

## WORKPLACE VIOLENCE

SAMPLE TEMPLATE is committed to preventing violence in the workplace. In order to keep our workplace as safe as possible, please observe the following guidelines:

### Identifying Your Risk

Workplace violence can include actions or words that threaten or harm you, and cause you to believe that you may be in danger. Examples include the following:

- Verbal or physical harassment
- Verbal or physical threats
- Assaults or other violence
- Any other behavior that causes you to feel unsafe (e.g., bullying or sexual harassment)

### Staying Safe

- Participate in all safety training and apply the knowledge learned to your everyday job.
- Review and comply with all company safety procedures and precautions.
- Share any suggestions for making our workplace safer with your supervisor.
- Report all violent incidents immediately and accurately, regardless of whether the violence is between an employee and a client or customer, or between multiple employees. Even if you are not involved, be sure to report incidents that you witness.
- Call 911 immediately if the violent incident is serious. After help has arrived, be prepared to discuss what happened with both authorities and company officials.
- Report behaviors such as threatening, bullying, stalking or harassing. If it is ongoing, it is helpful if you document each occurrence.
- Let your supervisor know if you ever feel threatened or nervous, or would like additional security measures to be put in place.
- Report any worrisome or distinguishable changes in a co-worker's behavior to a supervisor, as this could be a precursor to workplace violence.
- Remember, you will never be penalized for reporting violence, whether you are a victim or a witness. The company will observe complete confidentiality. Our concern is for the safety of all employees.

For more information on preventing workplace violence, consult your supervisor.