

SAMPLE WORKPLACE VIOLENCE POLICY

Because the incursion of domestic violence in the workplace is a form of workplace violence, a general workplace violence policy would be the foundation for the procedures that apply to domestic violence in the workplace.

THIS SAMPLE POLICY HAS BEEN WRITTEN IN GENERAL TERMS AND IS NOT TO BE CONSTRUED AS A SUBSTITUTE FOR LEGAL OR MANAGEMENT ADVICE.

[Even though we are a small office], our goal is to strive to maintain a workplace free from intimidation, threats, or violence. This includes, but is not limited to, intimidating or threatening behaviors, physical or verbal mistreatment, vandalism, sabotage, use of weapons, carrying weapons onto company property, or any other act which, in management's opinion, is inappropriate to the workplace. In addition, we do not tolerate bizarre or offensive comments regarding violent events, even if made in jest, and/or bizarre or offensive behaviors.

We prohibit the use of company property, such as vehicles, telephones, fax machines, or e-mail in threatening or inappropriate ways.

Employees who feel that they have been subjected to any of the behaviors listed above should immediately report the incident to _____ [Designate appropriate person(s). For example, "any partner or the Office Manager."]. Employees and non-employees who observe or have knowledge of any violation of this policy should follow the same reporting procedure. We request the support and cooperation of all employees in this effort.

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Complaints will receive prompt attention and the situation will be investigated. Based on the results of the investigation, management will take disciplinary or other actions as appropriate.

Employees should directly contact proper law enforcement authorities if they believe there is an immediate threat to their own health and safety, the health and safety of others, or property. Dial 911.

We do not tolerate retaliation for making a complaint or participating in the investigation of a complaint. If you feel that you have been retaliated against, please follow the reporting procedure described above.

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