



Violence-Free Workplace

Effective:

Policy Number: VII-Q

Revised:

PURPOSE:

To maintain a work environment free from intimidation, threats, or violent acts.

DEFINITION:

This includes, but is not limited to: intimidating, threatening or hostile behaviors; physical abuse, vandalism, arson, sabotage, use of weapons, carrying onto Company property weapons of any kind of articles which could be potentially used as weapons; or any other act, which, in the opinion of management, is inappropriate to the workplace and which violates our core values (see Standards and Conduct). In addition, jokes or offensive comments implying threats of violence will be considered a violation of this policy.

RESPONSIBILITY:

All individuals who interact within the confines of the company, including but not limited to: employees, patients, physicians, visitors, vendors, etc. Employees who feel they have been subjected to any of the behaviors listed above (see Definition), are requested to immediately report to any member of management staff. Complaints will be investigated, and, based on the results, corrective action will be taken against the offender, if appropriate. Employees who observe or have knowledge of any violation of this policy should immediately report it to management.

Employees are empowered to contact Security and/or the proper law enforcement authorities without first informing management if they believe there exists an imminent direct threat to the physical safety of themselves or others.

Policy and Procedure:

- A. In a non-acute situation (defined as no imminent threat; example: intimidation, harassment, etc.) manager or designee is responsible to:
 - 1) Contact the Human Resources Counsel during business hours, who will notify the other members of the Threat Management Triage Team, composed of representatives from Human Resources, Health Services, Employee Assistance Program, Risk Management, and Security.
 - 2) Secure all evidence in a safe location.
 - 3) Ask all witnesses to document their observations and obtain preliminary statements.
 - 4) Document the entire process on an Occurrence Report and the Employee Chronological Report (if applicable).

5) Consult with each member of the Threat Management Triage Team regarding the appropriate follow-up with respect to their specific area of expertise.

B. In an acute situation, which may include but is not limited to: possession of weapons by any other person, physical assault by any person, or imminent threats of a violent act, the manager or designee is responsible to:

1) Location 1:

- 1) Remain Calm
- 2) Contact the Internal Operator on a core line by dialing "55"
- 3) Indicate to the Operator that a "Code 77" situation exists and state the location
- 4) If weapons are involved, state that both a "Code 77" and "Mr. Tower" situation exists.
- 5) The operator will:
 - a. Notify security via voice pager and overhead page
 - b. Contact the Human Resources Counsel during the business day
 - c. Notify Local Police "911", Administrator on Call, and Public Information Officer (if it's a "Mr. Tower" situation)

2) Location 2:

- 1) Remain calm
- 2) Call security at 586-2441
- 3) Indicate a "Code 77" exists and state the location
- 4) If weapons are involved, state that both a "Code 77" and "Mr. Tower" exists
- 5) Contact the Human Resources Counsel during the business day
- 6) Dial "911" if weapons are involved.

3) Location 3:

- 1) Remain calm
- 2) Dial "911" and follow protocol
- 3) Contact the Human Resources Counsel during the business day

C. Based on management's reasonable suspicion or actual knowledge of a violent or potentially violent situation, the company reserves the right to conduct searches and inspections of employees, and of employees' personal effects, including but not limited to articles such as lunch containers, thermoses, purses, backpacks, personal packages or vehicles; or company-provided materials, including but not limited to articles such as: lockers, desks, personal computer files, cabinets, and file drawers. All searches will be conducted simultaneously by the manager or designee, and a representative from company Security.

- 1) Any weapons or articles that could potentially be used as weapons which are discovered may be taken into custody and turned over to law enforcement representatives.
- 2) Any company employee who refuses to submit to a search or who is found in possession of weapons or articles that could be potentially used as weapons, may be subject to corrective action up to and including release from employment.

D. Security (on-site Security and/or law enforcement authorities) will:

- 1) Communicate immediately by two-way radio and coordinate arrival to the affected area
- 2) Act in conjunction with local authorities to diffuse the situation which emphasizes separating the risk from employees, patients, and visitors in order to ensure their safety to the extent possible.

- E. The Threat Management Triage Team will conduct an immediate investigation of the incident. The investigation may include, but is not limited to the following steps:
- 1) Conduct a drug/alcohol screen
 - 2) Conduct a background check by CBI/FBI
 - 3) Require a fitness for duty evaluation (refer to protocol for Fitness for Duty Evaluation)
 - 4) Suspend any or all parties involved without productive pay dependent upon review of particular circumstances and situations
 - 5) Provide recommendations for appropriate follow-up from each member of the team with respect to their specific area of expertise.
 - 6) Provide debriefing services in respective areas of expertise to departments/individuals affected.
- F. Any individual who is found to have committed violations of the Violence-Free Workplace Policy may be subject to corrective action up to and including release from employment.
- G. Where an investigation supports that a registered or licensed employee has engaged in violations of the Violence-Free Workplace Policy, the manager of that department will file appropriate reports to that individual's licensing board.
- H. Any employee who knowingly makes a false accusation against another individual in regard to the Violence-Free Workplace Policy may be subject to corrective action up to and including release from employment.
- I. Individuals who are not employees and who engage in violations of the Violence-Free Workplace Policy, as defined above, will be reported to the appropriate law enforcement agency.
- J. Confidentiality should be maintained by all personnel in situations regarding violations of the Violence-Free Workplace Policy.