# Policy: HR – Workplace Violence

Purpose: [Company Name] is committed to providing a safe workplace for all employees, patients, and visitors. [Company Name] has adopted a policy of zero tolerance to any threat or act of workplace violence. The following is a guideline to deal with workplace violence, intimidation, harassment or other threats of violence or actual violence that may occur on or off the company property during work-related activities.

### Scope of Policy:

All employees are covered under this policy.

### Policy and Complaint Procedure:

All employees, patients, visitors, and business associates should be treated with courtesy and respect at all times. Employees are expected to conduct themselves professionally and to refrain from fighting, “horseplay” or other conduct that may be dangerous to others. Conduct that threatens, intimidates or coerces another employee, patient, customer, vendor or business associate will not be tolerated. [Company Name] employees may not threaten, stalk or harass anyone inside or outside the workplace during work-related activities. [Company Name] treats threats coming from an abusive personal relationship or domestic situations as it does other forms of violence.

Indirect or direct threats of violence, incidents of actual violence and suspicious individuals or activities should be reported as soon as possible to a supervisor, Human Resources representative, management team member or any member of senior management. When reporting a threat or incident of violence, the employee should be as specific and detailed as possible. Reports should be made in writing; however, all complaints will be thoroughly investigated.

Employees should promptly inform Human Resources of any protective or restraining order they have obtained that lists the workplace as a protected area, whether they are the party who sought the protective order or the person whom the order was obtained against. Employees are encouraged to report safety concerns with regard to intimate partner or domestic violence. [Company Name] will not retaliate against employees making good-faith reports. [Company Name] is committed to supporting victims of intimate partner or domestic violence by providing referrals to the company’s employee assistance program and providing time off for reasons related to intimate partner or domestic violence.

### Investigations and Enforcement:

[Company Name] will promptly and thoroughly investigate all reports of threats of violence or incidents of actual violence and reports of suspicious individuals or activities. In some instances, law enforcement may be notified. The identity of the individual making a report will be protected as much as possible but cannot be guaranteed during the course of the investigation.

[Company Name] will not retaliate against employees making good-faith reports of violence, threats or suspicious individuals or activities. To maintain workplace safety, [Company Name] may suspend employees suspected of workplace violence or threats of violence, either with or without pay, pending investigation. Employees found to be responsible for threats of or actual violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action, up to and including termination of employment.

Effective Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Last Reviewed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_