**Workplace Violence Prevention**

**Policy/Purpose**

X X X (X) is committed to preventing workplace violence and to maintaining a safe work environment. X has adopted the following guidelines to deal with intimidation, harassment or other threats of or actual violence that may occur on-site or off-site during work-related activities (see Anti-Harassment & Anti-Discrimination Policy, Sexual Harassment Policy)

All employees, customers, vendors and business associates should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, "horseplay" or other conduct that may be dangerous to others.

No type of workplace violence committed by or against employees will be tolerated. Employees are prohibited from making threats or engaging in violent activities which includes but is not limited to:

* Causing physical harm to another person
* Making threatening remarks
* Aggressive or hostile behavior that creates a reasonable fear of injury to another person or subjects another individual to emotional distress
* Intentionally damaging employer or employee property
* Possessing weapons on X X X or while on X business.

Conduct that threatens, intimidates or coerces another employee, customer, vendor or business associate will not be tolerated. X X X resources may not be used to threaten, stalk or harass anyone at the workplace or outside of the workplace. X treats threats coming from an abusive personal relationship as it does other forms of violence.

Indirect or direct threats of violence, incidents of actual violence and suspicious individuals or activities should be reported as soon as possible to Department Management, security personnel, Human Resources, or any member of senior management. When reporting a threat or incident of violence, the employee should be as specific and detailed as possible. Employees should not place themselves in peril, nor should they attempt to intercede during an incident.

**Procedure**

X X X encourages employees to:

1. Bring their disputes to the attention of Department Management or Human Resources before a situation escalates. X will not discipline employees for raising such concerns in good faith.
2. Employees should promptly inform Human Resources of any protective or restraining order that they have obtained that lists the workplace as a protected X.
3. Employees are encouraged to report safety concerns with regard to intimate partner violence.

X X X is committed to supporting victims of intimate partner violence by providing referrals to X X X's EAP.

Non-employees engaged in violent or threatening acts on the organization's premises will be reported to the proper authorities and fully prosecuted.

X X X will promptly and thoroughly investigate all reports of threats of violence or incidents of actual violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as possible. X will not retaliate against employees making good-faith reports of violence, threats or suspicious individuals or activities. In order to maintain workplace safety and the integrity of its investigation, X may suspend employees suspected of workplace violence or threats of violence, either with or without pay, pending investigation.

Anyone found to be responsible for threats of or actual violence or other conduct that is in violation of these guidelines will be subject to prompt corrective action up to and including termination of employment.

Maintaining a safe work environment is everyone's responsibility. Any Department Management or employee who becomes aware of possible workplace violence, possible sexual or other harassment actions or witnesses these behaviors and fails to promptly report these allegations to Human Resources or the CEO, may be subject to corrective action, up to and including termination of employment.

X X X reserves the right to inspect any person or persons or any personal property on Hospital premises and any X property for weapons.  This includes but is not limited to lockers, furniture, containers, desks, drawers, equipment or other facilities, lunch boxes, briefcases, personal bags, personal tool boxes, and X vehicles and vehicles parked on Company premises.