

Appendix F: Workplace Violence Policy & Procedure

The owners and management of _____ recognizes the potential for workplace violence and other aggressive behavior directed at our employees. We will not tolerate behavior from anyone that intimidates, threatens, harasses, abuses, injures or otherwise victimizes our employees and will take whatever steps are appropriate to protect our employees from the potential hazards associated with workplace violence. We are committed to providing our employees with an appropriate level of protection from the hazards associated with workplace violence.

Management Responsibilities

Management will:

- Inform employees if they are working in an area where there is a potential for violence and identify any risks that are specific to that area.
- Ensure that appropriate procedures are in place to minimize the risk to employees from violence.
- Ensure that employees are trained in recognizing and responding to situations involving workplace violence.
- Ensure that every reported incident of workplace violence is investigated and potential areas for improvement are identified.

Employee Responsibilities

- Employees of _____ are required to be familiar with and follow procedures that are in place to protect them from workplace violence.
- All employees must participate in the instruction of workplace violence prevention
- Employees are required to immediately report all incidents of workplace violence to their supervisor or (identify alternate) _____ (manager, foreman, security)
- Employees are also responsible for participating in work site hazard assessments and implementing controls and procedures to eliminate or control the associated hazards.

No employee can be penalized, reprimanded or in any way criticized when acting in good faith while following the procedures for addressing situations involving workplace violence.

Signature of company owner/president

Date