

**NYS UNIFIED COURT SYSTEM
Workplace Violence Prevention
Policy**

The NYS Unified Court System (UCS) is committed to the safety and security of our employees. Workplace violence presents a serious occupational safety hazard to our judges and nonjudicial personnel and to the public.

The term “workplace violence” is defined as any physical assault, threatening behavior or verbal abuse occurring in the work setting. The UCS prohibits workplace violence and will not tolerate violence, threats of violence, or intimidating conduct in the workplace. Threats, threatening behavior or acts of violence against judges, employees, visitors, guests or other individuals by anyone on UCS property will be thoroughly investigated and appropriate action will be taken.

All employees are responsible for helping to create an environment of mutual respect for each other and the public, following all policies, procedures and program requirements, and assisting in maintaining a safe and secure work environment.

This policy is designed to meet the requirements of NYS Labor Law 27-b and was developed in conjunction with representatives from the collective bargaining associations.

The goal of this policy is to promote the safety and well-being of all people in our workplace. All incidents of violence or threatening behavior will be responded to immediately upon notification. If appropriate, the UCS will provide counseling services or referrals for employees.

Workplace Violence Prevention Program

In consultation with collective bargaining association representatives, the UCS shall develop and implement a written Workplace Violence Prevention Program for its workplaces that includes the following:

- Definition of workplace violence
- Commitment to a workplace free of violence
- Techniques on how to recognize and avoid workplace violence situations
- Identification of high risk situations
- Importance of reporting all workplace violence incidents and the procedures to do so
- Employee assistance information

At the time of employees' initial hire and annually thereafter, the UCS shall provide its employees with training on workplace violence, including:

- The policies and procedures related to the prevention of workplace violence
- The measures employees can take to protect themselves from risks in and around the workplace
- Specific procedures implemented, such as incident alerts and notification procedures
- Appropriate work practices, emergency procedures, and use of security alarms and other devices

Retaliation

Retaliatory action against anyone acting in good faith who has made a complaint of workplace violence, who has reported witnessing workplace violence or who has been involved in reporting, investigating or responding to workplace violence is a violation of this policy.

Notification

All UCS personnel are responsible for notifying their manager/supervisor/security personnel of any violent incidents or threatening behavior, including threats they have witnessed, received or have been told that another person has witnessed or received. Personnel may also report such incidents directly to the designated contact person listed below.

Designated Contact Person:

Christine Cleavest
New York Courts Work Safe
Phone: (646)386-5464
Fax:(212)401-9203
Email: work-safe@nycourts.gov