

## Workplace Violence Prevention Policy

The New York Thoroughbred Breeding and Development Fund is committed to providing a safe and secure work environment for all employees. The Fund will work with its employees to maintain a work environment free from violence, threats of violence, intimidation or other disruptive behavior. All reports of incidents will be taken seriously and will be dealt with appropriately. Individuals who commit such acts may be removed from the Fund's office in Schenectady or the Fund's office at Belmont Park and may be subject to disciplinary action, criminal penalties, or both.

### SCOPE:

This item is applicable to all Fund employees.

### INFORMATION:

Violence, threats, intimidation, or other disruptive behaviors in Fund Workplaces will not be tolerated. Such behavior can include, but is not limited to, oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm.

Maintaining a safe working environment requires the active involvement of all Fund Employees. Do not ignore violent, threatening, intimidating, or other disruptive behavior. If you observe or experience such behavior by anyone on Fund premises, whether the person is a Fund employee or not, report it immediately to a supervisor or manager. While workplace violence is often considered that which occurs at an employee's worksite, a workplace can be any location where an employee is assigned to perform work-related duties. Continued efforts to ensure the safety of employees in the field are a necessary adjunct.

Employees who become aware of violence, threats, intimidation, or other disruptive behaviors must contact the Executive Director regarding how to address the situation.

- Be familiar with the Fund's policy on Workplace Prevention.
- Treat all Fund employees and others with respect.
- In an emergency situation (violence occurring or imminent threat), protect your safety, get away from the situation, immediately contact local law enforcement at 911, and notify your supervisor.\*
- In a non-emergency situation, report all violence, threats, intimidation, or other disruptive behavior to your supervisor.\*
- Notify supervisor of any safety or security concerns at the worksite or in the field.

- Refrain from behaviors that may harm another individual or that may be perceived as violent, threatening, intimidating, or disruptive.
- Do NOT carry a weapon at work.
- Advise the Executive Director of any orders of protection or other necessary precautions that apply to the workplace.
- Complete a Work Place Violence Form and submit it to the Executive Director.

#### EXECUTIVE DIRECTOR:

- Be familiar with the Fund's policy on Workplace Violence Prevention.
- Treat all Fund employees and others with respect.
- In an emergency situation (violence occurring or imminent threat), protect your safety, attempt to secure the immediate safety of other employees when possible, get away from the situation, immediately contact local law enforcement at 911, and contact your superior.
- In a non-emergency situation, contact a superior when made aware of any violence, threats, intimidation, or other disruptive behavior.
- Be alert to performance-related problems that may be effects or precursors of violence and contact your superior for guidance when appropriate.
- When notified by an employee of an order of protection or other necessary precautions at the workplace, work with the employee to implement appropriate prevention and response measures.
- Be alert to safety and security concerns both at the workplace and in the field and respond appropriately to prevent future problems.
- The Executive Director will conduct an investigation of reported incidents and recommend appropriate action.
- Advise employee of right to file criminal charges, when appropriate.
- Prepare summary of all reported incidents.
- Coordinate ongoing activities.
- Assist in development of policy and program guidelines.
- Assist in developing and implementing training.
- Participate in developing appropriate preventive measures.
- Review summary of reported incidents to identify problems, evaluate effectiveness, and revise program as needed.

#### PROCEDURE FOR HANDLING WORKPLACE VIOLENCE:

See the attached ~~Procedure~~ Procedure of Handling Incidents of Workplace Violence.+ This should be posted in a visible location in each office for quick reference should an incident occur.

\*If the threatening employee is your supervisor, you should notify someone else in the supervisory chain, or contact the Executive Director.