

VIOLENCE IN THE WORKPLACE

(Your organization's name) has prepared these guidelines for violence in the workplace. Not only does violence in the workplace cause direct harm to the employees of an organization, it also causes worker burnout, lower productivity, and increased health costs. Violence in an organization not only affects the victims, but also co-workers who may feel angry, fearful, stressed, and depressed as a result.

Any form or manner of threatening remark or gesture in the workplace is unacceptable. We have established a "no tolerance" policy for any threats of violence or intimidation by anyone at any level of the organization. All threats must be treated seriously and investigated.

Employees are to report to their immediate supervisor every behavior of co-workers, customers, or anyone else at the workplace that could be interpreted as threatening or intimidating or that might lead to violence. Additionally, all supervisors are to take such threats seriously so that all employees may feel secure in the workplace. No one should minimize the danger that can occur by not addressing the many warning signs that can make danger apparent. Those employees who, with good intentions, provide such information, will be protected from retaliation in any form. This shall be done by making sure all reports are handled with respect to confidentiality. The organization will act on all reports appropriately upon gathering the facts.

Intervention will be made by the organization before a situation can escalate. We are prepared to handle various scenarios and respond to concerns that employees may have. All employees should understand that we take threats seriously and will take confidential, but appropriate, action when there is a real danger.

When a conflict has been identified, supervisors are to attempt to defuse the situation. However, if the customer or co-worker persists in their threats, they will be reported to the police. If the person should reappear after such action, the supervisor and/or the police shall be contacted again. The person taking the action must document all actions. Emergency phone numbers and escape routes are posted at (list location).

We have and will continue to survey the workplace to provide the best possible security for our employees. To provide a safe and secure workplace, we reserve the right to search employee lockers/storage areas and cars on the premises.

Upper management shall support the appropriate actions taken by the supervisors to deal with any threat. Under no conditions does management condone inaction to threats to employees.

Date