

Violence in the Workplace Policy Template

1. Purpose

The purpose of this policy is to ensure a safe and secure work environment for all employees. Workplace violence will not be tolerated under any circumstances.

2. Definition of Workplace Violence

Workplace violence includes, but is not limited to, any physical assault, threatening behavior, or verbal abuse that occurs in the workplace.

3. Reporting Procedures

Employees who witness or experience workplace violence are required to report the incident immediately to their supervisor or HR department. Reports can be made anonymously if desired.

4. Investigation Process

All reports of workplace violence will be taken seriously and investigated promptly. The HR department will conduct a thorough investigation to determine the appropriate course of action.

5. Disciplinary Action

Any employee found to have engaged in workplace violence will be subject to disciplinary action, up to and including termination of employment.

6. Support for Victims

Employees who have experienced workplace violence will be provided with support and resources to help them cope with the incident. This may include counseling services or time off work.

7. Training

All employees will receive training on recognizing and preventing workplace violence. This training will be provided during the onboarding process and on an ongoing basis.

8. Compliance

All employees are expected to comply with this policy. Failure to do so may result in disciplinary action.

For more information on workplace violence, please visit the Occupational Safety and Health Administration website: <https://www.osha.gov/SLTC/workplaceviolence/>