



Book	Board Policy Book
Section	4000 - Non-Instructional/Business Operations
Title	WORKPLACE VIOLENCE PREVENTION POLICY
Code	4452
Status	Active
Adopted	February 21, 2024

Broome-Tioga BOCES is committed to establishing and maintaining a safe and secure workplace for employees.

Workplace violence, for purposes of this Policy, is defined as any physical assault or act of aggressive behavior directed towards or adversely impacting an employee and occurring where employees perform any work-related duty in the course of their employment away from their domicile, including but not limited to an attempt or threat, whether verbal or physical, to inflict physical injury upon an employee; any intentional display of force which would give an employee reason to personally fear or expect bodily harm; intentional and wrongful physical contact with an employee without their consent that entails some injury; or stalking an employee with the intent of causing fear of material harm to the physical safety and health of such employee when such stalking has arisen through and in the course of employment.

All employees are responsible for notifying their supervisor or other designated contact person of workplace violence they have witnessed, received, or have been told that another person has witnessed or received in the workplace.

The BOCES designated contact person is:

Robin Eccleston  
 Director of Human Resources  
 607-766-3823  
[reccest@btboces.org](mailto:reccest@btboces.org)

Authorized employee representative(s), as appointed by the employer, will be involved in:

- Evaluating the physical environment;
- Developing the Workplace Violence Prevention Program, and;
- Reviewing workplace violence incident reports at least annually to identify trends in the types of incidents reported, if any, and reviewing the effectiveness of the mitigating actions taken.

As required by law, all employees will participate in the annual Workplace Violence Prevention Training Program.