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AM-227-1-5

m Acknowledgement of Workplace Violence Policy

As an employee of the Mayor and City Council of Baltimore, I have received a personal copy of AM- 227-1, Workplace Violence Policy, dated September 29, 2010, to review and maintain in my personal records. This signed copy acknowledges that I did receive a copy of the policy for my use. It also acknowledges that I agree to review the policy, and if I do not understand any sections that I immediately contact my supervisor for further explanation.

I understand that the City of Baltimore is committed to promoting and ensuring the health and safety of its employees. Workplace violence in any form will not be permitted nor tolerated by the City. To solidify that commitment, the adoption of this policy guarantees that each reported incident of workplace violence will be thoroughly investigated and, if the investigation warrants, the accused employee will be subject to discipline that includes suspension and/or a recommendation for termination. An employee who commits destruction of property will be required to make full restitution for the damage caused.

I am aware that any violation of the policy by me will subject me to disciplinary action, up to and including discharge from employment or contract. I will be required to make full restitution for the damage caused. I also am aware that a copy of this Acknowledgment will become part of my agency personnel file.

Employee Signature

Printed Name of Employee

Date Signed

Supervisor or Witness Signature

Date Signed

RELATED DOCUMENTS

[AM 227-1](#) Workplace Violence Policy