



Workplace Violence Policy

The Fox River Grove Public Library is committed to preventing workplace violence and to maintaining a safe work environment. Given the increasing violence in society in general, the Fox River Grove Public Library has adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during business hours or on its premises.

All employees, patrons, volunteers, and guests should be treated with courtesy and respect at all times. Employees, patrons, volunteers, and guests are expected to refrain from fighting, "horseplay," or other conduct that may be dangerous to others. Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited from the premises of the Fox River Grove Public Library without proper authorization.

Conduct that threatens, intimidates, or coerces another employee, patron, volunteer, or guest at any time, including off-duty periods, will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual's sex, race, age, or any characteristic protected by federal, state, or local law.

All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to the Library Director. This includes threats by employees, as well as threats by patrons, vendors, or other members of the public. When reporting a threat of violence, you should be as specific and detailed as possible.

All suspicious individuals or activities should also be reported as soon as possible to a supervisor. Do not place yourself in peril. If you see or hear a commotion or disturbance near your work station, do not try to intercede or see what is happening.

The Fox River Grove Public Library will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical. In order to maintain workplace safety and the integrity of its investigation, the Fox River Grove Public Library may suspend employees, either with or without pay, pending investigation. Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

The Fox River Grove Public Library encourages employees to bring their disputes or differences with other employees to the attention of the Library Director before the situation escalates into potential violence. The Fox River Grove Public Library is eager to assist in the resolution of employee disputes, and will not discipline employees for raising such concerns.