OFFICE OF THE MAYOR
City of Middletown
CONNECTICUT 06457

Daniel T. Drew
MAYOR

ZERO TOLERANCE POLICY STATEMENT

The City of Middletown has adopted a Zero Tolerance Policy to address violence and other inappropriate behavior in the workplace as specified in this policy in accordance with Executive Order No. 16. The City also affirms its dedication to foster a workplace that condemns all forms of racist expression or acts of intolerance. The City has zero tolerance with regards to substance abuse, violence in the workplace, drugs, alcohol, abusive, threatening and offensive language or conduct directed at staff, co-workers, citizens, vendor, or visitors. Such conduct in the workplace will be dealt with in an appropriate manner. The City is committed to achieving among its department heads, supervisors, employees, and visitors a workplace where they can work to achieve their potential while striving to accomplish the goals and objectives of the City. In addition, the City recognizes the right of its employees to work in a safe and secure environment that is characterized by respect and professionalism.

Prohibited conduct, except as may be required as a condition of employment, shall be as follows: no employee shall bring to the worksite any weapon or dangerous instrument as defined in this policy; no employee shall use, attempt to use, or threaten to use any such weapon or dangerous instrument; and no employee shall cause or threaten to cause death or physical injury to any individual. A weapon means any firearm, including a BB gun, whether loaded or unloaded, any knife (excluding a small pen or pocket knife), including a switchblade or other knife having any automatic spring release device, a stiletto, any police baton or nightstick, any martial arts weapon, or electronic defense weapon. A dangerous instrument means any instrument, article or substance that, under the circumstances, is capable of causing death or serious physical injury. Any weapon or dangerous instrument at the workplace will be confiscated. There is no reasonable expectation of privacy with respect to such items being in the workplace. No employee shall commit any conduct, either verbal or physical, that is abusive, threatening, intimidating or demeaning.

Reporting Procedures:

Emergency Situation:
For an emergency situation, an employee who believes that there is a serious threat to his/her safety or the safety of others that requires immediate attention should contact 911. The employee must also contact his/her immediate supervisor and notify the Office of Equal Opportunity and Diversity Management at 860.638.4830.

Non-Emergency Situation:
For a non-emergency situation, any employee who feels subjected to or witnesses violent, threatening, or intimidating behavior in the workplace should immediately document and report the incident within 48 hours to his/her immediate supervisor and notify the Office of Equal Opportunity and Diversity Management at 860.638.4830 so that the office may evaluate and advise the department head or supervisor on the appropriate action.

Municipal Building: 245 deKoven Drive, Middletown, CT 06457

TEL: (860) 638-4801 FAX: (860) 638-1901 Email: mayor@middletownct.gov

Reporting Procedures: continued

Non-Emergency Situation: Continued

Department heads and supervisors are to promptly look into or conduct an internal investigation into a complaint or incident unless such incident involves the department head or supervisor thus requiring the investigation to be conducted by the City's Director of Equal Opportunity and Diversity Management. Department heads and supervisors are to document the outcome of the complaint or incident, which must be submitted to the Office of Equal Opportunity and Diversity Management for record. Failure of a department head or supervisor to report such complaints to Faith M. Jackson, Director of Equal Opportunity and Diversity Management, at 860.638.4830 or to the Mayor's designee in her absence within a reasonable time such as 48 hours could result in disciplinary action and/or possible termination.

Complaints may be made in person or in writing. For clarity, all complaints should be reported in writing under oath. A sworn affidavit complaint form may be obtained from the Office of Equal Opportunity and Diversity Management. Complaints made in person or given verbally directly to the Office of Equal Opportunity and Diversity Management or to the Mayor's designee in her absence will be committed to writing, which must be signed by the complainant, preferably before an investigation is conducted. The employee's department head or supervisor will be notified when a complaint is submitted to the Director of Equal Opportunity and Diversity Management or to the Mayor's designee in her absence. At the discretion of the Mayor, serious forms of misconduct that could result in termination or substantial suspension of more than fifteen (15) days may be referred to an independent, outside investigator hired by the City.

The employee suspected of violating this policy may be placed immediately on Administrative Leave pending the result of an investigation. If the complaint is found to have merit, an employee using violent, threatening, intimidating, or abusive conduct or actions towards another employee, citizen, vendor, or visitor shall be subject to discipline beginning with suspension up to and including termination. Any employee found to have knowingly or maliciously filed a false claim of violation pursuant to this policy may be subject to disciplinary action.

An appropriate complaint procedure has been established for the City of Middletown to ensure that the appropriate authorities receive, look into or investigate, and resolve complaints. The Office of Equal Opportunity and Diversity Management complaint process may appropriately be used to adjudicate accusations of racism, intolerant acts, or violent acts in the workplace. Reported incidents will be investigated within ninety days of filing, except than an extension beyond 90 days may be extended by the Mayor as needed. Any reported incidents will be kept as confidential as possible except where there is a legitimate matter of public concern. The City will not tolerate any retaliation against any employee who files a complaint or participates as a witness. The Office of Equal Opportunity and Diversity Management is responsible for implementation of this policy. This policy shall be posted and distributed annually to all employees of the City of Middletown.

DANIEL T. DREW, MAYOR

6/09/16
Date Approved