

**FINGER LAKES LIBRARY SYSTEM**  
***Workplace Violence Statement***  
*Taken from the 2011 Personnel Manual.*

**6-5 WORKPLACE VIOLENCE**

(revised by FLLS Board of Trustees 6/22/11)

FLLS has a zero tolerance policy toward workplace violence.

Workplace violence is any behavior that is violent, threatens violence, coerces, harasses, bullies or intimidates others. Violence in the workplace may include, but is not limited to, the following list of prohibited behaviors directed at or by a co-worker, supervisor, member library personnel, or member of the public:

- a) Possession of weapons of any kind on FLLS property, including exterior premises or while engaged in activities for FLLS in other locations, or at FLLS-sponsored events.
- b) Disruptive behavior that disturbs, interferes with, or prevents normal work activities, such as but not limited to, yelling, using profanity, verbally abusing others, or menacing or threatening gestures.
- c) Menacing or threatening behavior, such as but not limited to, damaging property, stalking, or otherwise acting aggressively is prohibited. Making oral or written statements specifically intended to frighten, coerce, or threaten are prohibited.
- d) Physical contact causing harm, such as but not limited to, slapping, stabbing, punching, striking, shoving, or other physical attacks.

**6-6 HARASSMENT/WORKPLACE VIOLENCE REPORTING PROCEDURES** (revised by FLLS Board of Trustees 6/22/11)

Harassment/workplace violence should be reported promptly to the Executive Director, or in his/her absence, the designee in charge. Verbal notification to the Executive Director (or Personnel Committee in the case of the Director) shall be followed up within 48 hours by a written narrative detailing the incident(s).

Prompt notification is necessary so that the Executive Director may conduct a full and objective investigation into the allegations in a timely manner. If the Executive Director determines that a violation of the Harassment or Workplace Violence policy has occurred, appropriate discipline may be imposed, up to and including termination. Bargaining Unit Employees, see UAW contract.

*For more information, contact: Sarah Glogowski, Executive Director*  
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