

Policy: Workplace Violence

Policy Title Workplace Violence
Responsible Dept [Organizational Services](#)
Content Owner [Brad G. DeHart](#)

Philosophy

Everyone has a right to a safe working environment, free from threat, physical harm, and injury.

The National Institute for Occupational Safety and Health (NIOSH) defines Workplace Violence as any physical assault, threatening behavior or verbal abuse occurring in the work setting. It includes, but is not limited to, beatings, murders, robbery, burglary, stabbing, suicides or near suicides, shootings, rapes, psychological traumas such as threats, obscene phone calls, an intimidating presence, and harassment of any nature such as being followed, sworn at or shouted at.

Violent Behavior is defined, but not limited to:

- Causing physical injury to another person;
 - Making threatening remarks that create a reasonable fear of injury to another person or subject another individual to emotional distress;
 - Aggressive or hostile behavior that creates a reasonable fear of injury to another person;
 - Intentionally damaging employer property or property of another employee;
 - Possession of a weapon while on company property or while on company business;
 - Committing acts related to harassment, discrimination, retaliation or domestic violence.
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Policy

The Foundation has zero tolerance for any type of violence against its employees, contracted staff, partners, or visitors on Foundation premises - whether owned or leased - at any time or while engaged in business with or on behalf of the Foundation. The occurrence or threat of violence in the workplace is strictly prohibited. The Foundation requires employees to perform their duties without violence or making threats of violence towards another.

Any employee who commits an act of violence or a threat of violence will be subject to discipline up to and including dismissal at the Foundation's sole discretion.

WKKF reserves the right to refuse access to its properties - whether owned or leased - to any individual.

Procedures

Implementing this policy effectively and maintaining a safe working environment is the responsibility of each employee. Staff should not ignore violent, threatening, harassing, intimidating, or other disruptive behavior.

If staff observe, experience, or anticipate such behavior by anyone on WKKF premises, whether or not he or she is a WKKF employee, they should report it immediately to Security at extension 2044. Security will make a full report and document all details of the incident. Reports can be made anonymously and all reported incidents will be investigated. Security will immediately involve the [Facilities Manager](#) and the Director of Human Resources to begin investigating the incident and initiating appropriate action.

PLEASE NOTE: Threats or assaults that require immediate attention should be reported first to Security at extension 2044 and then to police at 9-911.

Reports or incidents warranting confidentiality and privacy will be handled appropriately and information will be disclosed to others only on a need-to-know basis. All parties involved in a situation will be included in the investigation as appropriate, and the results of investigations will be discussed with them.

- Tools**
(Checklists, Forms)
 - References**
(Guidelines, Other)
 - Training Modules**
(How To)
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Applies To - Region All Offices
Applies To - Personnel Type All Staff
Exceptions
Who to Call [Brad G. DeHart](#)

Legal Reason

Executive Council Approved 4/12/2004
Related Policies [Conflict Resolution](#)
[Discrimination/Harassment](#)
[No Weapons](#)