

Workplace Violence: Sample Employee Policy Language



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A Good Workplace Violence Policy Should Contain the Following Language

The goal of this policy is to promote the safety and well-being of all people in our workplace.

This organization does not tolerate workplace violence. We define workplace violence as actions or words that endanger or harm another employee or result in other employees having a reasonable belief that they are in danger. Such actions include:

- Verbal or physical harassment
- Verbal or physical threats
- Assaults or other violence
- Bullying
- Sexual harassment
- Any other behavior that causes others to feel unsafe

Company policy requires an immediate response to all reports of violence. All threatening incidents will be investigated and documented by management. If appropriate, the company may provide counseling services or referrals for employees.

The following disciplinary actions may also be taken:

1. Oral reprimand
2. Written reprimand
3. Suspension
4. Termination

It is the responsibility of all employees to report all threatening behavior to management immediately. The identity of anyone reporting a suspicion will be maintained in confidence as much as possible. Employees should never take any action that might jeopardize safety. If any employee should feel they are in eminent danger at any time, they are instructed to call 911 for assistance.

The company recognizes that off-duty events can have an impact on the workplace. Therefore, employees are encouraged to notify management when such events have the potential to create a disruption in the work place.

If applicable

Employees are reminded about the availability of the employee assistance program. The EAP is available to employees and members of the employee's family or household who may need assistance in resolving both work related and non-work related issues.

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This handout provides general information and may not apply to each specific situation. It is not meant to:

- Set your organization's standard.
- Replace legal, mental health and/or medical advice or counsel.
- Replace existing laws, rules, regulations, and directives.
- Guarantee an incident of violence will not occur.
- Protect from harm.

Remember: Intervening in threatening situations requires advice, support and help from not only your EAP, but HR professionals, security experts, and possibly law enforcement.