

Work Place Violence
XYZ Corporation
Cleveland, Ohio

Purpose

To provide a response to work place violence issues that will minimize the impact on personnel and operations in Cleveland, Ohio.

Position

XYZ Corporation is committed to providing a workplace for all employees that is healthy and safe. The Company will not tolerate acts of or threatened acts of violence by employees or non-employees inside the facility or on the property.

XYZ Corporation maintains the policy that any violent acts and/or verbal threats of the same, made by an employee against another person's life, health, well-being, family or property, are entirely unacceptable and cause for discipline up to and including immediate termination. This policy holds for any threats made on Company property, at Company events or under any circumstances that may negatively affect the Company's ability to conduct business. Such acts or threats of violence whether made directly or indirectly, by words, gestures or symbols, infringe upon the Company's right or obligation to provide a safe workplace for its employees. Examples of prohibited conduct include, but are not limited to, striking or attacking another employee, and verbally or physically threatening another employee.

Employees and non-employees are prohibited from bringing guns or other weapons onto the property, including, but not limited to, weapons in vehicles in the parking lots. This type of violation will also subject employees to discipline up to and including immediate termination. If a non-employee enters the workplace carrying a weapon the authorities will be called immediately, and they will be prosecuted to the fullest extent of the law.

An employee who believes that he or she has been the target of violence or threats of violence, or has witnessed or otherwise learned of violent conduct by another employee in the capacity described above, should contact the Human Resources Department and his or her Supervisor immediately.

All reports will be promptly investigated and appropriate action will be taken. Employees will not be subject to discipline or retaliation of any form from management or fellow employees for reporting actual or potentially violent situations.

Responsibilities

The *Safety Coordinator* is responsible for:

- Assuring that plant evacuation drills are performed at least once annually
- Assuring that new employees are briefed on the proper response to a work place violence issue during their new employee training.

The *Work Place Violence Committee* is responsible for:

- Developing safe evacuation procedures and responses
- Obtaining feedback from other sources on the quality of the play
- Implementing training on the core values of Dignity and Respect

Managers and supervisors have the following responsibilities:

- To support the core values of XYZ Corporation within the plant
- To STOP any improper behavior by work crews
- To listen attentively and validate any problems an employee brings to attention
- To assure that employees feel important and a valued member of the team

Threat Levels

It is important to understand that any incident, no matter how trivial it may seem, can be the catalyst that sets an event in motion. Every incident therefore has the potential to be explosive and must be handled as calmly and sensibly as possible. There should always be understanding and empathy for the employee involved in any kind of situation. People must always be treated with dignity and respect.

Prevention is the key

The best defense is a good offense. In this case that means not giving anyone a reason to feel mistreated. Being proactive and following our company core values is essential.

Emergency Procedures

Threats

If an employee makes threats of bodily harm to their coworkers, Supervisor of the facility they will be subject to discipline that could include discharge. The following actions should be taken when it occurs

- Ask the employee to go home and come back when they have had a chance to calm down.
- Do not aggravate the situation by being confrontational. Remain calm and talk or listen to what the employee believes to be their case.
- If the employee goes home, have them call the HR Manager in the morning.
- If the employee refuses to go home, contact the Plant Manager and the HR Manager for a decision on the next step to take.
- Depending on the situation, it may be appropriate to summon the police to have the employee removed from the plant. It may also be appropriate to have police at the plant following that incident for security.
- Immediately document the incident in writing and obtain statements from any and all witnesses.

Hostile Acts

If an employee shows up at work with a weapon, the police should be summoned immediately by dialing 911 on the phone system.

Employees should stop their equipment and leave by the nearest exit. They should get to a safe place. The rest of the plant should be evacuated immediately.

The plant code for evacuation is **CODE RED** and it should be announced over the loud speaker.

Emergency Action Plan

Cleveland, Ohio Workplace Violence – Guide

If you encounter or are summoned to the scene of an individual who is hostile, angry, shouting, swearing or threatening, the following safety guidelines can help prevent the situation from escalating, and may calm the individual:

- Remain calm; your mood can influence others
- Be respectful
- Be an attentive listener
- Speak slowly and quietly
- Avoid sudden movements, which can be seen as threatening
- Don't insult, argue, threaten or dare
- Don't approach the person unnecessarily; keep out of arm's reach
- If the person moves toward you, get out of the way
- Do not chase or restrain the person
- Have a plan of action for what you will do if you feel threatened or in danger
- If others are nearby and the person is agitated by their presence, to a more private place to talk
- If circumstances permit, offer the person a seat and something to eat or drink
- If the person remains agitated and refused to go to a more private location, have other employees in the area leave to reduce the risk of injury and eliminate the "audience"
- As soon as it is safe to do so, contact corporate security

If a gun, knife, bomb or other weapon is involved, the following additional strategies become important:

- Stall for time...keep talking
- Follow instructions from the person who has the weapon
- If you can do so safely, signal someone to place an emergency call to the police
- Don't risk harm to yourself or others
- Watch for a safe chance to escape
- When the person leaves, lock the door
- As soon as it is safe to do so, contact corporate security and human resources

Contact List

XYZ Corporation Manager – Workplace Violence Prevention	(216) 555-5555
XYZ Corporate Security	(216) 555-5555
XYZ Corporation Employee Assistance	(216) 555-5555
XYZ Corporation Business Conduct & Ethics Hotline	(216) 555-5555
Local Human Resources	(216) 555-5555
General Manager	(216) 555-5555
Safety Director	(216) 555-5555
Local Police/Fire Department	911