**Workplace Violence Policy**

**OBJECTIVE**

All employees at [Company Name] are provided with a safe environment at work. All employees should examine and understand all elements of this workplace violence policy to ensure a safe workplace and limit the risk of violence.

**SCOPE**

This policy applies to all workers, contractors, public visitors, clients, and anyone else who comes in touch with employees while they are at work.

**FORBIDDEN CONDUCT**

[Company Name] will not accept any form of workplace violence, whether perpetrated by or against employees. Employees are not allowed to make threats or engage in aggressive behavior. Below is the list of prohibited actions examples:

- Inflicting bodily harm on another person.

- Using threatening language.

- Acting aggressively or hostilely toward another person, causing a reasonable fear of injury or causing emotional distress to another person.

- Deliberately endangering the employer's or another employee's property.

- Having a weapon on corporate premises or while on company business is prohibited.

- Acting on the basis of or in response to sexual harassment or domestic abuse.

**HOW TO REPORT?**

Any potentially harmful conditions must be reported immediately to a supervisor or the HR department. Reports that are anonymous are welcome, and all the instances will be examined. Reports or occurrences that require confidentiality will be handled properly, and information will only be shared with those who need to know. The outcomes of investigations will be discussed with all parties engaged in a case. Any hint of a potentially hostile or violent situation will prompt [Company Name] to act.

**MEASURES TO REDUCE RISK**

**Hiring**

The HR department conducts appropriate background investigations on candidates to assess their backgrounds and decrease the danger of hiring someone with a history of violent behavior.

**Safety**

[Company Name] conducts annual inspections of the facilities to analyze and identify any risks to workplace violence or dangers. To minimize all hazards, all appropriate corrective action will be performed.

**Individual circumstances**

Although [Company Name] does not expect employees to be experts at spotting potentially dangerous individuals, they are expected to use common sense and notify the HR department if any employee exhibits conduct that could indicate a potentially harmful situation. Such conduct includes:

- Talking about firearms or bringing them to work.

- Exhibiting overt expressions of anxiety, resentment, animosity, or rage.

- Using threatening language.

- Showing a severe or sudden drop in performance.

- Acting in an unreasonable or improper manner.

**EMPLOYEES AT RISK**

Because of the nature of their job or because they are vulnerable to harassment, violence, or threats from a non-employee, the HR department will identify and maintain a list of employees who are at risk of becoming victims of violence. HR and security will work with at-risk employees to develop a plan to prepare for any potential emergency scenarios.

**EMERGENCY/DANGEROUS SITUATIONS**

Employees who come face to face with an armed or dangerous person should not challenge or disarm the person. Employees should maintain a calm demeanor, maintain constant eye contact, and communicate with the individual. If notifying a supervisor of the need for assistance is possible without jeopardizing the employee's or others' safety, it should be done. Employees should collaborate and follow directions if possible.

**DISCIPLINARY CONSEQUENCES**

Violence is not tolerated in our workplace. Any such activity will result in appropriate disciplinary action, which could include dismissal, removal from boards or committees, and even criminal prosecution.

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