

## Workplace Violence Prevention: Sample Policy

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It is valuable to have a workplace violence prevention policy in place. A sample policy is as follows:

### SAMPLE WORKPLACE VIOLENCE PREVENTION POLICY<sup>1</sup>

Company Name \_\_\_\_\_ Date \_\_\_\_\_

#### Mission

*Employees are our most valued asset. The strategic goal of the ( \_\_\_\_\_ ) is to improve the quality of our employees' working environment. In that regard, safety and security are of the utmost importance. To the extent reasonably possible, (name of organization) will provide a work environment where employees will not be subjected to acts of physical assault or threats of bodily harm while performing their official duties, wherever those duties are performed. There shall be zero tolerance of such threats or acts of violence.*

#### Policy on Violence

*(Name of organization) views aggressive and/or violent behavior as disruptive and contrary to the development and maintenance of a safe, productive and supportive work environment. Such behavior is actively discouraged. Employees who exhibit such behavior will be held accountable under the policy and work rules, as well as local, state, and federal law.*

*All threats and acts of aggression or violent behavior should be taken seriously and addressed immediately. Such threats or acts include, but are not limited to:*

- *Harming or threatening to harm any employee or guest*
- *Damaging or threatening to damage property or the property of any employee or guest*
- *Possessing a dangerous weapon or incendiary device on property without prior authorization. (Law enforcement officers and employees who carry weapons in the performance of their duties are considered authorized.)*
- *Engaging in stalking behavior of any employee*

#### Accountability

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<sup>1</sup> Adapted from the State of Wisconsin, Department of Administration website.

*All personnel are responsible for notifying their immediate managers, or, in the absence of their manager, another member of the management team, of any threats that they have witnessed, received, or have been told that another person has witnessed or received. Even without an actual threat, personnel should also report any behavior they have witnessed which they regard as threatening or violent, when that behavior is job related or might be carried out on a state controlled site, or is connected to state employment. Employees are responsible for making this report regardless of the relationship between the aggressor and the individual to whom the threat or threatening behavior was directed.*

### **Directive**

*Any person who makes substantial threats, exhibits threatening behavior, or engages in violent acts against employees, visitors, guests, or other individuals while on (name of organization) property shall be removed from the premises as quickly as safety permits, and shall remain off Company premises pending the outcome of an investigation. Employees are not to remove individuals from the premises. Assistance must be requested from the local authorities. The Company will initiate an appropriate response which may include, but is not limited to, suspension and/or termination of any business relationship, reassignment of job duties, suspension or termination of employment and/or criminal prosecution of the person or persons involved.*

*Employees and managers should work together to identify and report situations or locations where there is a potential for physical assault or threat of bodily harm. Managers may keep files on persons and locations where past specific behavior indicates the existence of anger and hostility; where a significant enforcement action is being taken; or where other behaviors, experiences, attitudes, etc., indicate a potential problem.*

*Employees should record specific incidents, behaviors or conversations that may indicate a potential for violence. Documentation should be forwarded to a manager. In instances where a manager is the source of potential violence, documentation should be forwarded to the next level of management.*

*Managers must carefully review and assess information provided by employees or other sources. Appropriate precautions should be taken based on the specific situation. For example: If a problem situation or location is identified, it should be communicated to other employees who are likely to become involved in the situation or come in contact with the location.*

*Individuals who apply for or obtain a protective or restraining order which lists specific locations as being protected areas must provide to their manager a copy of the petition and declaration used to obtain the order, a copy of any temporary*

*protective restraining order which subsequently is granted, and a copy of any protective or restraining order that is made permanent.*