Policy Statement – The Association considers the safety of its employees, vendors, suppliers, constituents, visitors, and the general public to be of paramount importance. The Association has zero tolerance for any employee or individual on Association property who threatens, intimidates, or infers violence against any person or property associated with the Association. The Association considers any threat of violence or potential violence as legitimate, and takes immediate appropriate action, including the involvement of law enforcement.

Notification of Threatening Behavior - An employee who witnesses or becomes aware of any threats or acts of violence should inform the employee's supervisor or other management staff immediately. Any suspicious individuals or activity must be reported to the employee's supervisor immediately.

Prohibited Conduct - Provoking a fight or fighting are prohibited at all times while on Association property or at any location while representing the Association.

Firearms and Weapons - Employees are prohibited from possessing firearms or weapons of any kind while on Association’s premises; in Association, leased, rental or personal vehicles while conducting business for Association; or at work sites, constituent locations, or any other location during working hours or while representing the Association.

Disciplinary Action – Violations of this policy will result in immediate disciplinary action, up to and including termination and/or legal action.

Compliance – the association performs periodic risk assessment of its workplace to determine the presence of risk factors or situations that might place employees at risk from occupational assaults and homicides. This includes among other actions:

- an examination of the history of past incidents to identify patterns or trends which occurred in your workplace;
- a review of your occupational injuries and illness logs (SH 900) and incident reports to identify injuries that may have resulted from workplace violence incidents;
- a survey of employees regarding details associated with the occurrence of workplace violence incidents; and
- surveys of physical workplace building security.
New York State Law requires public employers with 20 or more full-time, permanent employees to develop and implement a written workplace violence protection plan and provide employee training on workplace violence prevention measures and other information contained within the employer’s plan. The association will:

- Perform a workplace violence risk evaluation and determination.
- Develop a written workplace violence prevention program if there are 20 or more full-time, permanent employees in the workplace. Such employees must be trained and, when requested, be provided access to the employer’s written workplace violence prevention program. Employee workplace violence training must be provided at the time of job assignment and annually thereafter.
- Ensure that such workplace violence prevention plans are pro-active, capable of assessing potential threats before they occur, and response to actual incidents occurs immediately.

Typical examples of higher risk environments may include:

- exchange of money;
- delivery of passengers, goods, or services;
- mobile workplace assignments;
- working with unstable or volatile persons in health care, social service or criminal justice settings;
- working alone or in small numbers;
- working late at night or during early morning hours;
- working in high-crime areas;
- guarding valuable property or possessions; and
- working in community-based settings.