

## Preventing and Reporting Workplace Violence

Preventing workplace violence begins with the awareness that violence can occur anywhere and at anytime. Consequently, every person that interacts with [Employer's] workplace is responsible for helping prevent violence.

### What Is Workplace Violence?

Workplace violence can include:

- Verbal, written or physical threats of violence;
- Assault and battery;
- Attempted murder or murder;
- Plots to damage a facility or to intimidate, hurt or kill employees or others that interact with the workplace; and
- Other violent actions or crimes at work or during work-related events or directed toward an employee or workplace participant while performing his or her job duties.

[Employer] prohibits all forms of violence. Any employee that threatens, plots to commit or commits a violent act is subject to discipline, including termination.

### Reporting Threats, Suspicions, Concerns and Acts of Violence

Should life-threatening violence occur in the workplace or at a work event or anywhere you are performing your job duties, you should call [911, law enforcement e.g.] and take yourself away from the threat immediately.

If you have witnessed an act of violence using deadly or potentially deadly force, then you should call [911, law enforcement e.g.] and, if possible, inform [your manager, your supervisor, the Human Resource Department, the Personnel Department, the Safety Department, Security e.g.] at once so long as you can do so without placing yourself or other workplace participants at risk.

If you have a reasonable suspicion that an act of violence is about to occur, you should call [911, law enforcement] and, if possible, [your manager, your supervisor, the Human Resource Department, the Personnel Department, the Safety Department, Security e.g.].

If you have concerns that an employee or other workplace participant may commit an act of violence or if you have heard rumors of potential violence from employees or others that interact with your workplace, you should contact [your manager, your supervisor, the Human Resource Department, the Personnel Department, the Safety Department, Security, 911, law enforcement e.g.].

## **Questions About This Policy**

If you have questions, suggestions or concerns about this policy, you should direct them to [your manager, your supervisor, the Human Resources Department, the Personnel Department, the Safety Department, Security e.g.].

[If you feel uncomfortable discussing your questions, suggestions or concerns about this policy with [the person, the persons, the department e.g.] listed above, you can direct them to the [Human Resources Department, Personnel Department, the Safety Department, Security e.g.] [or the President, CEO e.g.].]