



Sample Workplace Violence Policy

PURPOSE AND INTENT

The Company is committed to providing its employees with a safe work place. Violence in any form will not be tolerated. This includes threats of violence, intimidation of others, or attempts to instill fear in co-workers.

DEFINITION OF VIOLENCE

Any action verbal or physical, that is intended to harm or demean another person, (employee, manager or customer).

PROHIBITED ACTIONS

Specifically the actions that are included under this policy are: possession of weapons, stalking behavior, verbal, physical, and visual sexual harassment, defacing company property, entry into unauthorized areas, distribution of non work related offensive materials including political, sexual or religious literature, stealing company property, or using, possessing, distributing, or being under the influence of: controlled substances (unless prescribed by a physician) or alcohol while on company premises or time.

Such behavior can include oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm.

CONSEQUENCES OF VIOLATING POLICY

Any infraction may be grounds for disciplinary action, warning through immediate termination, and formal criminal or civil prosecution.

REPORTING REQUIREMENTS

All indicators of potential violence must be reported immediately to the proper authority, which includes human resource representatives, management or security. The Incident Assessment Committee is available 24 hours per day at 1-800-123-1234.

POTENTIAL WORKPLACE VIOLENCE CHECKLIST

Behaviors

- ___ Past history of violence
- ___ Direct threat was made
- ___ Bizarre behavior/speech
- ___ Alcohol/drug abuse
- ___ Empathizes with violent acts
- ___ Past suicidal attempts
- ___ Cruelty to animals
- ___ Anger related accidents
- ___ Refuses to comply with work rules
- ___ Excessive belligerence
- ___ Unable to take criticism
- ___ Carrying concealed weapon
- ___ Makes intimidating statements
- ___ Religious/political proselytizing
- ___ Unstable work history
- ___ Unexplained increase in absenteeism
- ___ Closes account in company credit union
- ___ Inappropriate/derogatory comments to co-workers

Psychological Factors

- ___ Suicidal ideation
- ___ Poor impulse control
- ___ Mood swings
- ___ Obsessive focus
- ___ Fascination with weapons
- ___ Angry
- ___ Depressed
- ___ High level of anxiety
- ___ Lack of options to resolve problem
- ___ Blames others for problems
- ___ Romantic obsession with co-workers
- ___ Interest in violent acts
- ___ Moral righteousness
- ___ Chronically disgruntled
- ___ Withdrawn
- ___ Difficulty concentrating

Motivation

- ___ Revenge
- ___ Harass
- ___ Embarrass
- ___ Power/control
- ___ Frustration

Environmental Stressors

- ___ Bad performance review
- ___ Disciplinary action or termination
- ___ Family issues
- ___ Corporate change, layoffs
- ___ Other recent violent acts in company or community
- ___ Access to weapon(s)
- ___ Cultural factor
- ___ Little or no family/social support
- ___ Victim of recent traumatic event
- ___ Authoritarian management style

Physical Signs

- ___ Hard/deep breathing
- ___ Sighing
- ___ Menacing stare
- ___ Tight and rigid movements
- ___ Fast and profane speech
- ___ Pacing
- ___ Tics
- ___ Inability to sit still
- ___ Pounding fist on objects
- ___ Slamming equipment