



Quaker Springs Fire District #1  
107 Blodgett Road  
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## **Workplace Violence Policy:**

The Quaker Springs Fire District #1 ("District"), Board of Fire Commissioners ("Board") defines the following policy on workplace violence. The Board's authority to address the issue of Workplace Violence is derived under New York State Town Law, Article 11, Section 176.

### **PURPOSE:**

Quaker Springs Fire District #1 is committed to providing a safe workplace for all volunteers, employees, visitors, customers, suppliers, contractors, vendors, and guests while conducting business of the District or Quaker Springs Volunteer Fire Department ("Department"), or while otherwise representing the District or Department.

These guidelines apply:

- on District premises, property and parking lots
- at any location or scene where District or Department business is being conducted or District or Department property is being used
- at any location involving District or Department business interests.

These guidelines are intended to address the following prohibited activities:

- acts of violence or any other action intended to cause physical harm to a person or property
- any action intended to have a negative impact on the safety and/or security interests of a person or property
- threats (any action taken or intent communicated to another individual that would arouse fear, hostility, intimidation or the apprehension of harm in another person for his/her personal safety, or for the safety of his/her family, friends, coworkers, clients, employer or property. A threat can be communicated in writing, verbally, or by gesture, or by any combination thereof).

### **POLICY:**

Every volunteer and employee of the District is responsible to:

- immediately report any of the prohibited activities detailed above to a Chief or Fire Commissioner when they are aware of such activity or when they believe in good faith such activity has been or will be committed
- cooperate in the District and / or Department's investigation of threats or acts of violence in the workplace.

Every Chief or other Department officer is responsible to:

- remain alert for warning signs that members (or others on site) may become violent despite the lack of an overt threat
- immediately report any of the prohibited activities detailed above to a Fire Commissioner when they are aware of such activity or when they believe in good faith such activity has been or will be committed
- cooperate in the District and / or Department's investigation of threats or acts of violence in the workplace.

Upon the report of a prohibited activity, every Fire Commissioner is responsible to:

- convene a meeting of the Board of Fire Commissioners to discuss the reported activity
- notify law enforcement authorities if appropriate
- assess the need for additional training of volunteers in understanding potential warning signs that someone might become violent in the workplace
- assess the need for additional training of volunteers in conflict resolution
- work with Department Officers to determine and implement appropriate disciplinary actions when needed.

**IN THE EVENT OF AN IMMINENT PHYSICAL THREAT,  
NOTIFY LAW ENFORCEMENT IMMEDIATELY.**

Confidentiality will be maintained to the extent practicable any time information is given concerning violations of this policy. Information will be shared only on a "need to know" basis. In addition, retaliation against anyone reporting violations of this policy is strictly prohibited.

Any volunteer or employee who commits acts in violation of this policy, will be subject to discipline up to and including discharge.