Fighting or physical abuse
- Harassing or intimidating another
- Vandalism to property or equipment

Employees who feel threatened in any way by such behaviors should immediately report details of the incident to any supervisor or to Human Resources. All such complaints will receive immediate attention and will be thoroughly investigated. Based upon the results of this inquiry, disciplinary action will be taken against the offender up to and including termination of employment.

Additionally employees who observe, have knowledge of or witness any violation of this policy should report it immediately to any supervisor or to Human Resources.

The Town of Suffield is committed to maintaining a workplace where conflicts can be resolved appropriately and without anger, aggression or intimidation. This policy extends to visitors, vendors and all full- and part-time employees, as well as management.

Violence and aggression in any form will not be tolerated and this policy will be rigorously enforced.

Draft, HR, 6/25/2015