

Sample Violence Prevention Policy

PREVENTION OF VIOLENCE IN THE WORKPLACE POLICY

POLICY: _____ is responsible to maintain a workplace free from threats and acts of violence.

Policy on work-related violence includes:

- 1) The facility will actively work to prevent and eliminate acts of work-related violence.
- 2) The facility will respond promptly to reported threats of acts of violence. This response will include timely involvement of law enforcement agencies, when appropriate.
- 3) The facility hereby adopts, and will work to enforce, a policy of prohibiting possession of firearms and other dangerous weapons in the workplace. (See Minnesota Statute 243.55).
- 4) Incidents of work-related threats of acts of violence will be treated seriously by the facility. Reports of such acts will be promptly investigated and management will take action, as necessary, to appropriately address each incident.
- 5) The facility will take disciplinary action, up to and including discharge from employment, against employees of _____ who are involved in the commission of work-related threats or acts of violence.
- 6) The facility will support criminal prosecution of those who threaten or commit work-related violence against its employees and other visitors to its work environment.

DEFINITIONS:

Critical Incident Coordinator: An employee designated by the _____ who is trained to handle an impending threat or violent act against an employee or others in the workplace.

Workplace Violence: An action or threat of action which occurs in or around the workplace in which someone (employee, contractor, volunteer or public individual) seeks to harm or threaten another person, their family and/or their personal property or company property. This includes verbal as well as physical threats.

PROCEDURES:

- A. _____ will provide a safe workplace.
_____ is committed to ensuring a safe workplace for employees and environment for guests. The facility plan will address physical security requirements, preventative measures, and procedures for appropriate response to threats and acts of violence.
_____ will minimize the potential for violence from external sources. Measures will include but are not limited to the following: Attention to physical environment, a Safety Committee, an Leader, gated fence around facility with limited access during non-normal business hours, security cameras and increased staff awareness of violence related to issues by training, etc. The facility will continue to provide its customers/vendors with positive service that reflects the respect and dignity of which they are entitled. In doing so, the potential for workplace violence from external sources will be greatly reduced.
- B. _____ will minimize the potential for internal workplace violence by:
 1. Promote and expect a low-risk work environment. Emphasis will be placed through education on creating a workplace where established standards of conduct are clear, are communicated, and are consistently enforced (see Employee Handbook).

Harassment: It is the facilities policy and practice to value and respect individual differences among people (See Employee Handbook).

2. Employee Training:
 - a. Leadership training: Mandatory training will be provided for all managers and leaders in how to deal with workplace related threats and acts of violence. This training will focus on prevention and de-escalation of violence, will include suggestions for appropriate responses to threats and acts of violence, and will identify those resources which are available for use once a potential problem has been identified, or an incident has occurred.
 - b. Staff Training: This policy will be reviewed by and explained to all staff. Assessment of additional training needs for employees will be made upon request of the supervisor, and appropriate training

programs will be developed and presented.

c. Employee Counseling and Assistance:

(1) Employee Assistance Program: The facility will encourage use of the Employee Assistance Program.

(2) Self Help: The facility will make available information about other options for the resolution of personal and work related problems which may have a potential for escalating to a violent incident.

Employees will be encouraged to utilize all available community resources.

D. _____ will deal with threats and incidents of violence through:

1. Leadership Responsibilities: Managers and leaders will take immediate action to resolve or stabilize violent situations in the workplace. Leaders will ensure that, when a threat is made or a violent incident occurs, appropriate incident response resources are notified immediately, including CIC. Leaders and managers will also ensure that appropriate disciplinary responses to internal workplace violence and aggression are made when indicated.

2. Critical Incident Coordinator (CIC): The _____ has appointed the Leader as the CIC who will be responsible for coordination responses to violent or threatening situations in the workplace.

The CIC will:

a. Assist managers and supervisors in the development of applicable training programs;

b. Serve as a resource referral agent for supervisors, and others;

c. Document all reports and let the threatened person know something was done.

d. Respond, as needed, to incidents involving threats or acts of workplace- related violence. While each situation will be unique, this will often require the CIC:

(1) Perform situation assessment and evaluations;

(2) Assist with attempts to de-escalate and properly manage potentially violent situations, when possible to do so;

(3) Facilitate and coordinate response actions of appropriate resources, both internal and external.

(4) Ensure that appropriate follow up action is taken (Investigation, Victim assistance, Preventative and Corrective actions, Necessary Documentation, etc.).

The CIC will carry out these responsibilities with the assistance of appropriate department, state and local government resources.

E. _____ will not tolerate dangerous weapons in the workplace.

Dangerous Weapon Prohibition: The possession of any dangerous weapon by any person while on company property is strictly prohibited.

F. Plan Implementation

Copies of this policy and plan will be made available to all employees. Managers and Leaders will be responsible for informing employees of this policy and plan, and for enforcing compliance with the plan. This policy and plan will be discussed at new employee orientation; all new employees will be provided with a copy of this policy and plan.

_____ will continue to provide information about the services available through the Employee Assistance Program, and the Health and Wellness Program, to help employees deal with concerns and issues related to workplace or family violence. Training needs will be assessed, and training sessions for managers, leaders and employees will be developed and presented. _____ will work to further advance this plan, and will identify and address specific action items.

The Critical Incident Coordinator will assume responsibility for coordinating _____ response to workplace related threats and acts of violence. Managers and Supervisors will continue to have primary responsibility for ensuring a safe workplace, for monitoring and resolution of employee conflicts or disputes, for taking appropriate corrective action when potentially violent situations develop, and for working with the department's Critical Incident Coordinator.

Source: George Demers, M.S.