

WORKPLACE VIOLENCE POLICY SAMPLE

For the purpose of this policy, Workplace Violence is defined as any physical assault, threatening behavior or verbal abuse occurring in the workplace by employees, patients, patient's family members, vendors, or any other third party. It includes, but is not limited to, physical (fighting, stabbing, shooting, etc.) and psychological trauma (threats, obscene phone calls, swearing, etc.). This policy also covers harassment of any nature such as stalking, shouting, or other behavior that may cause a real or perceived threat.

The Workplace is defined as any location, either permanent or temporary, where an employee performs any work-related duty. This includes, but is not limited to, the buildings and the surrounding perimeters, including parking lots, alternate work locations, and traveling to and from work assignments.

The following is a list of Prohibited Acts. This should only be used as a guide. Other occurrences may constitute Workplace Violence as defined. All concerns should be reported to _____ . This includes any interpretation of the policy as it currently written.

1. Injuring another person physically;
2. Engaging in behavior that subjects another individual to extreme emotional distress;
3. Possessing, brandishing, or using a weapon that is not required by the individual's position while in the work place.
4. Intentionally damaging Company or private property;
5. Threatening to injure an individual or to damage property;
6. Committing injurious acts motivated by, or related to, domestic violence or harassment; and
7. Retaliating against any employee who, in good faith, reports a violation of this or any other policy.

Policy violations will lead to disciplinary action, up to and including termination. Furthermore, violent acts of employees occurring outside the workplace may also be grounds for disciplinary action, up to and including termination. In these situations, COMPANY NAME _____ must demonstrate in writing that the violent conduct committed has an adverse impact on the employee's ability to perform the assigned duties and responsibilities or that it undermined the effectiveness of COMPANY NAME _____ activities.

The _____ is responsible for the implementation of this policy. Incidents of Workplace Violence may be reported directly to _____ .