



**EFFECTIVE DATE:** 11/20/2019  
**SUPERSEDES:** v.3 Work Place Violence  
**DEPARTMENT:** Corporate - Health and Safety  
**APPROVED BY:** Executive Team, Paul Jones

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**SUBJECT:** Work Place Violence **Page 1 of 2**

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**POLICY:** **CARF 1.H.5.a.(6)**

Moody Neurorehabilitation Institute strives to provide employees a safe environment in which to work; therefore, Moody Neuro has zero tolerance regarding violence or threats of violence in the workplace. All firearms and other weapons, defined as prohibited by the Texas Penal Code, are prohibited on Moody Neuro property.

**DEFINITIONS:**

An **act of violence** includes any physical action, whether intentional, reckless, or accidental that harms or threatens the safety of another individual in the workplace.

A **threat of violence** includes any behavior that by its very nature could be interpreted by a reasonable person as an intent to cause physical harm to another individual.

**Workplace** includes all Moody Neuro campus and off-campus locations where staff or agents are engaged in Moody Neuro business.

**Active Shooter Event:** An active shooter is a person(s) who appears to be actively engaging in killing or attempting to kill people in a populated area; in most cases, active shooters use firearms, and there is no apparent pattern or method to their selection of victims.

**PROCEDURE:**

**A.** All employees shall;

1. contact Law Enforcement to report acts or threats of violence,
2. notify their supervisor of any restraining orders against individuals.
  - a. Upon receipt of this notification the supervisor should consult the Chief Human Resources Officer who will notify the Safety Officer.
3. An Incident Report must be filled out and submitted to the Chief Executive Officer when safe to do so.

**B.** Threats of Violence:

1. The employee immediately reports the incident to her/his supervisor, Chief Human Resources Officer or nearest member of the management.
2. The supervisor notifies the Chief Human Resources Officer as soon as possible even if the situation has been addressed.
3. The Chief Human Resources Officer gathers information and documentation of the alleged threat, including interviewing any witness and reviews the supervisor. The Chief Human Resources Officer will also consult with the CEO, Moody Neuro Attorney and/or Law Enforcement as necessary.



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4. Based on the documentation of the incident, appropriate action will be taken up to and including termination.
5. If necessary, the employee(s) will be referred for drug testing, clinical evaluation and/or treatment as needed.

**C. Acts of Violence Not Involving Injuries or Weapons:**

1. The employee shall report the incident immediately to his/her supervisor, Chief Human Resources Officer or nearest member of the management.
2. The supervisor notifies the Chief Human Resources Officer as soon as possible even if the situation has been addressed.
3. The Chief Human Resources Officer gathers information and documentation of the alleged act, including interviewing any witness and reviews the findings with the supervisor. Chief Human Resources Officer will also consult with the CEO, Moody Neuro Attorney and/or Law Enforcement as necessary.
4. Based on the documentation of the incident, appropriate action will be taken, such as, testing for drugs and alcohol up to and including termination.
5. If necessary, the employee(s) will be referred for drug testing, clinical evaluation and/or treatment as needed.

**D. Acts of Violence Involving Injuries or Weapons:**

1. Any person observing the incident should dial 911 when safe to do so. In addition, the incident should be reported to the nearest member of management when safe to do so.
2. Management should reasonably attempt to ensure the safety of other employees, patients and visitors.
3. Physical Plant / Residential staff with coordinate with Law Enforcement and cooperate during an active investigation. Refer all patient inquiry to a supervisor/case manager.
4. If necessary, the Chief Human Resources Officer will arrange to work with victims and observers of the incident and arrange for critical incident stress debriefing and confidential counseling sessions.