



# Town of Chester Workplace Violence Policy

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Approved: 2/9/26

## Workplace Violence

The Town of Chester has a zero-tolerance policy for workplace violence. The Town of Chester is committed to providing an environment free of weapons and dangerous instruments, to minimize the risk of violence in the workplace. The Town will respond appropriately should it learn of any incidents in violation of this policy.

There are many potential sources of violence, including external threats (from criminals or other individuals with potential to harm employees or residents), internal threats (employee to employee, employee to resident, resident to employee), and family members (either a resident's family members or an employee's family members). Forms of violence can include:

- Physical - shoving, inappropriate touching, hitting, destruction of property, sabotage, stalking or homicide
- Verbal - threats, inappropriate remarks, threats of destruction of personal or Company property
- Visual - threatening or abusive body gestures
- Written - notes, letters, cartoons, graffiti
- Sexual Harassment - creating a sexually threatening environment

The Town of Chester prohibits violent acts, harassment, intimidation, threats, assaults, or similar behaviors on Town of Chester property. The Town will take reasonable steps to protect employees, customers, and visitors from potential violence by outsiders when it has advance notice from a reliable source that such violence is a possibility.

Except where required as part of a Town employee's job duties, the Town of Chester strictly prohibits the possession of weapons or dangerous instruments in the workplace or on Town property. The Town reserves the right to inspect all Town property for impermissible weapons. Weapon means any firearm, including a BB gun, whether loaded or unloaded, any knife (excluding a small pen or pocketknife), including a switchblade or other knife having an automatic spring release, a stiletto, any police baton or nightstick, or any martial arts weapon or electronic defense weapon. Dangerous instrument means any instrument, article or substance that, under the correct circumstances, is capable of causing death or serious physical injury. All employees are responsible for notifying management or their designated representative of any threats that they have witnessed, received, or have been told that another person has witnessed or received.

### Domestic Violence

Employees who have obtained a restraining order against another person are encouraged to notify the Town Administrator, or designee, so that the Town may take whatever steps are necessary to avoid the possibility of injury to the employee on Town premises. The Town will make every effort to keep this information confidential to the greatest extent possible.

Even without an actual threat, employees should report any behavior they have witnessed that they regard as threatening or violent, when that behavior is job related or might be carried out on a Town controlled site or is connected to Town employment. Employees are responsible for making this report regardless of the relationship between the individual who initiated the threat or threatening behavior and the person or persons who were threatened or were the focus of the threatening behavior. If a member of the Selectboard is not available, employees should report the threat to their supervisor or the Town Administrator, or designee.

Any person who commits substantial threats, exhibits threatening behavior, or engages in violent acts on Town property will immediately be removed from the premises and will not be allowed on Town property pending the outcome of an investigation.

In the event that an investigation shows that this policy has been violated, Town of Chester will take appropriate action, which may include, but is not limited to, suspension and or termination of any business relationship, reassignment of job duties, suspension or termination of employment, and/or criminal prosecution of the person or persons involved. If it has been determined that an employee/individual should not be allowed in a work area, and he/she refuses to leave, local law enforcement should be contacted to escort the employee/individual off the property.

Print Name:

Signature:

Position:

Date: