

Workplace Violence

Audience: All Employees

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SUMMARY

The Company seeks to provide a work environment free from violence or threats of violence. All employees are responsible for establishing and maintaining a work environment that promotes professionalism and is free of workplace violence. This responsibility includes being alert to any behaviors or threats that may lead to a violation of this policy. Additionally, it is important that you promptly report any incidents to the appropriate Company personnel. The Company will immediately investigate all reported incidents or threats of violence.

If an employee violates this policy, he or she will be subject to disciplinary action, which may include termination. The Company may also report any violations to law enforcement agencies.

POLICY

The Company seeks to provide a work environment that is free from violence or threats of violence against individuals or property. Adherence to this policy requires that all individuals on Company premises or while representing the Company conduct themselves in a professional manner consistent with good business practices. Additionally, employees must be alert to, and immediately inform appropriate Company personnel of, any behavior(s) that violate, or could constitute violation of, this policy. The Company prohibits violence or threats of violence in the workplace and views such actions in the most serious manner.

The Company also prohibits violence or threats of violence by non-employees. The Company will immediately investigate all incidents of violence, potential violence or threats of violence of which it becomes aware.

If it is determined by the Company that an employee has violated the Company's policy regarding workplace violence, that employee will be subject to disciplinary action, up to and including termination of employment. The Company also reserves the right to report such violations to the appropriate law enforcement agency.

This policy covers all full-time, part-time and seasonal employees. This policy covers any acts of violence that occur on Company premises, facility or during an employee's working hours, or while an employee is engaged in Company business.

The Company also prohibits violence or threats of violence by non-employees (i.e., consultants, vendors, contractors or supplemental workers) while in a Company workplace or at a Company facility or engaged in Company business.

Definition

Workplace Violence

Behaviors which constitute assault, battery, harassment, intimidation, threats, destruction or attempted destruction of Company property or personal property of others. Covered behaviors are those which occur in a Company workplace, at a Company facility or while an employee is engaged in Company business or otherwise representing the Company.

COMPLAINT PROCEDURE

If you feel that you have been the subject of workplace violence or you have identified a situation where workplace violence has occurred or is likely to occur:

- Bring the matter to the attention of the individual's supervisor, manager or department head, the respective Company Human Resources representative, the Security department or the Occupational Health Services department.
- Utilize the Integrity Helpline for investigation and resolution in a timely manner (877) -.

DISCIPLINARY PROCEDURE

The Company will not tolerate acts of violence or statements or action of an inflammatory nature, intended to provoke a violent response. Violations of this policy may result in disciplinary action up to and including termination.

- When the Company becomes aware of the first offense, the party or parties involved may be suspended and escorted off premises pending investigation, depending upon the severity or nature of the offense.
- When the Company has completed the investigation of the incident, a meeting will be scheduled with the employee, a union representative (if the employee is covered by a union contract) or a Human Resources representative (for salaried employees) and appropriate Company officials to discuss the results of the investigation and what disciplinary action, if any, will be taken.

Some violations of this policy will result in termination of employment for the first offense. Other violations of this policy will subject an employee to disciplinary action up to and including termination (for example, depending on the severity of the offense and/or history of previous violations of this policy).

In addition to disciplinary action for any employee found to be in violation of this policy, the Company will fully cooperate with appropriate law enforcement authorities if there is reason to believe that a criminal act has been committed.

EMPLOYEE RESPONSIBILITIES

All employees are responsible for establishing and maintaining a work environment that promotes professionalism and is free of workplace violence. This responsibility includes being alert to situations in which workplace violence is occurring or is likely to occur, and immediately notifying the appropriate Company personnel of any incidents or concerns.

MANAGEMENT RESPONSIBILITIES

The timely involvement of the appropriate Company personnel is critical to help ensure that reasonable precautions will be taken to eliminate or minimize the risks of workplace violence. The Company reserves the right to involve appropriate law enforcement personnel and/or to remove individuals from Company premises. Reported incidents will be kept confidential to the extent possible in accordance with the best interests of the employee and the Company.

OCCUPATIONAL HEALTH SERVICES (OHS) RESPONSIBILITIES

- Evaluate an employee's condition, facilitate initial treatment if necessary, and advise employees regarding their responsibilities under applicable Workers' Compensation laws and Company policy.
- Prepare and process medical documentation regarding the employee's condition and any interventions taken.
- Complete appropriate reports as required under Workers' Compensation laws and forward to Company's WC insurance carrier for determination of benefits.
- Prepare and process Company forms or automated personnel system entries to indicate the first day of alleged disability and the subsequent date of return to work.
- Coordinate medical treatment with the employee and treating physician and manage the case to ensure efficient and effective treatment.
- Notify the employee, the Company Benefits department, OHS and the appropriate safety representative if the Company's WC insurance carrier has denied an employee's claim.
- Advise the employee of the procedure for applying for a medical leave.

EMPLOYEE ASSISTANCE PROGRAM

- The Company provides access to the Employee Assistance Program (EAP) to help its employees during difficult situations. One provision of the EAP benefit provides an opportunity for individuals to self-identify and enroll in treatment when they believe that they have the potential to be involved in violent behavior. EAP is not designed as a means of avoiding disciplinary action for those who have already committed a policy violation. It is intended to provide a means for employees who believe they may have potential to be involved in policy violations to seek proactive help through self-referral.
- All employees should be aware, that there are legal and/or ethical obligations that require Company medical personnel to inform a threatened individual of their potential involvement in a violent situation.

EXAMPLES

Following are examples of violations which may result in termination of employment for the first offense. This list of infractions is not intended to be all-inclusive.

- Striking another employee.
- Fighting on Company property or at Company sponsored events, whether or not on Company property.
- Direct threats of violence directed at anyone in the Company's employ or involved in Company business.
- Participation in any activity with the intent to harm another while on Company property.
- Sabotage of Company property.
- Theft or destruction of the personal property of another while on Company property.
- Possession of firearms, explosives or weapons of any kind on Company property.

LINKS TO OTHER POLICIES

[Employee Assistance Program](#)

[Separation from Employment](#)

[Anti-Harassment](#)