

THREATS AND VIOLENCE POLICY

Sample

Our policy is to strive to maintain a work environment free from intimidation, threats, or violent acts. This includes, but is not limited to, intimidating, threatening or hostile behaviors, physical abuse, vandalism, arson, sabotage, use of weapons, carrying weapons onto city property, or any other act, which, in management's opinion, is inappropriate to the workplace. In addition, bizarre or offensive comments regarding violent events and/or behavior are not tolerated.

Employees who feel subjected to any of the behaviors listed above should immediately report the incident to any supervisor or human resources representative. Complaints will receive attention and the situation will be investigated. Based on the results of the inquiry, disciplinary action will be taken against the offender, if management feels it is appropriate.

Employees who observe or have knowledge of any violation of this policy should immediately report it to management. We will act when unforeseen events occur and look to employees for support of this policy. Employees should directly contact proper law enforcement authorities if they believe there is a serious threat to the safety and health of others.