

WORKPLACE VIOLENCE POLICY

Because The Urbana Free Library is concerned about the increased violence in society, which has filtered into many workplaces throughout the United States, steps have been taken to help prevent incidents of violence from occurring at the Library. It is the policy of the Library to expressly prohibit any acts or threats of violence by any individual. Accordingly, the Library will not tolerate any acts or threats of violence against the Library's employees, agents, officials, patrons, contractors, visitors, or volunteers on the Library's premises, or while they are engaged in work or activities with or on behalf of the Library, on or off the Library's premises.

In keeping with the spirit and intent of this policy, and to ensure that the Library's objectives in this regard are attained, it is the commitment of the Library:

- To provide a safe and healthful work environment.
- To take prompt remedial action, up to and including immediate termination, against any employee who engages in any threatening behavior or acts of violence or who uses any abusive or threatening language or gestures.
- To take appropriate and immediate action when dealing with current or former employees, agents, officials, patrons, contractors, visitors, or volunteers to the Library's facilities who engage in any threatening behavior or acts of violence or who use any abusive or threatening language or gestures. Such action may include notifying the police or other law enforcement personnel and prosecuting violators of this policy to the maximum extent of the law.
- To prohibit current or former employees, agents, officials, patrons, contractors, visitors, or volunteers from bringing unauthorized firearms, knives, explosives, or other weapons that might be considered dangerous or may cause harm, into the Library's building.
- To establish viable security measures to ensure that the Library's facilities are safe and secure to the maximum extent possible and to properly handle access to the Library's facilities by the public, off-duty employees, and former employees.

All employees are responsible for maintaining a workplace that is free from threatening behavior and violence. However, employees should not place themselves in peril. If employees see or hear a commotion or disturbance near their work area, they should not try to intercede, and take precautions to protect themselves. They should, however, report any threat, instance of harassment, or violent act observed or experienced at work to their supervisor, Administration, and/or the police. In addition, any employee who has a reason to believe that a violent act may be committed at the Library or against an individual related to the Library in any way must promptly report that belief or suspicion to their supervisor or Administration. Reports or incidents warranting anonymity and/or confidentiality will be addressed with an appropriate level of discretion. The Library will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. In the event that a

WORKPLACE VIOLENCE POLICY

report is deemed to be founded, the Library will institute such measures as are necessary to protect the health and safety of Library employees, agents, officials, patrons, contractors, visitors, or volunteers.

No employee who in good faith either makes a report or participates in an investigation under this policy will experience retaliation of any kind.

Any employee, agent, official, patron, contractor, visitor, or volunteer who applies for or obtains a protective or restraining order that lists the Library's premises as being protected areas should inform their supervisor or Library Administration, as appropriate. The Library will require the employee, agent, official, patron, contractor, visitor, or volunteer to furnish the Library with a copy of the order. Upon receipt of the order, the Library will consult directly with the individual to discuss and determine reasonable measures to preserve the well-being of the individual, as well as others within the Library.

Adopted July 10, 2018

Revised December 11, 2018; July 13, 2021