



DEPARTMENT OF PERSONNEL, CITY HALL, 70 ALLEN STREET, ROOM 107, PITTSFIELD, MA 01201 PHONE: 413-499-9340

## **WORKPLACE CONDUCT POLICY**

The City of Pittsfield has adopted a policy prohibiting workplace violence and harassment. Consistent with this policy, acts or threats of harassment and/or physical violence, including but not limited to intimidation, bullying, coercion, and/or physical altercations, which involve or affect the City, its employees, vendors, or residents, will not be tolerated.

Employees are expected to maintain a working environment that encourages mutual respect and professionalism, promotes civil and collaborative relationships among employees and is free from all forms of harassment and violence. Acts or threats of harassment and violence include conduct that is severe, offensive, persistent, or intimidating to alter the employment conditions at the City or to create a contentious, abusive, or intimidating work environment for one or several employees.

Harassment may take many forms and while you may personally feel your behavior is not harassing, it is all in how your behavior is *perceived* by the *recipient*.

Examples of workplace harassment or violence include, but are not limited to, the following:

1. All threats or acts of harassment/violence occurring on the City's premises, regardless of the relationship between the City and the parties involved.
2. All threats or acts of harassment/violence occurring off the City's premises involving someone who is acting in the capacity of a City representative.
3. All threats or acts of harassment/violence between City employees off the City's premises that reasonably result in the creation of a contentious, abusive, or intimidating work environment for one or more City employees in the workplace.

Specific examples of conduct that may be considered threats or acts of harassment and/or violence include, but are not limited to, the following:

1. Any unwanted touching, including but not limited to hitting or shoving an individual, or any other act of physical violence/abuse.
2. Directly or indirectly threatening an employee or his/her family, friends, associates, or property with harm, including behavior or remarks that could reasonably be construed as threatening.

Continued...

3. Intentional destruction or threatening to destruct City property or employee's personal property.
4. Making harassing or threatening phone calls from or to the City workplace or to a City employee; sending harassing or threatening texts, e-mails, or other electronic communications to the workplace or individual.
5. Utilizing Social Media as a platform for acts or threats of harassment or violence.
6. Harassing surveillance or stalking (following or watching) a City employee or family member.
7. Unauthorized possession or inappropriate use of firearms or weapons.
8. Directly using tactics of intimidation, bullying, harassment, etc. towards another employee/co-worker; sabotaging another's work.
9. Using aggressive manners for communication (i.e. yelling forcefully, getting too close to another employee when communicating, etc.)
10. Making malicious, false or harmful statements about others; publicly disclosing another's private information.

Employees have the right to conduct their work without disorderly or undue interference from other employees – every employee is required to report incidents of threats or acts of harassment/physical violence of which they are aware. The report should be made to your supervisor or the Personnel Department immediately.

Sworn Police and Fire personnel should refer to their department's Rule & Regulations manuals for additional policies pertaining to conduct.

*It is a violation of this policy to retaliate against any individual who files a complaint alleging harassment.*

The City's prohibition against threats and acts of harassment and/or violence applies to all persons involved in the City's operation, including but not limited to: personnel, vendors, temporary workers, residents, and anyone else on City property. When an individual files a complaint or provides the City notice otherwise, the Personnel Department shall investigate such allegations. After the investigation, if the City determines that the circumstances require action, the City will take any such action that it deems necessary.

Violations of this policy by any individual on City property will lead to disciplinary action, up to and including termination and/or legal action as appropriate.