

# Town of Windham

## Workplace Violence Policy

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### I. Policy

The Town of Windham prohibits all violent acts and threats of violence in the workplace. As used herein, “workplace” includes any location where work is performed for the Town of Windham.

### II. Procedure

Any employee who

- is subjected to an act of violence or threat of violence in the workplace, or
- witnesses or becomes aware of an act of violence or threat of violence in the workplace, or
- has knowledge of a threat of violence made outside the workplace that is directed against an employee in the workplace,

must report the matter immediately to his or her department head and/or the Human Resources Director, so that an immediate investigation of the matter may be undertaken.

#### Leave for Victims of Domestic Violence

Pursuant to Title 26 M.R.S.A Section 850, the Town will grant reasonable and necessary leave from work, with or without pay<sup>1</sup>, for an employee to:

1. Prepare for and attend court proceedings;
2. Receive medical treatment or attend to medical treatment for a victim who is the employee’s daughter, son, parent, or spouse; or
3. Obtain necessary services to remedy a crisis caused by domestic violence, sexual assault, or stalking.

when such leave is needed because the employee or the employee’s child, parent or spouse is a victim of violence, assault, sexual assaults as defined under Title 17-A M.R.S.A. Section 251-258, stalking or any act that would support an order for protection under Title 19-A, Section 4001-4014. An employee who wishes to request this leave must meet with the Human Resources Director to discuss arrangements for the leave.

Leave must be requested with as much advance notice as is reasonable under the circumstances. Leave may be declined if: the Town would sustain an undue hardship by

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<sup>1</sup> Must use accrued sick and/or Earned Paid Leave if available before time off without pay; employee’s portion of benefits remain the responsibility of the employee.


virtue of the employee's absence; the request for leave is not communicated to the Human Resources Director or the employee's supervisor within a reasonable time under the circumstances; or the leave is impractical, unreasonable or unnecessary based on the facts made known to the Human Resources Director.

Violations of This Policy

Any employee who violates this policy will be subject to appropriate discipline up to and including immediate termination of employment. In addition, the Town will hold accountable and take appropriate corrective or disciplinary action against any employee who:

- a. uses Town resources to commit an act of violence; or
- b. uses their job-related authority to assist perpetrators in locating a victim or in perpetrating an act of violence;
- c. deliberately fails to report a potential or actual threat of violence.

The Town reserves the right to notify and/or involve law enforcement authorities in appropriate circumstances.

APPROVED:  Date: 8/16/22  
Barry A. Tibbetts  
Town Manager

- August 14, 2013 (Approved)
- August 15, 2014 (Reviewed)
- August 21, 2015 (Reviewed)
- August 19, 2016 (Reviewed)
- August 18, 2017 (Reviewed)
- August 16, 2018 (Reviewed)
- September 20, 2019 (Reviewed)
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- August 17, 2022 (Reviewed/Revised)