

JOLIET TOWNSHIP GOVERNMENT

EMPLOYEE HANDBOOK

Violence in the Workplace Prevention Policy

Zero tolerance

Joliet Township has a policy of zero tolerance for violence. If employees engage in any violence in the workplace, or threaten violence in the workplace, their employment will be terminated immediately for cause. No talk of violence or joking about violence will be tolerated.

“Violence” includes physically harming another, shoving, pushing, harassing, intimidating, coercing, brandishing weapons, and threatening or talking of engaging in those activities. It is the intent of this policy to ensure that everyone associated with this Township, including employees and customers, never feels threatened by any employee’s actions or conduct.

Workplace security measures

In an effort to fulfill this commitment to a safe work environment for employees, clients, customers, and visitors, The following rule shall apply:

- Access to any Joliet Township building or property is limited to employees, clients, customers, visitors and their vehicles.

All weapons banned

The Township specifically prohibits the possession of weapons by any employee while on Township property. This ban includes keeping or transporting a weapon in a vehicle in a parking area, whether public or private. Employees are also prohibited from carrying a weapon while performing services off the Township’s business premises.

Weapons include guns, knives, explosives, and other items with the potential to inflict harm. Appropriate disciplinary action, up to and including termination, will be taken against any employee who violates this policy.

Inspections

Desks, telephones, and computers are the property of the Township. We reserve the right to enter or inspect employee work areas including, but not limited to, desks and computer storage disks, with or without notice.

The fax, copier, and mail systems, including e-mail, are intended for Township use. Personal business should not be conducted through these systems. Under conditions approved by management, telephone conversations may be monitored and voice mail messages may be retrieved in the process of monitoring customer service.