

# Workplace Violence

## **Purpose:**

To provide guidelines for a safe workplace for employees.

## **Policy Statement:**

is concerned about the well-being and personal safety of its employees and anyone doing business with . Any employee, regardless of position, who commits workplace violence will be subject to disciplinary action up to and including termination of employment and will be required to stay away from property. Acts of violence and threats of violence whether expressed or implied, toward individuals are prohibited and will not be tolerated. All reports of incidents will be taken seriously and will be addressed appropriately. This Policy defines prohibited conduct, as well as general procedures and potential responsive steps in the unfortunate event that workplace violence occurs despite these preventive measures.

## **Application:**

All employees

## **Exceptions:**

None

## **Definitions:**

**Workplace violence:** Any conduct that is offensive or intimidating enough to make an individual reasonably fear for his/her personal safety or the safety of family, friends, or property.

Examples of workplace violence include, but are not limited to, threats or acts of violence or behavior that cause a reasonable fear or intimidation response and that occurs:

- On premises, no matter what the relationship is between and the perpetrator or victim of the behavior; or
- Away from premises, if the perpetrator is someone who is acting as an employee or representative at the time, the victim is an employee who is exposed to the conduct because of work for, or there is a reasonable basis for believing that violence may occur against the targeted employee or others in the workplace.

Examples of conduct that may be considered threats or acts of violence under this policy include, but are not limited to:

- Threatening physical or aggressive contact directed toward another individual or engaging in behavior that causes a reasonable fear of such contact.
- Threatening an individual or his/her family, friends, associates or property with physical harm or behavior that causes a reasonable fear of physical harm.
- Intentional destruction or threat of destruction of another's property.

- ✓ Harassing or threatening physical, verbal, written, or electronic communications, including verbal statements, phone calls, emails, letters, faxes, website materials, diagrams or drawings, gestures and any other form of communication that causes a reasonable fear or intimidation response in others.
- ✓ Veiled threats of physical harm or intimidation or similar statements, in any form, that lead to a reasonable fear of harm or an intimidation response.
- ✓ Communicating the inappropriate use of firearms or weapons of any kind.
- ✓ Possessing any weapon(s) of any type on premises, whether licensed or not, and particularly firearms. A weapon includes any object that has been modified to serve as, or has been employed as, a weapon. (The only exception is local, state, and federal law enforcement officers acting in the line of duty.)

## **Procedure:**

### **1. Reporting**

- 1.1. An individual should report all threats of (or actual) violence, both direct and indirect, to his/her immediate supervisor or Security and Human Resources or any other member of management.
- 1.2. This reporting includes threats made by employees, as well as threats by customers, vendors, solicitors, or other members of the public.
- 1.3. When reporting a threat of violence, the employee should be as specific and detailed as possible.

### **2. Investigation**

- 2.1. will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities.
- 2.2. The identity of the employee making a report will be protected as much as is practical.
- 2.3. In order to maintain workplace safety and the integrity of its investigation, may suspend employees, either with or without pay, pending investigation.

### **3. Determination**

- 3.1. will decide whether its workplace violence policy has been violated and whether preventive or corrective action is appropriate.
- 3.2. may consult with law enforcement authorities or other resources as it deems appropriate.

3.3. If a violation of this policy occurs, will take appropriate preventive and corrective action, up to and including termination.

3.4. Additionally, violators may also be subject to criminal prosecution.

#### **4. No Retaliation**

4.1. Retaliation against anyone for reporting an actual or suspected violation of this policy in good faith will not be tolerated and will subject the individual engaging in the retaliation to discipline, up to and including termination.

4.2. Any complaints about retaliation may be reported in the same manner as violations of this policy are to be reported.