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[Company/Organization Name] Policy

Workplace Violence

Objective

[Company/Organization Name] provides a safe workplace for all employees. To ensure a safe workplace and to reduce the risk of violence, all employees should review and understand all provisions of this workplace violence policy. This policy is provided in conjunction with our Workplace Violence Prevention Plan (WVPP) to have a clearly understood, accessible, and actionable policy and plan that will enable a quick response to workplace violence.

Prohibited Conduct

[Company/Organization Name] does not tolerate any type of workplace violence committed by or against employees. Employees are prohibited from making threats or engaging in violent activities. This list of behaviors provides examples of conduct that is prohibited:

- Causing physical injury to another person.
- Making threatening remarks.
- Displaying aggressive or hostile behavior that creates a reasonable fear of injury to another person or subjects another individual to emotional distress.
- Intentionally damaging employer property or property of another employee.
- Possessing a weapon while on company property or while on company business.
- Committing acts motivated by, or related to, sexual harassment or domestic violence.

Reporting Procedures

Any potentially dangerous situations must be immediately reported to a supervisor or the WVPP administrator. Reports can be made anonymously, and all reported incidents will be investigated. Reports or incidents warranting confidentiality will be handled appropriately, and information will be disclosed to others only on a need-to-know basis. All parties involved in a situation will be counseled, and the results of investigations will be discussed with them. [Company/Organization Name] will actively intervene at any indication of a possibly hostile or violent situation.

Training

All employees shall receive annual training that provides specific instructions relative to [Company/Organization Name]’s procedures for preparing and responding to incidents of workplace violence. All new employees shall receive this training as part of new employee orientation.

Risk Reduction Measures

Hiring

Reasonable measures are taken to conduct background investigations to review candidates' backgrounds and to reduce the risk of hiring individuals with a history of violent behavior.

Safety

[Company/Organization Name] conducts regular inspections of the premises to evaluate and determine any vulnerabilities to workplace violence or hazards. Any necessary corrective action will be taken to reduce all risks.

Individual situations

Although [Company/Organization Name] does not expect employees to be skilled at identifying potentially dangerous persons, employees are expected to exercise good judgment and to inform their supervisor or the WVPP administrator if any employee exhibits behavior that could be a sign of a potentially dangerous situation. Such behavior includes:

- Discussing weapons or bringing them to the workplace.
- Displaying overt signs of extreme stress, resentment, hostility or anger.
- Making threatening remarks.
- Showing sudden or significant deterioration of performance.
- Displaying irrational or inappropriate behavior.

Employees at risk

The WVPP administrator will identify and maintain a list of employees who have been determined to be at risk for becoming victims of violence because of the nature of their job or because they are subject to harassment, violence or threats from a nonemployee. The WVPP administrator and security will design a plan with at-risk employees to prepare for any possible emergency situations.

Dangerous/Emergency Situations

Employees who encounter an armed or dangerous person should not attempt to challenge or disarm the individual. Employees should remain calm. If safe to do so, employees should notify a supervisor and/or call 9-1-1.

Enforcement

Threats, threatening conduct, or any other acts of aggression or violence in the workplace will not be tolerated. Any employee determined to have committed such acts will be subject to disciplinary action, up to and including termination. Nonemployees engaged in violent acts on the employer's premises will be reported to the proper authorities and fully prosecuted.

Document Owner: [Enter the name of the person responsible for revising this document]

Revision Date: [Enter date revised]

Review Date: [Enter annual review date]